

NEW STUDENT TEACHING ASSISTANTS:

- **See Marlene Baccala of the Econ. Dept., at rm. 1109**, to fill out employment paperwork you must fill out before you can officially begin your T.A. work. ***Please be sure to fill it out at your earliest opportunity, (before September 30 at the latest). Also, you need to have enrolled in your fall classes, for at least 12 units before you do this (it is important to do this on time; failure to do so could result in your not getting paid on time for your TA work).***
 - **Kathy Miner, of rm. 1118** will inform you about which course and instructor you will be TA'ing for and about what room will be your T.A. Office.
 - **See Kristine, in rm. 1113, before September 27**, and get an office key. Please be prepared to pay a \$10.00 cash deposit for it.
 - For your T.A. job, limited office supplies are available; see **Kristine, rm. 1113**.
 - **Submit class work photocopying requests to Kristine, rm, 1113**. Review the attached photocopying policies.
 - **You are required to attend a T.A. Orientation: on Tuesday, Sept. 28, from 9:00 a.m. – Noon, in rm 2 Wellman Hall. You must register online prior to the orientation to receive an email reply which serves as your entry ticket, at <http://trc.ucdavis.edu/trc/ta/orientation/>**
- There is also an additional optional session especially for new TAs who are international students, or for whom English is not their first language, Tues., Sept. 28, from 12:10 – 1:00 p.m., rm. 226 Wellman**. You can contact the Teaching Resources Center at 17 Wellman Hall (752-6050) (trc@ucdavis.edu) for more information.
- **Be sure to enroll in Econ. 397 (TA Workshop) with your other fall courses, since you are required to take it as a new T.A.** Information about when and where it will meet will be provided later before the quarter begins. The instructor will be Professor Kevin Salyer and Adib Bagh is the T.A.

CLASSWORK PHOTOCOPY

This memo is to inform/remind all instructors and teaching assistants of our classwork photocopying allocations.

Each course taught is given 40 copies per student enrolled in their class.

This means both the instructor and teaching assistant(s) share the 40 copies per student distribution. It is up to the discretion of the instructor on how s/he will allocate the 40 copies among themselves and the TA(s). Instructors: Please make sure you communicate clearly to your TA's how you plan to distribute the copies.

Our department highly encourages you to use a website to distribute your coursework instead of making photocopies of all your handouts. This is a great tool to post past exams and exam answers. The staff will not photocopy past exams and answers. If you choose not to maintain a web site for your course you can use the following resources:

1. Prepare handouts and make them available for student purchase at Navin's or Kinko's.
2. If you want to submit book titles to Shields Library Reserve you can go to their website: <http://www.lib.ucdavis.edu/access/reserv/erbr.html>
3. Electronic Reserves provides faculty members with a location where their students can access high demand course material in electronic form and find links to other web sites useful for a particular class. Class materials that can be made available through Electronic Reserves include reading lists, sample exams, problem sets, lecture notes, journal articles and book chapters. Additionally, Electronic Reserves can provide links to course web pages or remote web sites. If you want further information on how to access Electronic Reserve please visit this website: <http://www.lib.ucdavis.edu/access/reserv/placing.html>

We appreciate your cooperation in helping us keep our photocopying costs down.

If you need assistance setting up a web site please contact Scott or Wayne at it@econ.ucdavis.edu.

If you have any other questions please feel free to stop by my office (Room 1113).

*Thank you,
Kristine Agustin
752-9241*

Information for New International Students who will be Teaching Assistants:

You must take the SPEAK Exam before your T.A. duties begin (*before fall quarter instruction begins*). Additional information about it is provided in the attachment to this email, or you can find out about it by contacting the Teaching Resources Center at 17 Wellman Hall (752-6050) (trc@ucdavis.edu). It is an exam to test your English speaking skills. Please see the information, below, about when it will be offered. You must pre-register in person for the exam at the Teaching Resources Center, rm. 17 Wellman Hall.

The SPEAK Exam will be offered at 5:00 p.m. in rm. 18A Olson Hall (unless otherwise noted), on each of the following dates:

Tuesday, Sept. 7
Thursday, Sept. 9
Monday, Sept. 13
Wednesday, Sept. 15
Friday, Sept. 17
Monday, Sept. 20
Wednesday, Sept. 22
Friday, Sept. 24
Tuesday, Sept. 28
Wednesday, Sept. 29 (the rm. for this date is "to be announced")

(you should take the exam before Sept. 30, since instruction begins on Sept. 30)

Also, If your T.A.ship will begin Fall 2004, the Economics Department requires that you give a brief (15 minute) presentation at the Economics Department Conference Rm. (rm. 1131 Social Science & Humanities), on Monday, September 27, 1:00 – 2:00 p.m., to demonstrate your English speaking ability (you can choose any topic you like from principles of economics (micro or macro), to speak about. The purpose of the presentation is to check that your English speaking ability is adequate (this presentation will be provided for the GSC Chair, Professor Kevin Salyer, and any other interested faculty or graduate students who may wish to attend).). If your T.A.ship will not begin until Winter or Spring 2005, you will be asked to give a presentation sometime during a Fall 2004 Econ. 397 meeting (further information about when will be provided later).

UC DAVIS: Teaching Resources Center

June 15, 2004

TO: MARILYN DEXTER
Economics

FROM: WILL DAVIS, Coordinator of Graduate Student Programs
CATHY FUJIMORI, SPEAK Test Administrator

RE: International-TA SPEAK Test dates, 2004-2005

University policy requires international graduate students to take the SPEAK test of oral English proficiency before they begin duties as teaching assistants or associate-instructors. Please make sure that all your international TAs and AIs are aware of this requirement and that they must pre-register in-person at the Teaching Resources Center, 17 Wellman Hall, in order to take the exam.

The SPEAK test requires no preparation on the part of the international students, although it is recommended that they familiarize themselves with its format prior to taking the test. The exam itself requires approximately 30 minutes of their time. The testing procedure is explained and a sample test booklet is provided when the students pre-register. Exam scores are sent to departments for consideration in making TA hiring and assignment decisions, therefore the earlier the test is taken, the more useful it can be. A low test score does not necessarily indicate that an international student will not make a successful TA, but it does suggest that the individual may need additional support from the department or might benefit from some of the campus language programs available to international graduate students.

Waivers

A waiver from the exam may be granted to international students from English-speaking countries (routinely) or to those who have strong English-speaking backgrounds (e.g., foreign students from non English-speaking countries who have been educated extensively in English-speaking schools). To apply for a waiver, ~~the~~ ^{who} ~~department chair~~ submits a short written request to Lois Campbell, Employment Specialist in the Office of Graduate Studies – *not the Teaching Resources Center* – requesting a SPEAK test waiver, identifying the student and explaining the justification for waiver.

see Kathy Miner
rm. 1118 SSH

If you have questions regarding the SPEAK test, please contact the TRC (752-6050).