CAMPUS – WIDE TEACHING ASSISTANT TRAINING
ACADEMIC YEAR 2011-2012

- INTERNATIONAL TEACHING ASSISTANT ORIENTATION
- TA SEMINAR ON COLLEGE TEACHING GUIDELINES
- ENGLISH TESTING SCHEDULE/CALENDAR and CONTACTS
- ENGLISH TESTING and INSTRUCTION GUIDELINES

The Office of the Provost and the Graduate School sponsor two campus-wide programs for new teaching assistants: The ITA Orientation (specifically for new international TAs and continuing international graduate students who will be teaching for the first time), and the TA Seminar on College Teaching (Open to both ITAs and TAs who are U.S. citizens or permanent residents). The MSU Teaching Assistant Program is responsible for organizing and conducting both programs. Students who are not TAs but who will be required to teach as part of their academic programs also should participate in these programs.

The Office of the Provost and the Graduate School also sponsor English language testing and instruction for new international TAs. The testing is conducted by the English Language Center. For those TAs who do not meet MSU language requirements, the Teaching Assistant Program provides training to help them prepare for the classroom. For detailed information, see English Testing and Instruction for International TAs – Academic Year 2011 – 2012, included in this packet.

This document summarizes the dates, policies, and procedures for these services in Academic Year 2011-2012. Departments should be familiar with these policies, inform their TAs about requirements for participation, and notify the TA Program of their TA’s intention to participate. For answers to questions about MSU services for teaching assistants, please contact those persons listed in this packet.

MSU Office of the Provost
The Graduate School
MSU TA Programs

February 21, 2011
ENGLISH TESTING CALENDAR AND CONTACT PERSONS
Check our website http://www.tap.msu.edu/calendar/ for date revisions

Spring 2011
  ENG097 January 25 - April 15
  ITA Oral Interview April 18 - 19
  End-of-Spring SPEAK *** April 27

Summer/Fall 2011
  Summer SPEAK *** July 11
  International TA Orientation August 14 - 19
  Orientation SPEAK August 17 & 18 (morning)
  Pre-Semester SPEAK (Late) August 24
  TA Seminar on College Teaching August 22 - 24 (mornings)
  Fall Classes Start August 31
  English 097 September 12 - November 18
  ITA Oral Interview November 21 & 22 (afternoons)
  End-of-Semester SPEAK December 14 & 15

Spring 2012 (Tentative)
  Pre-Semester SPEAK January 4
  English 097 January 23 - April 14
  ITA Oral Interview April 16 & 17
  End-of-Semester SPEAK May 1

*** Please note, continuing students must meet the TA English requirement by mid summer to attend the International TA Orientation. April 27 and July 11 are the last dates for continuing students to take SPEAK if they are to attend the orientation.

Contact Persons:
  TA Seminar on College Teaching Kevin Johnston, Curriculum Development Specialist
  International TA Orientation & Director, MSU TA Programs
                       Tel: 517-353-3062, Email: kmj@msu.edu

  English 097 Zeynep Altinsel, Coordinator & Instructor,
  International TA Programs                       Tel: 517-353-3062, Email: altinsel@msu.edu

  English Testing Dan Reed, PhD, MSU English Language Center
                       Tel: 517-884-1503, Email: reeddan@msu.edu

English Language Center Website: http://elc.msu.edu

Last Updated: 03/29/2011
ENGLISH TESTING AND INSTRUCTION GUIDELINES
FOR INTERNATIONAL TAs - ACADEMIC YEAR 2011-2012

Basic Policy. MSU ITAs who are not native speakers of English are required to demonstrate that they meet a minimum standard of fluency in spoken English before they can be assigned teaching work that involves oral communication with undergraduate students. TAs may meet this requirement by:

- A score of 50 or higher on SPEAK, given by the English Language Center (ELC)

- Taking English 097 (the ITA Speaking and Listening Class) and getting a score of 50 or higher on the ITA Oral interview (ITAOI). The ELC gives the ITAOI.

- A score of 50 or higher on the Test of Spoken English (TSE). TSE is discontinued but MSU will accept scores through March 2012 as long as the score report date is less than 2 years old.

SPEAK. Both SPEAK and the ITA Oral Interview (ITAOI) are given free of charge to eligible students at MSU by the ELC. Students have four (4) opportunities to meet the university's requirement via SPEAK or the ITAOI. To be eligible to take SPEAK on campus, students must have regular admission and must have proof of TA status. Students who are being considered for a teaching assistantship must submit a SPEAK request form to the ELC signed by their department. Students who do not receive a sufficient score on SPEAK in a given attempt must wait at least two months before retesting. A SPEAK test practice tape and booklet (call number TAS000#25) are on reserve at the Audio Visual Library (4th floor west wing, Main Library). You may hear a sample SPEAK test online at http://cte.illinois.edu/testing/oral_eng/test_prac.html

