

MEMO TO: Department Chairs

FROM: Dr. Robert Marley, Provost and Executive Vice Chancellor for Academic Affairs

SUBJECT: **Communication Skills Workshop for GTAs – Spring Semester 2015**

The Communication Skills Workshop for Graduate Teaching Assistants will be offered **January 12 – 16, 2015**. Seminars and related activities will take place **Monday and Tuesday, January 12 & 13**, and assessments for GTA appointments will be conducted **Wednesday, Thursday and Friday, January 14, 15 & 16, 2015**.

WHO IS INVOLVED: Anyone who is to be awarded a Graduate Teaching Assistant appointment must first be nominated to attend the workshop by his/her department chair and/or designee. ***As the Workshop is funded only to assess those students who will be holding a GTA position in the following semester, please be selective in these nominations.*** Students who wish to hold GTA appointments must successfully complete the workshop in order to meet the standards established by the campus and Board of Curators in compliance with Missouri Revised Statutes, Chapter 170.012 (attached).

RESERVATIONS: In order for potential GTAs to make necessary arrangements, please provide the workshop staff, by **Friday, October 31, 2014**, the names and ***email addresses*** of all graduate students whom you anticipate will be attending the workshop, indicating separately those who will need to be reassessed. ***If you already know the names and email addresses of students who should be enrolled, please send them to the workshop staff now!*** Please send other names as you have them, keeping in mind the **Friday, October 31, 2014** deadline, as enrollment after the deadline may not be possible.

ENGLISH LANGUAGE REQUIREMENTS: To attend the workshop, non-native speakers of English must pass the **SPEAK** (Spoken English Assessment) test. Students should arrange to be tested on this campus by the workshop staff. The deadline for taking this test on this campus is **Friday, December 19, 2014**.

CAUTION: ***Please encourage non-native speakers currently on campus to sign up for the SPEAK as soon as possible.*** Workshop staff time is limited and only a few tests per day can be administered. However, your attention is especially called to Section 170.012.1 of the Missouri Revised Statutes (attached) that ***prevents non-native speakers from holding teaching appointments during their first semester of enrollment.***

REASSESSMENTS: Those who did not pass assessment in a previous workshop may be reassessed and must submit their completed enrollment form ***as soon as they receive it*** but no later than **Friday, October 31, 2014**. Their participation in all workshop activities is mandatory.

For further information, please contact Lucy Sutcliffe lucys@mst.edu or Sylvia Dees deess@mst.edu or call the office at (573) 341-4863.