



Notice of appointment of an International Teaching Assistant (ITA)

INSTRUCTIONS: Please type in the information requested in SECTION 1 for each student being nominated. Attach a copy of the financial award letter that explains the offer of funding. Send this form and letter to Office of Graduate and Professional Education. (Form revised: Feb 2007)

SECTION 1: (To be completed by the Nominating Department)				
STUDENT ID #				
STUDENT NAME	(Last name, first name, middle initial)			
ADMISSION TERM		TOEFL SCORE		
DEPARTMENT NAME				
DEPARTMENT CONTACT PERSON		DEPARTMENT PHONE NUMBER		
BEGIN DATE OF TA CONTRACT (mm/dd/yyyy)		END DATE OF TA CONTRACT (mm/dd/yyyy)		
NOTE: A form must be sent for students being nominated who are already matriculated at University of Delaware.				
SECTION 2: ELI ITA Rating Guide				
CATEGORY	COMBINED SCORE	SPEAK MINIMUM	UDIA MINIMUM	INSTRUCTIONAL ASSIGNMENT
I	305+	55	250	Instructors of record, i.e., full responsibility for semester, winter or summer session class. No appeal into this category permitted.
II	300+	50	250	Laboratory, discussion, review, problem solving section for non-majors. No appeal into this category permitted.
III	280+	50	230	Laboratory, discussion, review, problem solving section for majors.
IV	285+	45	240	Instructional responsibility for foreign language class where language of instruction is a language in which the ITA is fluent.
V	275+	45	230	Grading/tutoring/holding office hours/assisting in computer or language laboratory.
VI	250+	35	215	Laboratory set-up/assist instructor with preparation of class materials. No verbal instructional interaction with English-speaking students.

APPEALS: ITA's whose score fall below 35 (SPEAK) or 215 (UDIA) will not be permitted to perform any ITA duties. Unless otherwise noted, departments may appeal the instructional assignment of ITAs. Appeals should be directed to Office of Graduate and Professional Education, which will convene a meeting with the department, and the English Language Institute. At the meeting, the ITA's linguistic performance on the UDIA and evaluations of the ITA by training program instructors will be reviewed for possible instructional reassignment.

FOR OFFICE USE ONLY:

_____ OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION	<input type="checkbox"/> APPROVED ATTENDANCE (in ITA Training Program) <input type="checkbox"/> NOT APPROVED	_____ DATE RECORDED
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