English 097 and the ITA Oral Interview. English 097 is a course in English pronunciation and teaching skills for current or prospective international TAs. The course is offered both fall and spring semesters. The prerequisite for enrolling is (a) SPEAK score of 45 or (b) SPEAK score of 40 and permission of the 097 instructor. Priority in enrollment is given to students who already have TA appointments. To enroll, eligible students must sign up with the instructor at the TA Program Office (9 International Center) before the first day of class. The class starts Monday on the third week of each semester. At the end of the course, students must take the ITA Oral Interview (ITAOI). Students who get an interview score of 50 or higher satisfy the TA English requirement and can be cleared for teaching. Students who score below 50 on their first interview have two semesters and two more opportunities to meet the requirement. To re-interview, students must sign up at the ELC Office (A 714 Wells Hall) no earlier than three weeks and no later than one week before the interview date.

Appeal Procedure by Review Board. If a student obtains a 45 on SPEAK or a 45 on the ITAOI and the student's department feels the test result inaccurately reflects the student's speaking ability, the department may ask a Review Board to independently evaluate the student's spoken English. This Board will consist of (a) a departmental representative (b) two ELC representatives, and (c) a representative of The Graduate School. The Graduate Director of the student's department must request the review on the student's behalf. The Review Board can grant interviewees a full or partial waiver to teach. They can also refuse to allow interviewees any waiver.

Work Assignments for TAs who fail to meet the University English Requirement. If a TA does not receive the minimum university score on SPEAK or the ITAOI, the student's department has the option of giving the TA a work assignment that does not involve direct oral communication with undergraduates.

Overseas Preadmission Screening. Each winter, the ELC administers the SPEAK test at locations in China. Departments wanting more information about the English competency of Chinese applicants for graduate teaching assistantships can have them take the SPEAK test during this ELC visit. Departments are strongly encouraged to utilize this option because they may use overseas test results when making TA appointment decisions. Departments will receive a memo before the end of the Fall semester with instructions to submit names of applicants they want tested. Names must be submitted no later than one month before the test date. A flyer that can be sent to students will also be provided.
AUGUST 2011 ORIENTATION AND TRAINING FOR NEW TEACHING ASSISTANTS: PARTICIPATION GUIDELINES

MSU's required orientation and training for new TAs will consist of a one-week orientation for new international teaching assistants and three (½ -day) TA Seminar on College Teaching for all TAs. With some exceptions, new international TAs may attend both the orientation and seminar. New domestic TAs will attend the seminar only.

The ITA Orientation occurs August 14-19, 2011. Lodging at Brody Hall, as well as meals, will be provided to new ITAs by MSU. ITAs who are new students at MSU receive GA health insurance as soon as they arrive on campus for the program. The program covers issues associated with:

a) Getting settled at MSU
b) English Language screening
c) Introduction to MSU's students and academic environment

The Seminar on College Teaching will take place in 1281 Anthony Hall from 8:00 am – 1:30 p.m. on August 22-24th. The TAP will provide a light breakfast and refreshments for participants. Lodging is not provided. The program will cover issues associated with a) MSU Policies and Procedures for TAs b) Teaching Strategies for Classroom and Lab and c) MSU Resources for TAs. An overview is posted at http://tap.msu.edu/PDF/2011_TA_Seminar_Overview.pdf.

Participation Guidelines for the ITA Orientation

1) All newly appointed TAs who are foreign nationals ARE REQUIRED to participate in the ITA Orientation
2) Special cases:
   - Continuing MSU students who are non-native English speakers must satisfy MSU's TA English requirement before they can participate in the orientation.
   - New international students transferring from other North American universities may be waived from attending the orientation if they have satisfied MSU's TA English requirement and if they have a BA degree and/or a year of TA experience in a North American university. The TA Office and Graduate School must approve waivers.

Participation Guidelines for the TA Seminar on College Teaching

1) All new domestic and international TAs whose departments do not have their own TA training and who are likely to have teaching duties in academic year 2011-2012 ARE REQUIRED to attend the seminar.
2) Special cases:
   - Departments with training and orientation programs are welcome to have their TAs attend selected parts of the seminar; however, they are not required to attend.
   - TAs with prior MSU teaching experience are also welcome to attend portions of the seminar or the full seminar on a space available basis.

Registration Process/Forms: AS SOON AS your department makes offers of TA appointments for Fall Semester 2011, please take the following two steps at the earliest opportunity:

1) Inform each prospective TA about the required orientation and training. Mention the dates and tell the TA that the TA Office will send him or her detailed program information.
2) Send the TA Program your ITAs' names, addresses, and PID's using the enclosed Registration Forms (also located at http://tap.msu.edu/nvrt/ornts/reg_frm.htm). Please submit your completed registrations as email attachments to greenhol@msu.edu, by fax to the TA Program Office (517-353-3156) or send them by campus mail to Denise Greenhoe, TA Program, 9 International Center.
3) After receiving completed registration forms, the Office will send each prospective TA detailed information so s/he can arrange to attend the Orientation and/or Seminar. Once completed, samples of the information packets will be sent to departments.

