

AUGUST 2009 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 16-21, 2009. Lodging at W. Shaw 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
- d) Pedagogical training and practice. An overview is posted at http://tap.msu.edu/PDF/2009_ITA_Overview.pdf.

The Seminar on College Teaching will take place in 1281 Anthony Hall from 8:00 am. – 1:30 p.m. on August 24-26th. 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/2009_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 2009-2010 **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 2009, 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 PIDs using the enclosed Registration Forms (also located at <http://tap.msu.edu/registration>). Please submit your completed registrations as email attachments to greenho1@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. A new "on-line" option is also available at <http://tap.msu.edu/registration>
- 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.