



### Intensive American Language Center

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Open Monday – Friday  
8:00 AM – 5:00 PM  
Closed on National Holidays



## The ITA Exam: The International Teaching Assistant Evaluation

- Q. What is the ITA Exam?  
A. The ITA Exam is also known as the International Teaching Assistant Evaluation.
- Q. Why do I have to take the ITA Evaluation?  
1. The ITA Evaluations are a WSU requirement at the behest of the State of Washington (all Washington State universities administer some form of the ITA Evaluation). The policy is that all International TAs (for whom English is a Second Language) must be screened for

- English proficiency regardless of the nature of their assignment. (Graduate School)
2. Also, it assists you, the ITA, by identifying and minimizing potential problems in the classroom.

- Q. When is the deadline for ITA Evaluations?  
A. The Graduate School requires that ITAs be evaluated *before* the teaching assistantship can be approved.

- Q. When can I take the ITA Evaluation?  
A. The ITA Evaluation is usually offered five times a year. (Twice each semester and once during the summer).

- Q. How will I know when the Evaluation is being offered?  
A. The ITA Coordinator sends the Graduate School a memo with the latest Evaluation schedule; the Graduate School then notifies each Department of the upcoming Evaluation schedules, and your Department will notify you.

- Q. What is the IALC's role in this process?  
A. The IALC provides the ITA Evaluation to help ITAs fulfil the Graduate School's requirement for ITAs. (See above).

**Exceptions to the ITA Evaluation:** please direct any questions to Dr. Steven R. Burkett, Associate Dean, Graduate School. French Ad. 324; phone number 335-6424. A **Request for Waiver** of ITA Evaluation requires a memo or letter from the Chair of the Department to Dr. Burkett.

- Q. What are you, the ITA, responsible for?  
A. Registration, contacting your Department Representative, and arriving on time for your Evaluation. Also, contacting the Graduate School as need about your evaluation.

## The ITA Exam: Registration

- Q. When and where do I register for the ITA Evaluation?  
A. The Intensive American Language Center (IALC) Office, McAllister Hall Room 116, from Monday – Friday, between 12 Noon and 5:00 PM. Ask for Ms. Angela Bonner.

There are five steps you must follow through to properly register for the ITA Evaluation:

- 1) Come to McAllister 116 and pick up an ITA Evaluation Registration Form

You can **Download** the Registration Form and information from our site ([www.ialc.wsu.edu](http://www.ialc.wsu.edu) go to “**Faculty**” then click on “**International Teaching Assistants**”).

- 2) While you're in McAllister 116, you will receive the most current Evaluation schedule.

You can call 335-6675 (before you come to McAllister to register) and ask for the most recent Evaluation dates & times.

- 3) You and your Department Representative (or Advisor) should discuss which times work for both of you, be sure to have several in mind when you come to schedule.
- 4) Bring your completed Registration Form to McAllister 116 *at least two working days before your Evaluation*. Then schedule for the test.
- 5) Come to McAllister 116 *at least* five minutes before your Evaluation time.

- Q. Why do I have to choose several times for my Evaluation when I only need to schedule one time?  
A. The Evaluation schedule can fill up quickly. Having more than one time in mind will keep you from having to arrange new times with your Department Representative.

- Q. Who is in charge of the ITA Evaluation?  
A. The ITA Evaluation Coordinator is in charge of the ITA Evaluation Schedule & conducting the Evaluations
- B. Ms. Angela Bonner registers students for the Evaluation.

- Q. Who can answer my questions?  
A. **Registration:** Ms. Angela Bonner, McAllister 116 (335-6675). Monday – Friday, 12 Noon through 5:00 PM
- B. **Evaluation results, more specific questions & viewing of videotapes:** the ITA Evaluation Coordinator.  
♦ Please call 335-6675 and ask to speak to the ITA Evaluation Coordinator.
- C. **Evaluation Waivers, Results & Enforcement:** Dr. Steven Burkett, Associate Dean, Graduate School.

## The ITA Exam: The Evaluation Process

- Q. What is a Department Representative and why do I need one?  
A. Your Department Representative must be present at your ITA Evaluation.
- **However**, not every Department has an official Department Representative, so you will need to be accompanied by a member of your Department (a professor, or an advisor).
  - This is to ensure that a person who is fluent in the material presented will be at the Evaluation.

- Q. Who is the Evaluation Committee?  
A. There will be two people from the IALC present. The ITA Evaluation Coordinator and an IALC instructor will conduct the Evaluation. If the Coordinator is not available, there will be two ITA-experienced IALC instructors present.

Q. What does the Evaluation Committee do?  
A. The Committee will be your “class:” they will observe your lecture, may present you with classroom situations, and may also ask you questions at any time during your Evaluation.

