• **Please Note:**
  
  o It is up to the department to require or not require that TAs attend the New TA Institute. The Graduate School offers both New TA Institute and iTA Orientation to free departments up to focus unit-level training on pedagogy that is particularly relevant to a course or series of courses.
  
  o In response to feedback you gave us, we are holding New TA Institute on the Friday (this year, Friday, August 18, 2017) prior to the last full week before classes (classes begin on Wednesday, August 30, 2017). This date was both chosen to fall after the start of the MSU-GEU fall contract period and to allow departments to have a full week to hold department orientation and TA professional development workshops.
  
  o This year, International TA Orientation is being held for 3 hours (5:30pm-8:30pm) on Friday night, August 18, 2017 (right after New TA Institute ends) and Saturday, August 19, 2017. This is shorter than the Saturday/Sunday program held in previous years. *We strongly recommend that attendees of International TA Orientation also attend New TA Institute* (except for participants of the Summer English Program).
  
• Registration for New TA Institute and International TA Orientation opens on April 1, 2017. *Please send this link* (https://grad.msu.edu/tap/orientations) *to graduate students you want to attend both or one programs.* Graduate secretaries will be informed of the graduate students registered from their departments monthly by The Graduate School. **SEE NOTE**

  **NOTE** Several years ago, the Graduate School was overwhelmed by approximately 100 graduate students that had not registered but attended. This year walk-ins will not be allowed. Please help us by asking graduate students you would like to attend New TA Institute to register online. Thank you!

• **NEW TA INSTITUTE**

  Date: Friday, August 18, 2017  
  Time: 8:15am – 5:00 pm (breakfast and registration at 7:30 am)  
  Location: B115 Wells Hall  
  Audience: Graduate students who will be appointed as TAs for the first time in 2017-2018

  **Plenary Sessions** (all participants):

  • Making Your Teaching Inclusive & Accessible (ADA responsibilities; RCPD Resources; high-impact teaching and learning strategies that promote access)
  • Promoting Student Privacy & Academic Integrity (FERPA and Academic Misconduct Policies at MSU; high-impact teaching and learning strategies that promote both privacy & academic integrity)
  • Promoting Learning Environments Free of Sex Discrimination & Harassment (Responsibilities under the Relationship Violence and Sexual Misconduct Policy – mandatory reporting; problem-solving through case study work; campus and local resources)
  • Promoting Undergraduate Student Success at Michigan State (Case Studies and Resources)
  • Promoting Student Mental Health

  **Concurrent Breakout Sessions** (examples):

  • Keeping Students Motivated and Engaged  
  • Using Assessment to Promote Student Learning  
  • Using Digital Technologies to Promote Student Learning
• INTERNATIONAL TA ORIENTATION

Dates: Friday, August 18, 2017 (evening)
       Saturday, August 19, 2017

Times: Friday (5:30-8:30pm)
       Saturday (9:00am-5:00pm; check-in & breakfast at 8am)

Location: MSU Innovation Hub (D101 Wells Hall) & other Wells Hall locations.

Audience: International graduate students new to the US who will be appointed as TAs for the first time

Topics: Cultural nuances of the U.S. / MSU college classroom; teaching practice; case-based problem solving focused on common opportunities and challenges in working with undergraduate students; networking with interdisciplinary set of graduate students from around the world.

• MSU SPEAKING TEST

Registration
Three weeks prior to the testing dates in August (see below), students will be able to register for the test online, which will generate an “action request” email to the department representative for approval. Results will be available within five business days after the test and be viewable online by authorized representatives from departments, the graduate school, and Human Resources. Graduate Secretaries will receive an e-mail in July notifying them that the system is open for Fall 2017 testing.

Speaking Test Practice
Date: Tuesday, August 15, 2017
Time: 3:00pm-5:00pm
Location: A108 Wells Hall

Testing
Dates: Wednesday, August 16 & Thursday, August 17, 2017
Times: By Appointment only
Location: English Language Center, Wells Hall

Dates for testing for late arrivals will be announced later this summer.

Notification of Results
Results will be available within five business days after the test and be viewable online by authorized representatives from departments, the graduate school, and Human Resources.

IMPORTANT:
Requests for appeals must be made no later than Wednesday, August 23, 2017 (one-week before classes). All appeals must be completed by Tuesday, August 29, 2017 (day prior to the start of classes).

Please contact Ms. Aida Montalvo in the Graduate School (montalai@grd.msu.edu) with any questions about New TA Institute or International TA Orientation.

Please contact the English Language Center (elc@msu.edu or 517-353-0800) directly with any questions about the MSU Speaking Test.