ITAP Inventory

Duties required by law (description is on page 2)
Waivers
Testing
Cultural Orientation
Early Feedback Program
Biannual Review

Duties not required by law (description is on page 3)
Graduate Courses including
- GRAD 7302: Tools for Teaching American Students
- GRAD 7303: Communication and Culture for American College Teaching
- GRAD 9304: Instructional and Communication Strategies for Effective College Teaching

Online Tutorial Program
One-on-One Weekly Tutorials with every student in our classes and in the online program
Workshops including:
- Writing Workshops
- Student Development Workshops
- Professional Development Workshops
- Language Development Workshops
- Cultural Dialogue Roundtables

Interesting things about Texas A&M
http://ogs.tamu.edu/elp-portal/english-language-proficiency-requirements/
- All incoming international students are required to have at least an 80 on the TOEFL IBT.

http://dars.tamu.edu/Testing/ELPE
- Oral language testing is $45. MO law says it must be offered free to the student, but it doesn’t say the department can’t be charged.
- Late cancellations and “no-shows” are charged $10.
- Testing done through “Data and Research Services.”
- Students may retest after 3 months instead of waiting a year or taking a class.
- Students are only given one-half hour to prepare for oral teaching presentation. Also, the academic department is not involved in this evaluation. At Mizzou we give them one week to prepare and ask the department to provide staff/undergraduates to take part in the evaluation.

http://cte.tamu.edu/content/teaching-assistant-institute-tai-0
- In addition to pre-semester orientation for all TAs through the PET program, departments provide discipline specific training, and verification that TAs have been trained and meet language/orientation requirements.
ITAP Inventory of Legally Required Activities

Missouri Section 170.012: Graduate teaching assistants communication in English language requirements--testing and reports.

1. Any graduate student who did not receive both his primary and secondary education in a nation or territory in which English is the primary language shall not be given a teaching appointment during his or her first semester of enrollment at any public institution of higher education in the state of Missouri. Exceptions may be granted in special cases upon approval of the chief academic and executive officers of the institution.

Waivers We work with departments in the process of waiving the semester residency requirement for internationals with strong language and cultural backgrounds. They must ultimately be approved by the Chancellor.

2. All graduate students who did not receive both their primary and secondary education in a nation or territory in which English is the primary language shall be tested for their ability to communicate orally in English in a classroom setting prior to receiving a teaching appointment. Such testing shall be made available by the public institution at no cost to the graduate student.

Testing 350 to 400 tests annually
- SPEAK (Speaking Proficiency Oral Assessment Test) A standardized oral language assessment from ETS. In addition to administration, each test requires at least two staff for grading.
- OPT (Oral Performance Test) A live-performance test that assesses teaching communication. Each test requires at least two staff for grading in addition to volunteers from the academic departments.

3. All graduate students prior to filling a teaching assistant position as a graduate student, who have not previously lived in the United States shall be given a cultural orientation to prepare them for such teaching appointment.

Cultural Orientation ONITA (The Orientation for New International Teaching Assistants) is a three-day workshop taking place before the fall and spring semesters. It does not duplicate GATO, but focuses on topics it is assumed native, U.S. citizen TAs would already know intuitively based on their experience.

Early Feedback Program ITAP signs up new ITAs for mid-semester feedback from their classrooms to ensure they are applying the cultural information they have been given. Class survey results are shared in discussion with an ITAP staff member to make sure the information is understood and solutions are found for any difficulties.

4. All public institutions of higher education in this state shall provide to the coordinating board for higher education on a biennial basis a report on the number and language background of all teaching assistants, including a copy of the institutions current policy for selection of graduate teaching assistants.

Biannual Review Required by the DHE in odd years.
ITAP Inventory of Activities not Required by Law

Classes
The ITAP program offers three graduate level classes to help international students improve their language skills and develop culturally appropriate teaching practices.

- GRAD 7302: Tools for Teaching American Students
- GRAD 7303: Communication and Culture for American College Teaching
- GRAD 9304: Instructional and Communication Strategies for Effective College Teaching

Tutorials Each ITAP class requires a one-on-one tutorial each week to discuss presentations and to work on individual oral language skills.

Online Tutorial Program When students are unable to take a class, they have the option of participating in a non-credit online program that includes a one-on-one weekly tutorial.

Workshops Free, non-credit workshops are offered to international graduate students to help them not only become culturally and linguistically competent teaching Assistants, but to develop as students and professionals. Below are listed workshops we have conducted for international graduate students

Writing Workshops
- Organizing a Paragraph
- Revising to Make Ideas Clearer
- Verb Tense and Choice in Academic Writing
- Quoting, Paraphrasing, and Summarizing: Avoiding Plagiarism

Student Development Workshops
- Taking Part in Classroom Discussions
- Improving your Lecture Listening Skills
- Being Polite: Tone and Implied Messages in English

Professional Development Workshops
- Making Small Talk
- Introducing Yourself and Your Ideas
- Interview Skills
- Applying for Academic Jobs in the USA

Language Development Workshops
- Consonant Pronunciation in conjunction with NSSHLA (The National Student Speech Language Hearing Association)
- Vowel Pronunciation in conjunction with NSSHLA
- Consonant Cluster Pronunciation in conjunction with NSSHLA

Cultural Dialogue Roundtables
- What Undergraduates are Really Like in conjunction with the MU Student Government Association
- Working Effectively with Students who have Disabilities
- Understanding the Minority Student Perspective