Q. What am I required to do for my presentation?  
A. You will need to prepare a 10 minute mini-lecture on a 100 (or 200) level topic from your field of teaching, research, or study, which is familiar to you.  
**PLEASE NOTE: this mini-lecture cannot be memorized. You may look at your notes, but please do not read directly from them.**

Q. Is there any equipment I can use?  
A. A chalkboard and an overhead projector are available for your use. You should use one of them, but you are not required to use both of them.

Q. How long does the ITA Evaluation take?  
A. The total Evaluation time is about 15 - 20 minutes, but you will usually be asked to stop after about 10 minutes.

Q. What happens after I am done?  
A. You will be asked to leave the room while the Evaluators discuss your presentation with your Department Representative.

Q. How long will the discussion last?...And then?  
A. The discussion usually takes about 5 minutes and then, the Evaluators and your Department Representative will let you know the results.

Q. Smile, you're on camera!  
A. Your ITA Evaluation will be videotaped and kept on file with the ITA Evaluation Coordinator for two (2) years. You may make an appointment with the ITA Coordinator to view your tape.

Q. I have questions about the Evaluation results.  
A. Results of the Evaluation are sent to the Graduate School and the Employing Department.  
♦ **Questions about enforcement or recommendations should be directed to Dr. Steven Burkett, Associate Dean of the Graduate School at (509) 335-6424.**

## The ITA Exam: Miscellaneous

Q. Can I call ahead to ask about Evaluation times?  
A. Yes. However, we do not schedule students over the phone unless you have already registered, or need to change your time  
B. You can call from our office to speak to your Department Representative and arrange a time.

Q. What if I miss my ITA Evaluation?  
A. Please call the IALC *as soon as possible*. It may be possible to re-schedule you. However, please be aware that you may need to wait until the next scheduled ITA Evaluation time.

Q. What happens if I need to cancel or change my scheduled Evaluation time?  
A. Please call the IALC at 335-6675 *at least two working days before* your scheduled time if you know that you are going to miss, or need to change, your Evaluation time.

Q. Is it possible to take the ITA Evaluation again?  
A. Yes. You are welcome to take the Evaluation again, after action has been taken to improve your English communication skills.  
♦ The “Recommended Courses for ITAs” leaflet has more information about some of the classes that are available.

Q. What are the four basic skill areas?  
A. They are: 1) Overall Language Comprehensibility, 2) Cultural Awareness, 3) Communication Skills & 4) Interaction With Students.  
**There are subgroups within these skill areas that will also be evaluated: please see your copy of the TEACH Rating Sheet.**

Q. Is there more information available?  
A. Yes. You can find the ITA Evaluation Information link at <http://www.ialc.edu/> Click on “Faculty,” then on “International Teaching Assistants.”

## Lastly, A Few Suggestions:

1. Completely fill out the (grey) Registration Form before you bring it back to the IALC Office.
2. You will also receive:
  - ♦ A TEACH Rating Sheet (this is a copy of the rating form used in your evaluation).
  - ♦ The ITA Exam brochure.
  - ♦ A leaflet of “Recommended Courses for ITAs”.
  - ♦ An optional survey.
3. Be at least 5 minutes early to the Evaluation.
4. Bring the office and home phone numbers of the Department Representative with you on the Evaluation day.
5. The topic selected should not be new to you. Past knowledge and experience with the material you present will make the evaluation process much easier.
6. **REMEMBER:** you are responsible for making sure that you register, contact your Department Representative, and arrive on time for your Evaluation.

## ITA Evaluation Results:

**APPROVED FOR DUTIES THAT INCLUDE RESPONSIBILITY FOR AT LEAST SOME STUDENT GRADES AND/OR SAFETY:**

**1** – Approved for teaching all levels of classes and for any other duties in which TAs are needed by the Department.

**2** – Approved for teaching upper level classes only (junior and senior level) and any other duties the Department may need that do not involve instruction of new material for lower level students.

**3** – Approved for teaching (of labs, etc.) or other duties that support other instructors’ courses and that may involve grading of students; but the ITA is assisted or supervised by another instructor from the Department and is **NOT SOLELY** responsible for: a) instruction of new material for lower-level students, or b) overseeing situations that may put anyone’s physical safety at risk.

**APPROVED FOR DUTIES THAT INCLUDE NO RESPONSIBILITY FOR ASSIGNING FINAL GRADES AND/OR SAFETY:**

**4** – Approved for limited teaching duties that support courses taught within the Department, but that **DO NOT** involve a) assigning final grades, b) any instruction of new material, or c) responsibility for labs or other situations that put anyone at physical risk.

**5** – Approved for activities – such as grading papers, exams, and homework – that do not involve contact with students as part of the job.

# Good Luck!

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