

DEPARTMENT OF SPANISH & PORTUGUESE
UNIVERSITY OF ARIZONA

REQUIREMENTS FOR GRADUATE TEACHING ASSISTANTS/ASSOCIATES

Please be advised that the Graduate Council has ruled that Graduate Assistant/Associates in Teaching not be allowed to engage in any commercial activity relative to the courses with which they are assisting at this University (e.g. selling course materials or conducting paid review sessions for courses in which they are directly involved as a Graduate Assistant/Associate in Teaching).

All Graduate Assistants/Associates in Teaching (GATs) must complete training assignments prior to assuming direct instructional responsibilities at the University of Arizona. Any GAT who fails to comply with all requirements will be in violation of the conditions of employment agreed to in the Notice of Appointment form and may not engage in direct instructional contact.

TRAINING REQUIREMENTS:

- 1) All GATS who will have direct instructional contact with students are required to participate fully in a two-day, fourteen hour GAT Orientation (GATO) presented by the Graduate College and the University Teaching Center. This training session will take place prior to the first week of classes.
- 2) Any candidate for Graduate Teaching Assistantship who does not participate in the entire orientation program must attend a make-up session sponsored by the University Teaching Center. Make-up Sessions must be completed within the first five weeks of classes. A fee of \$200.00 per person will be charged to the student to cover costs of the program.
- 3) Students not meeting either of the two above requirements must be removed from their classroom duties and reassigned to positions (if available) in which there is no direct instructional contact with students (e.g., research, grading, proctoring).
- 4) GATs are also required to attend their department/academic unit orientation. A two-day workshop of at least a minimum of eight hours each day. This workshop should cover specific information relevant and necessary to individual departments and courses. In addition, students will be required to attend a one-day College of Humanities Orientation.

ADDITIONAL REQUIREMENTS FOR NON-NATIVE-ENGLISH SPEAKING GRADUATE STUDENTS:

- 1) GATs whose native language is not English and who are not citizens of the U.S. or green card holders (Permanent Residents) must submit scores on the Test of Spoken English (TSE) that is administered by the Educational Testing Service, Princeton, New Jersey 08540, and need to score a 230 or higher or take the SPEAK test available at the Center of English for a Second Language, University of Arizona and score a 50 or higher. The TSE/SPEAK test is required in order to have instructional duties. The SPEAK test is administered at the beginning of each semester. The cost of the first administration of the SPEAK Test and any subsequent attempts is \$60.00 to be paid for by the individual student.
- 2) All GATs whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score 550 (213 CBT) or higher.

