

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Center for Teaching Excellence

249 Armory Building
505 East Armory Avenue
Champaign, IL 61820



TO: Departmental Representatives for Non-native
English Speaking Teaching Assistants

FROM: Jane Alsberg

DATE: January 3, 2012

RE: Spring 2012 English Proficiency Interview (EPI) Dates

I. ITA language proficiency Policy

According to the UIUC Policy Statement Regarding the Appointment of Non-Native Speaking Graduate Students as Teaching Assistants, all non-native English speaking graduate students who are candidates for classroom teaching assistantships must provide evidence of spoken English language proficiency. See the following link for more complete information, including minimum scores:

<http://www.grad.uiuc.edu/admissions/taengprof.htm>

II. EPI Dates

A test schedule is enclosed. **Please note: If you have a student enrolled in a spring 2012 ESL course to fulfill the retake requirement, the earliest that student can be scheduled for the interview is April 17.** Of necessity, CTE will fill all the time slots of one day before it opens another. CTE will give you the exact date and time for each of your students. It is your responsibility to inform your students of their times. Remember, late arrivals will not be tested. Please note: if you know of a particular conflict date, you may bring that to the attention of CTE and we will do our best to accommodate your student. Be advised, however, that students should be prepared to miss a class if necessary.

III. EPI Registration

REGISTRATION SYSTEM:

We will be using the student's University Identification Number (UIN) for EPI registration. Please inform your students that they will need their UIN, a picture ID, and their tutor letter (if applicable) when they arrive for the test.

Register your EPI examinees by calling 333-3370 on or after 1/10/2012 (e-mails will not be accepted). Please be prepared to give the following information:

- **Student's full name, UIN, & department**
- **Department's C-FOAP account number – there will be a \$50 charge/interview**
- **Test number (first-time, second, or third)**

ADDITIONAL INFORMATION REQUIRED OF RETAKE STUDENTS:

Semester in which test was last taken, course number and semester of ESL course OR tutor's name.

We cannot register a retake student without this information.

NOTE: Individual departments will be responsible for notifying their own students of the test date and time. Late arrivals will not be tested. **Departments or students will be charged for all late arrivals and/or no-shows.** Departments may cancel an interview up 48 hours prior to the scheduled interview time. To cancel, call 333-3370 (e-mails will not be accepted).

EPI results will be mailed to the department ITA representative in approximately 10 business days.

The tests will be given at the Center for Teaching Excellence located in the Armory Building – room 249. Please point your students to this web address for more complete directions to the Center: http://cte.illinois.edu/testing/oral_eng/testdates.html You may also suggest that they go to this office in advance to be sure they can find it and to gauge how much time to allow for getting here.

It is recommended that students taking the EPI prepare in advance by speaking English as often as possible in order to gain fluency. Each interview is a conversation that evolves from what the examinee and interviewer bring to the table. There are no set questions.

IV. EPI Language Improvement Activities

The language improvement requirement for those retaking EPI may be fulfilled by enrollment and attendance in a graduate-level ESL course (**ESL 504, 506, or 510**) or obtaining a minimum of 10 hours of private language tutoring with a CTE-approved tutor.

PLEASE NOTE:

- To satisfy the requirement, ESL instruction must take place in a semester **after** the EPI was taken.
- A list of qualified tutors (current as of July 2011) is included in this mailing. Students may also pick up a list in room 3070 Foreign Languages Building.
- **A letter from the tutor indicating completion of ten hours of tutoring must be brought to the EPI. Please make sure your students request a letter from their tutor.**

V. Pre Semester TA Development

Attendance at the Graduate Academy for College Teaching or the Graduate Symposium on Grading & Office Hours is required of new ITAs. Please notify new ITAs, and continuing ITAs who are required to make up previously missed sessions, of the dates. You may refer to the enclosed schedule.

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Enclosures

cc: Debasish Dutta
Doug Kibbee
Peter Mortensen
Chris Migotsky