

What kind of language evaluation is required for international teaching and laboratory assistants?

International graduate students whose native language is not English (i.e., those required to take the TOEFL) are required to have a passing score on the Test of Spoken English (TSE/SPEAK) or the new version of TOEFL/TAST (IBT TOEFL) before being considered for a teaching assignment. The new version, IBT TOEFL, is being phased in by Educational Testing Service and will include a speaking component, so all entering international students will have a listening and speaking evaluation upon entering UGA by fall 2007. The SPEAK and TAST exams are no longer available as an on-campus option because the IBT TOEFL includes a speaking evaluation. However, TSE/SPEAK/TAST scores will continue to be accepted until fall 2007 when the IBT TOEFL should be available to all international applicants.

- A. Students scoring 50 or above on either the TSE/SPEAK or 26 on the TOEFL/TAST Speaking section can be considered for teaching assignments if they have attended the Fall Orientation and completed a GRSC/ELAN seminar or departmental teaching support course.
- B. Students scoring 45 on the TSE/SPEAK or 23-25 TOEFL/TAST Speaking section must successfully complete a 3 credit-hour language and cultural orientation course (currently identified as ELAN 7769 Level 2).
- C. Students scoring 40 on the TSE/SPEAK or 20-22 on TOEFL/TAST tests must complete successfully a 3 credit hour language skills course (currently identified as ELAN 7768, Level 1) before enrolling in ELAN 7769, Level 2.
NOTE: Students with scores less than 40 SPEAK/20 TAST may be required to repeat the Level 1 course before proceeding to Level 2.
- D. Students scoring below 40 on the TSE/SPEAK test or 20 TOEFL/TAST are encouraged to enroll in an intensive English program before any further consideration of assignment to teaching duties.
- E. Students who have not taken the TSE/SPEAK or TOEFL/TAST test are required to enroll in ELAN 7768 Level 1 for language evaluation.
- F. The SPEAK and TAST tests are no longer available. They are replaced by the IBT TOEFL language evaluation that is available from ETS or on campus at University Testing Service.

These guidelines will be administered for the Provost/Senior Vice President for Academic Affairs by the Center for Teaching & Learning. Language instruction in the special sections of ELAN 7768 and 7769 will be provided by Language & Literacy Education. Questions regarding the implementation of this teaching support should be referred to the CTL at 542-1355.

Screening, Training, and Instructional Support for Graduate Assistants at The University of Georgia



Office of the Provost/Senior Vice President for Academic Affairs

Spring 2007

Graduate Assistants Instructional Support Structure

Who decides that a graduate assistant is prepared for an assignment?

University and Regents' policies require that all new graduate teaching and laboratory assistants receive support for their instructional roles. Departments should develop discipline specific support for the pedagogical development of graduate assistants in preparation for their instructional responsibilities at UGA and future careers.

International students, who are required to submit the TOEFL score for admission to the Graduate School, can only be assigned instructional activity in the classroom or in the course-related laboratory or breakout sessions after passing the TSE/SPEAK, the new version of TOEFL/TAST, or if a native English speaker is on-site as a co-instructor. This policy applies regardless of the student's appointment classification (e.g., GA, GRA, GTA, GLA, RA). **UGA Graduate admission with a score of 20 on the speaking portion of TOEFL is not adequate for a teaching assignment. Students must have at least a 26 to be considered for a teaching or laboratory assistantship.**

What kind of instructional support is available to graduate students?

The Center for Teaching and Learning (CTL) provides or coordinates the following instructional support:

- Fall Orientation for Graduate Assistants
- GRSC 7770, teaching development seminar for GTAs and GLAs, departmental sections provide discipline specific teaching development
- ELAN 7768 and ELAN 7769, language development seminars for international graduate assistants provided by Language & Literacy Education
- Technology support for instructional purposes
- Videotaping and consultation for instructional enhancement
- GTA Newsletter
- Handbook for Graduate Teaching and Laboratory Assistants
- Administration of awards in recognition of outstanding teaching and laboratory assistants
- TA Mentor Program for award-winning GTAs and GLAs preparing for faculty positions
- Seminars on personal and professional development issues for faculty, GTAs and GLAs
- Teaching Portfolio samples, seminars, and consultation
- Certificate in University Teaching support and consultation

Who is required to attend the Fall Orientation for Graduate Teaching and Laboratory Assistants? (August 9th, 2007 9-1, SLC)

All new GTAs and GLAs, who will have any kind of instructional responsibility, are required to attend the university-wide orientation for Graduate Assistants held before the beginning of fall semester classes. Returning GTAs and GLAs are encouraged to attend sessions of interest.

Who is required to register for ELAN 7768, ELAN 7769, or GRSC 7770?

GTAs and GLAs who have no prior successful teaching experience at the college level in The United States must enroll in ELAN 7768, ELAN 7769 or GRSC 7770 before they are given any responsibility for a course. Departments are responsible for conducting sections of GRSC 7770 or a departmental course designated to meet discipline specific needs.

What is included in the ELAN 7768, ELAN 7769 and GRSC 7770 seminars?

ELAN - Levels 1 and 2 are designed specifically for non-English speaking teaching assistants.

ELAN 7768 Level One

The class is designed to improve the classroom communication of international teaching assistants through English as a Second Language training. Sessions include:

- a. Diagnosis of language problems
- b. Structured opportunities to improve language proficiency
- c. Practice with the English sound symbol system
- d. Work on word stress and sentence stress production
- e. Review of question forms and intonation patterns
- f. Practice of vowels and consonants
- g. Fluency exercises

ELAN 7769 Level Two (Can be used for Certificate in University Teaching)

The class is designed to improve the ability of international teaching assistants to communicate effectively within the cultural context of the University of Georgia classroom. Sessions include:

- a. Diagnosis of communication problems
- b. Techniques to establish rapport with students
- c. Demonstrations of effective teaching strategies
- d. Discussions of classroom management procedures
- e. Tips on how to lead discussion sessions, plan lessons, evaluate and advise students
- f. Observation and practice of effective teaching communication strategies
- g. Practice giving directions, explanations, and short lectures

GRSC 7770 Level Three (Can be used for Certificate in University Teaching)

The class is designed to prepare teaching assistants for their role in the University of Georgia classroom and for potential careers involving instruction at other institutions. Sessions include:

- a. Techniques to organize and effectively conduct the first class meeting of a course
- b. Discussion of the range of options for dealing effectively with students and classroom problems
- c. Practice in planning, organizing and presenting a good lecture
- d. Tips on conducting and managing class discussions
- e. Discussion of good test design and valid evaluation
- f. Methods to evaluate one's own teaching
- g. Techniques to design and use a variety of teaching methods
- h. Presentations of the major sources of information that relate to the instructional policies and procedures at the University of Georgia
- i. Opportunities to document the graduate teaching experience via the teaching portfolio
- j. Guidance in developing a teaching project for the Certificate in University Teaching