**INTERNATIONAL TEACHING ASSISTANT ORIENTATION: AUGUST 5-17, 2001, MASON-ABBOTT & BESSEY HALLS**

**FLOW CHART AND PARTICIPATION GUIDELINES**

- Welcome/assist newly arriving ITAs in getting settled at MSU.
- Orient new ITAs to campus & campus services.
- Support the TAs in becoming friends & colleagues.
- Assess the TAs' ability in spoken English.
- Acquaint the TAs with MSU's undergraduate students.
- Alert the new ITAs to cultural differences in the classroom.
- Inform the TAs about MSU policies regarding working conditions, non-discrimination, & teaching responsibility.
- Introduce the TAs to generic aspects of teaching common to all TAs.
- Provide TAs with guided practice in the tasks of their specific work assignments.

<table>
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<tr>
<th>Part I: Getting Settled &amp; English Screening Via SPEAK Test</th>
<th>Part II: Intro to MSU's Students And System of Undergraduate Education</th>
<th>Part III: Intro to Generic Aspects of Teaching Common to Most Disciplines</th>
<th>Part IV: Guided Practice in Teaching Tasks that are Specific to the TAs' Disciplines</th>
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<td>August 5 – 8</td>
<td>August 9 – 11</td>
<td>August 12 – 15</td>
<td>August 15-17 or after</td>
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- Part I required only for new ITAs who are newcomers to MSU, coming from overseas or elsewhere in North America.
- Part II required both for 1) new ITAs who are newcomers to MSU, and 2) new ITAs who are continuing students at MSU. To participate, ITAs who are continuing students must have passed the TA English requirement before the program starts.
- Part III required for all students attending Part II.
- Part IV: Guided Practice in Teaching Tasks that are Specific to the TAs' Disciplines

*Whenever possible, the new ITAs should attend discipline specific training for TAs in their area. The Provost's Office strongly encourages departments or colleges to develop such training, either during Part IV of the orientation or afterwards.*

- B Supplementary Sessions on Tasks Common to the Disciplines
- July 15-17

- All new ITAs from units which do not have their own training for new TAs are expected to attend supplementary sessions during Part IV.

*The newly arriving students will receive free lodging and meals in Parts II-III. Continuing students will be provided lunch in Parts II-III. Students are responsible for their own subsistence in Part IV.*