

## Request for an Exception to the Speak Requirement for GTAs

Student Name  
(last, first middle)

Comp ID  
(e.g. mst3k)

SIS ID  
(office use)

Proposed Course

**INCLUDE:** course title, subject, catalog number, and section(s)

**Appointing students to GTA positions with SPEAK scores below the University differentiated cut score recommended by CAELC requires an exception. This exception form is required for all students requesting to be a GTA with SPEAK scores lower than 55 and who have not been designated by CAELC as "Released to Teach" (RTT). These students have specific constraints on their duties based on their score.**

Examples of duties for which a student may be considered for an exception, by SPEAK score:

- \* Students with at least a 40 SPEAK score may be used for lab set-up, grading, problem-set generation, test generation, solutions sets, website maintenance.
- \* Students with at least a 45 SPEAK score may be used as a GTA for a lab section (but not as the "main" lab TA) or as a GTA who will be holding office (including APMA workshop GTAs).
- \* Students with at least a 50 SPEAK score may serve as the main/primary TA for a supervised lab, and may conduct review sessions and problem sessions, so long as they are not providing substantive content as would be anticipated in class lecture.

Students with a SPEAK score lower than 55 and who have not been designated RTT by CAELC who are in a GTA position should have limited interactions with the students. This means that activities such as office hours, or "aiding with lecture"---are not appropriate until CAELC's prescribed language training is complete. Examples of appropriate activities include things such as preparing homeworks and solutions, grading exams/homeworks, helping to set up and prep labs. These students should not, however, be charged with facilitating discussion sessions or answering student email questions, until they have completed the necessary language training.

If after reviewing these guidelines you wish to request an exception for a student who scored lower than 55 on the SPEAK test who has not been designated RTT by CAELC and thereby allow them to be a GTA, please describe all the duties the GTA will be charged with for your course.

### Duties to be performed:

A signature from the instructor of the course (supervising faculty) for which the appointment is required, and indicates that the instructor is aware of the language difficulties and restraints placed on their activities, yet has a plan to use the TA in an acceptable role.

### APPROVAL

Name

Digital Signature

Supervising Faculty  
(primary instructor of proposed course)

Program Graduate Director

Office of Graduate Programs