Language and Culture Center

Conversation Club Guide

For Spring 2017, the program will be offered as follows:  
February 7, 2017 – April 7, 2017  
12:00 – 2:00 pm  
Mondays, Wednesdays and Fridays

**What are the benefits of being a Guide?**

* Develop your cross-cultural awareness and understanding of pedagogy
* Gain teaching experience that strengthens your resume, applications, and skill set
* Receive counseling about careers in ESL
* Learn about other cultures
* Make friends and have fun!

**Who should apply?**

The program is ideal for UH\* students who:

1) are considering applying for a Fulbright grant or interested in teaching English abroad

2) have recently studied abroad or have plans to go abroad

3) are interested in pursuing careers with a global or international component

4) are interested in discussing cultural differences and commonalities and able to explain different aspects of American culture   
**\***LCC students are not eligible.

**What do Guide responsibilities include?**

As a guide, you will serve as a conversation facilitator for small groups of international students who are enrolled in UH’s intensive English program, the Language and Culture Center (LCC), and studying English.  During Conversation Club, each guide will host a table with students at different levels of English proficiency, from Level 1 (beginner) to Level 6 (advanced). The purpose of the program is to provide LCC students with the opportunity to practice their English conversation skills while sharing their cultures and learning about American culture.  Training, session topics, and talking points will be provided to you.

Visit <http://www.uh.edu/class/english/lcc/students/activities/> to see a video of Conversation Club and go to <http://www.uh.edu/class/english/lcc/> to learn more about the Language and Culture Center.

**How do I apply?**

**You should apply only if you are available from 12:00-2:00 pm on Mondays, Wednesdays and Fridays this semester.** There are no exceptions to the schedule.  You may be asked to take part in some social/learning activities outside of the club hours as your schedule permits. Guide positions for next semester will be filled on a rolling basis as qualified candidates are interviewed and selected. Earlier submission is encouraged. Applications will be reviewed until all positions have been filled. Interested applicants must follow these instructions:

1. Submit the Conversation Club Guide Application (**below)** & your resumeto Dr. Jodi Nelms at jlnelms2@uh.edu;
2. Use subject line:  “LCC Guide Application – first last name”

**Is the Guide position paid?**

If you are selected as a Guide, you will be hired by the Language and Culture Center (LCC).  The position will be paid hourly, and the expected time commitment is approximately 6-8 hours per week (This includes training.).  Note: If you are currently working on campus, you may hold more than one campus job, but the combined total hours worked for all jobs cannot exceed 20 hours. This is not a work-study position.

**Contact**

Should you have any additional questions, please email Dr. Jodi Nelms at jlnelms2@uh.edu.

**Scroll down to application below.**

**LCC Conversation Club Guide Application**

**Application Instructions:**

1. Submit **application and** **resume** to Dr. Jodi Nelms via email at jlnelms2@uh.edu.
2. Use subject line “LCC Guide Application – First/Last Name”

**LANGUAGE AND CULTURE CENTER**

**PROGRAM ASSISTANT EMPLOYMENT APPLICATION**

**(ADMINISTRATIVE)**

**NOTE: The University of Houston requires that applicants for employment**

1. **Be free of all debt to the university (including library and parking fines).**
2. **Be registered with the U.S. Selective Service (male citizens only).**
3. **Provide proof of eligibility to work.**
4. **Provide proof of identity.**

Application For: Fall Spring Summer Year: 20

First MI Last:

male female

Peoplesoft myUH ID:

Street Address:      City, State, Zip:

Permanent Phone:       Cell:         Email:

Please answer the following questions:

Are you currently a student? Yes No

If yes, where do you attend school?

If you already graduated, specify month/year:

What is your classification/year of school?       What is your major?

Are you currently employed: Yes No

Name of Employer/Organization:

What is your job title?

Do you have a valid Texas Driver’s License? Yes No

Describe your keyboarding skills. Excellent Good Average

What is your native language?

What other languages do you speak?

How many years of training have you had in those foreign languages?

List any other previous work experience you have had (including volunteer, tutoring, teaching, leadership roles, etc.) which you feel may help qualify you for a Guide position with the Language and Culture Center.

Please give one reference that we may contact:

Name:

Phone Number:

Relationship:

Please state briefly why you would like to work for the Language and Culture Center as a Conversation Club Guide:

Please tell us how you heard about the Conversation Club program:

Please mark with an “X” to confirm your availability. You must be available as noted without exception.

**\_\_Yes, I have reviewed the Conversation Club schedule and program dates. I am available to serve as a guide from 12:00-2:00 on Mondays, Wednesdays and Fridays during the upcoming semester. In addition, I understand that there may be some social activities on Saturdays that I am expected to attend with the LCC students depending on my availability.**