

De Anza College

Guidelines To Meet Prerequisites In World Languages At De Anza

www.deanza.edu/iis/prereqclear.html

- ❖ **Whether** you are a **native** or a **non-native** speaker of the target language, if you have pursued **any amount of prerequisite coursework in high school and/or at a college other than De Anza or Foothill**, you must obtain an unofficial transcript and submit it (electronically or in person) to the designated faculty contact in that department. (See table below.) Even if you have transcripts on file with Admissions and Records, you must still submit transcripts to the designated faculty contact.
- ❖ If you have acquired your command of the target language **entirely through non-academic experiences**, please go directly to the designated faculty contact in that department for an oral / written assessment. There's a wide range of non-academic language experiences. Here are some examples:
 1. Acquiring the language as a **native speaker without** having received any **language instruction in high school and/or college**,
 2. **Non-native** learning of the language during **extensive travel** (e.g., pleasure and/or business),
 3. **Non-native** learning of the language while **living in a country** (or countries) in which that language is spoken (e.g., missionary work, military service, business assignment)
 4. **Non-native** learning of the language **in the U.S.** while **living with native speakers** (e.g., spouse, significant other, roommates) **or** while **working extensively with native speakers** (e.g., church/community projects, construction work, restaurant jobs),
 5. **Other.** If in doubt, please check with the designated faculty contact in the department.
- ❖ **Whether** you are a **native** or a **non-native** speaker of the target language, if you **pursued any amount of your language coursework outside of the U.S.**, please go directly to the designated faculty contact in that department for an oral / written assessment. You're encouraged to bring to the appointment any documentation that may be relevant (e.g., grade reports, transcripts, certificates, diplomas).
- ❖ You are strongly urged to obtain the necessary clearance the quarter prior to your enrolling in the course. Be mindful that most designated faculty contacts (across language departments) are not available to meet with you during Summer, Winter, and Spring breaks.

**LIST OF DESIGNATED FACULTY CONTACTS
(BY LANGUAGE DEPARTMENT)
WHO WILL PROCESS YOUR PREREQUISITE CLEARANCE**

Language	Name of faculty member	Faculty member contact information
Cantonese and Mandarin	Hua-Fu Liu	(408) 864-5324 liuhuaфу@fhda.edu Forum Bldg. Office 2J
French	Laura Karst	(408) 864-8592 karstlaura@fhda.edu F4 Bldg. Office 41n
German	Maike Ahrends	(408) 864-5449 ahrendsmaike@fhda.edu F4 Bldg. Office 41A
Hindi	Nilu Gupta	guptanilu@fhda.edu
Japanese & Korean	Contact the faculty in whose section you seek enrollment, or IIS Division Assistant: ⇒ JoAnn Okabe Kubo IIS Division Dean: ⇒ Edmundo Norte	okabekubojoann@fhda.edu (408) 864-8769 Multicultural Center (MCC) norteedmundo@fhda.edu
Persian	Dariush Gilani	gilanidariush@fhda.edu
Russian	Larissa Chiriaeva	(408) 864-5449 chiriaevalarissa@fhda.edu F4 Bldg. Office 41A
Spanish	Rubén Abrica-Carrasco	(408) 864-5762 abricacarrascoruben@fhda.edu Multicultural Center (MCC) Office 14g
	Carmen Lizardi-Folley	(408) 864-8679 lizardifolleycarmen@fhda.edu PE-6 Bldg. Office 667
Vietnamese	Dzuong Nguyen	nguyendzuong@fhda.edu

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Area: World Languages

(to be used in equivalency determination of pre-requisite courses)

Instructions: Complete this intake form and submit it (in person or by email) to the designated faculty member, along with applicable documentation (e.g., transcript, test scores). Call or email the faculty member to make an appointment. Your placement results will be emailed to you at the address you provide below.

Student Name: _____
Last First Middle

Campus Wide ID: _____ Date: _____

Student Email Address: _____
(please print clearly)

1. Which language do you intend to enroll in? (Only one language per intake form.)

- ☐ Cantonese ☐ Hindi ☐ Mandarin ☐ Spanish
☐ French ☐ Japanese ☐ Persian ☐ Vietnamese
☐ German ☐ Korean ☐ Russian

2. Which level of the language do you intend to enroll in?

First year (elementary)	Second year (intermediate)
<input type="checkbox"/> Level one (first quarter)	<input type="checkbox"/> Level four (first quarter)
<input type="checkbox"/> Level two (second quarter)	<input type="checkbox"/> Level five (second quarter)
<input type="checkbox"/> Level three (third quarter)	<input type="checkbox"/> Level six (third quarter)

3. Have you studied this language in high school?

- ☐ No. (Go to the next question.)
- ☐ Yes. Please specify: for how many years?
- ☐ 1 ☐ 2 ☐ 3 ☐ 4 (Honors) ☐ 5 Advanced Placement (AP)
- AP score (if applicable)

Please specify how long since you last took a high school language class:
☐ 1 quarter ☐ 2 quarters ☐ 3 quarters ☐ 1+ years: Please specify:

4. Have you studied this language in college?

- ☐ No. (Go to the next question.)
- ☐ Yes. Please specify how many quarters and/or semesters:
- Quarters \Rightarrow ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
- Semesters \Rightarrow ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Please specify how long since you last took a college language class:
☐ 1 quarter ☐ 2 quarters ☐ 3 quarters ☐ 1+ years: Please specify: _____

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5. Have you ever studied this language in a country outside the United States?

☐ No. (Go to the next question.)

☐ Yes. Please specify:

Name of country/countries: _____

Duration of program or schooling: _____

Language level(s): _____

How long since this language experience? _____

6. Do you use or have you used this language for job-related purposes?

☐ No. (Go to the next question.)

☐ Yes. Please describe nature of job (e.g., healthcare), frequency of language use (e.g., daily, occasional, rare), and extent of language interactions (e.g., with co-workers, customers, patients, over the phone, face-to-face, in written correspondence).

Specify any specialized language training completed to achieve (language) proficiency in your area of expertise (e.g., military, medical, legal, business, social work):

If you're no longer using this language on the job, please specify how long it has been since you last did: _____

7. Have you ever taken a formal placement exam or proficiency test in this language? (e.g., AP exam in high school, ACTFL test, military or job-related certification exam)

☐ No. (Go to the next question.)

☐ Yes. Please describe and provide dates and scores, if available.

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8. Are you a native speaker of this language or {were you raised /currently live} in a household in which this language {was/is} used on a regular basis?

☐ No.

☐ Yes. Please answer (1)-(2) below:

1. Check all applicable types of schooling that you have received in the language:

☐ Bilingual education in the United States (e.g., elementary school)

Please specify: _____

☐ Weekend or after school programs (e.g., local community groups)

Please specify: _____

☐ Any portion of K-12 education in (an)other country / countries:

Please specify grade level(s) and country/countries: _____

☐ Any college-level or professional education in (an)other country / countries:

Please specify: _____

2. Candidly, please rate your own proficiency in EACH of the following areas, using a scale from 1-10 (10=strongest; 1=weakest).

_____listening comprehension

_____speaking

_____reading comprehension (e.g., newspaper, magazines, brochures)

_____writing (e.g., spelling, paragraph-level texts like letters)

=====

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Comments (e.g., results of additional language evaluation): _____

Equivalency determination has been satisfactorily established: ☐ YES ☐ No

If no, please explain: _____

Name and signature of faculty member responsible for the equivalency determination:

Date: _____