MEMO TO: Department Chairs

FROM: Dr. Kathryn Northcut, Interim Vice Provost, Academic Support

DATE: April 6, 2020

SUBJECT: Fall 2020 Communication Skills Workshop for GTAs

WORKSHOP DATES: August 13, 14, 17, 18, 2020

CONTACT: Lucy Sutcliffe, Lucys@mst.edu (573) 341-4863

REQUIRED ATTENDEES: All Graduate Teaching Assistants, including GAANN Scholars. Section 170.012.1 of the Missouri Revised Statutes prevents non-native speakers from holding teaching appointments during their first semester of enrollment.

- All graduate students scheduled to hold GTA appointments must successfully complete the workshop before teaching, in order to meet the standards established by the campus and Board of Curators in compliance with Missouri Revised Statutes, Chapter 170.012.
  - Native English speakers can pass the workshop in Fall and teach in Fall.
  - Non-native speakers of English must pass the workshop in Fall or Spring to be eligible to teach in Spring 2021. They must also pass the SPEAK test. They may not teach in their first semester at S&T.

- Reservations and Applications.
  - The Department Chair or designee must send names of all prospective GTAs by email to Lucy Sutcliffe before July 1 to reserve space.
  - Lucy will send the application to the GTAs, including information about the SPEAK, as soon as names are received.
  - Applications by GTAs must be completed and returned to Lucy Sutcliffe by July 31.

- SPEAK Test. Non-Native speakers of English must pass the online SPEAK test between July 1 and July 31, 2020. Applications must be submitted by GTAs at least two days before the test and they will be provided with study materials.

REASSESSMENTS: GTAs who did not pass the Communication Skills GTA Workshop may be reassessed. Contact Lucy for the application form. All application forms must be received by Friday, July 31, 2020. GTA repetition of all workshop activities is mandatory.

Thank you. Please contact Lucy Sutcliffe, Lucys@mst.edu or 341-4863, with questions or concerns.