Office of Graduate Studies

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MEMORANDUM

To: Department Chairs
From: Costas Tsatsoulis, Vice Provost of Graduate Education
Subject: Workshop and Required SPEAK Test for GTAs

All graduate students scheduled to hold GTA appointments, including GAANN Scholars, must successfully complete a workshop before teaching in order to meet the standards established by the campus and Board of Curators in compliance with Missouri Revised Statutes, Chapter 170.012.

A graduate student who was required to provide English proficiency at the time of application may not teach in their first semester at S&T, per Section 170.012.1 of the Missouri Revised Statutes. If they have studied at Missouri S&T for fewer than four semesters, they must satisfy a minimum score on the speaking portion of the TOEFL iBT or IELTS in order to be considered for a GTA appointment. Students not meeting the aforementioned requirement may opt to re-take the TOEFL or IELTS or to be assessed by a SPEAK test prior to attending the GTA Workshop.

There will be three workshops per year: January, May, August. Names must be submitted no later than one week prior to the date of the workshop. SPEAK tests will be offered 2 - 3 weeks prior to the deadline for the department to submit names for the GTA workshop.

Please see the following process:

- The Department Chair or designee must submit the names of all prospective GTAs by completing the google form.
- The Office of Graduate Studies will contact the student and provide the link to the online application.
- If required, the student and department will be notified of the results of the English Proficiency evaluation prior to the GTA workshop.
- After the workshop is completed, the department and student will receive the certificate of completion.

Please contact the Office of Graduate Studies with questions or concerns.

The dates for the next workshops are May 11, 2022, August 10, 2022, and January 11, 2023.