

Notification of New International TAs

Date _____ Person Completing Form _____ Office Phone _____

Please fill out this PDF document for each new ITA. Fill in the relevant information, and save the document, if possible, in a separate file. Then, email the completed forms as attachments to greenho1@msu.edu. Otherwise FAX (353-3156) or send paper copies to Denise Greenhoe, TA Office, 9 International Center.

The new International TA(s) below will be employed in the Department and will be informed that they are required to attend the August 2004 ITA Orientation & TA Seminar on College Teaching.

Identifying and Contact Information for TA.

Academic Dept, if different
from Employing Dept _____
PID _____
First Name _____
Family Name _____
Email (if available) _____
Gender (M or F) _____
Home Country _____
Address _____

The TA's Status. Please 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. If the student is a continuing MSU student, please 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 _____