Last Updated: 02/21/2011
| Saturday  
August 13 | (Shaded Areas Indicate Mandatory Attendance for New ITAs) |  | 12 – 4 pm ITA Orientation REGISTRATION Brody Hall | *(On most evenings there will be opportunities for everyone to play soccer! Not just Thursday.)* |
| --- | --- | --- | --- | --- |
| Sunday  
August 14 | 9:00 – 11:00 am REGISTRATION (cont.) Brody Hall | 12:00 – 1:30 pm WELCOME LUNCHEON Brody Hall | 2 – 3:30 pm Getting Acquainted Small Groups (SG’s) – Bessey Hall | 5 – 6 pm Dinner Brody Hall |
| Monday  
August 15 | 7:30–8:30 am Breakfast Brody Hall | 9:00 SEVIS REGISTRATION Bessey Hall Rm 211 & 214 9:30 – 12:15 pm LUNCH Bessey Hall Health Care/ TB Testing/Insurance International Center Library | 1:15 – 1:30 pm LUNCH Bessey Hall | 5 – 6 pm Dinner Brody Hall 7:30 pm Trip to Meijers |
| Tuesday  
August 16 | 7:30–8:30 am Breakfast Brody Hall | 9 – 10:30 am VISA and Immigration Workshop 10:30 – 11:30 Developing Your English at MSU 11:30 – 11:45 Graduate Employees Union 108 Bessey Hall | 12:00 – 1:30 pm DEPARTMENTAL Luncheon SG’s - Bessey Hall | 5 – 6 pm Dinner Brody Hall 6 – 7 pm English Practice (optional) |
| Wednesday  
August 17 | 7:30–8:30 am Breakfast Brody Hall | (9 – Noon) Individually Scheduled SPEAK Test (Old Horticulture) TB Test Reading (Olin Health Center) | 12 – 1:00 pm LUNCH Bessey Hall 1 – 2:15 pm Presentation Strategies for ITAS 108 Bessey Hall | 5 – 6 pm Dinner Brody Hall 6 – 8 pm English & SPEAK Practice (optional) |
| Thursday  
August 18 | 7:30–8:30 am Breakfast Brody Hall | (9 – Noon) Individually Scheduled SPEAK Test (Old Horticulture) TB Test Reading (Olin Health Center) | 12 – 1:00 pm LUNCH Bessey Hall 1 – 2 pm Teaching With Technology 108 Bessey Hall | 5 – 6 pm Dinner Brody Hall *7:30 – 9 Soccer Night! IM EAST Field |
| Friday  
August 19 | 7:30–8:30 am Breakfast Brody Hall | 9 – Noon VideoTaped Teaching Practice Bessey Hall – Small Groups | 12 – 1 pm LUNCH Bessey Hall 1 – 2 pm ITA Panel 108 Bessey Hall 2 – 3 pm The Heart of Teaching 108 Bessey Hall 3:15 pm – until Program Evaluation 108 Bessey Hall | 5 – 6 pm Closing Dinner Brody Hall |

*Breakfast for participants in the ITA Orientation also served on SATURDAY MORNING, August 20, 7:30-8:30 am.*
2011 Program Registration Form for New International TAs

Date ___________ Person Completing Form ___________________________ Office Phone ___________

- Fill out this PDF document for each new or continuing ITA, then
- Save and email the form as an attachment to greenho1@msu.edu or,
- FAX to 517-353-3156 or send paper copy to Denise Greenhoe, TA Program, 9 International Center

- Inform the new International TA(s) that they are required to attend the August 2011 ITA Orientation and/or TA Seminar on College Teaching. (The TA Program will mail them a detailed packet of information.)

Identifying and Contact Information for TA.

- Academic or Employing Dept
- PID
- First Name
- Family Name
- Email (if available)
- Gender (M or F)
- Home Country
- Address

The TA's Status. Place an X beside one:

- New student at MSU, arriving from overseas
- New student at MSU, arriving from elsewhere in North America
- Continuing student at MSU who will teach for the first time in Fall/Spring*
- Student is not a TA but is fulfilling a departmental teaching requirement

*Continuing Students. For a continuing MSU student, indicate the date the student met the TA English requirement (choose one only):

- Scored ≥ 50 on Test of Spoken English (TSE) date
- Scored ≥ 50 on the SPEAK test date
- Scored ≥ 50 on the ITA Oral Interview date
- Received permission to teach from the Review Committee date

Participation Information. Check all that apply:

- Our department would like to request that this student be waived from attending some or all of the ITA Orientation and Seminar on College Teaching
- The student received a BA degree from a N. American University
- The student was a TA for one year or more at another N. American University
- The student will receive formal training about teaching in our department, college, or course before Fall semester starts

For Office Use Only: Date Rec'd ___________ Exp. Part ___________ Letter Sent ___________

Last updated: 03/16/2011