Welcome to UC San Diego:
Teaching Assistantships & English Language Requirements
WELCOME
to UC San Diego!
Presenters

- **Grace Fuller & Jessica Boyle**
  - International Services and Engagement Office (ISEO)

- **Shana Slebioda**
  - Student Services Advisor
  - Division of Graduate Education and Postdoctoral Affairs (GEPA)

- **Jessica Quinn**
  - English Language Certification Exam (ELCE)
  - International Programs, Extended Studies

- **Erilynn Heinrichsen**
  - Assistant Director of the Engaged Teaching Hub
  - Teaching + Learning Commons
Agenda

- Graduate Admissions Reminders
- English Proficiency Requirements for Teaching Assistants
- Support for Instructional Assistants (IAs)
- Upcoming Webinars & Additional Resources
- Q&A
Before We Begin

You are in listen-only mode. You can hear us, but we can't hear you.

Ask questions – Use the Q&A feature to submit questions. You can also contact us at iContact.ucsd.edu

We're recording. You'll be able to view this webinar recording at iNewStudentWebinars.ucsd.edu
First Steps Checklist
Reminders from Graduate Admissions

• Log into your application account at https://connect.grad.ucsd.edu/apply/ and view your application portal. Be sure to fill out the Statement of Legal Residence form if it is listed as a "to-do" item. This form is not required for all programs – if it is not listed, there is no action for you to take on this.

• Most students are “provisionally admitted” at this time. Please submit the items listed under your “Pending Admissions Documents” section in your portal to finalize your admission.

• Please contact gradadmissions@ucsd.edu if you have questions regarding your pending admissions documents.
Welcome to your applicant portal,

Your UCSD PID is!

Status Update
An update to your application was last posted March 5, 2020.

View Update >>

Forms
Please complete the following forms
- 03/05/2020 Decision Reply Form
- 03/06/2020 Statement of Legal Residence

Pending Admission Documents
Please have your documents sent to Graduate Admissions at the address listed below. Documents must be received in an envelope sealed by the issuing institution. Documents will not be accepted if opened or sealed by the student.

University of California San Diego
Graduate Division - Graduate Admissions
9500 Gilman Drive #0003
La Jolla, CA 92037-0003

For test scores and CGDGC/CHSSIC documents: Please refer to the instructions provided in the Explanation of Pending Documents.

For e-transcripts: Please have them sent to gradadmissions@ucsd.edu.

If you have any questions, please email us at gradadmissions@ucsd.edu.

If you need to contact us regarding your application, provide your name and this reference number:

Verify Address
We have your addresses listed as follows:

Mailing Address

United States
Permanent Address: * Note: International applicants should have a permanent address outside of the United States.

United States

Edit Addresses

Admitted Students
- What to Do Immediately
- Before You Arrive on Campus
- When You Arrive on Campus
- International Students
Welcome! This page provides a comprehensive guide for newly admitted international graduate students (Master's and PhD students) on obtaining their U.S. visa (F-1 or J-1) and preparing for their arrival to the United States. The information under the steps below will help you get ready to start your unforgettable student experience at UC San Diego.

**NEWLY ADMITTED INTERNATIONAL STUDENTS**

Welcome newly admitted international students! Follow the links below for advising guides based on your educational level or type.

**READMITTED STUDENTS RETURNING TO UC SAN DIEGO CLICK HERE**

**UNDERGRADUATE STUDENTS**
Bachelor's students

**GRADUATE STUDENTS**
Master's and PhD students

**EXCHANGE STUDENTS**
University of California Education Abroad Program (UEAP) research exchange & Global Exchange Program students

**SUMMER SESSION STUDENTS**
Short-term students visiting only for Summer Session.

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**STEPS TO FOLLOW**

**STEP 1:**
Apply for F-1 or J-1 Status

Requesting your Form I-20/DS-2019 and applying for your F-1 or J-1 visa stamp or transferring your SEVIS record.

**STEP 2:**
Prepare for Your Arrival to UC San Diego

Travel arrangements, housing, and completing UCSD health and enrollment requirements.

**STEP 3:**
Arrival to the U.S. and UC San Diego

What to expect at Customs, activating your F-1 or J-1 status upon arrival to UC San Diego, and International Student Orientation.
English Language Requirements for Teaching Assistants
A policy of the Division of Graduate Education and Postdoctoral Affairs (GEPA)

All international graduate students at UC San Diego are required to demonstrate a high level of oral and aural competence in the English language before they can be appointed as a Teaching Assistant (TA).

**Condition of Employment**

International TA candidates must satisfy the oral English proficiency requirement before being hired as a TA. It is a condition of employment.
Process for Teaching Assistants

1. Student applies to a Teaching Assistant (TA) position through the hiring department.

2. The hiring department checks the student application and determines the need for the English Language Certification Exam (ELCE) (with the help of the ELCE coordinator, if necessary).

3. The hiring department requests an ELCE date and time on behalf of the student.

4. The ELCE session takes place on Zoom.

5. A hiring recommendation is communicated to the hiring department.

6. Later, an individual score report is sent to the student.

7. If necessary, Teaching and Learning Commons contacts the student for ELP-ii course.
How do international TA candidates satisfy the oral English proficiency requirement?

- They have submitted a sufficient speaking score.
- Their most recently completed degree was earned from an institution where English is the only medium of instruction (with a GPA of 3.0 or higher).
- They take UC San Diego's test, the ELCE.

- A US institution where English is the only medium of instruction
- OR
- A foreign institution where English is the only medium of instruction

Students may verify on the IAU World Higher Education Database (WHED)
ELCE Eligibility

They have submitted a sufficient speaking score

What is a sufficient score?
At the time of admission, a valid score of:
- 26 or higher on TOEFL Speaking
- 8 or higher on IELTS Speaking
- 84 or higher on the Pearson Test of English (PTE)

What if the score is below those cutoffs?
GEPA requires that students pass the English Language Certification Exam (ELCE) prior to accepting a TA assignment.
ELCE Eligibility

Who is eligible to take the ELCE?
Students are eligible if they have these scores:
- TOEFL Speaking score of 23-25
- IELTS Speaking score of 7-7.5
- PTE Speaking score of 66-83

What if the scores are lower than that?
Lower scores (below 23, 7.0, or 66) indicate that further language work is needed. These students must improve their language skills by taking a course (e.g. an ESL course from DES that focuses on Speaking and Pronunciation Skills).
1. Student applies to a Teaching Assistant (TA) position through the hiring department.

2. The hiring department checks the student application and determines the need for the English Language Certification Exam (ELCE) (with the help of the ELCE coordinator, if necessary).

3. The hiring department requests an ELCE date and time on behalf of the student.

4. The ELCE session takes place on Zoom.

5. A hiring recommendation is communicated to the hiring department.

6. Later, an individual score report is sent to the student.

7. If necessary, Teaching and Learning Commons contacts the student for ELP-ii course.
What is the ELCE?

Length of test:
10-15 minutes

Assessment panel:
1 faculty representative + 1 or more language assessment specialists

Structure:
*Welcome & Introduction/Expectations
*Part 1: Warm-up (General English conversation)
*Part 2: Technical English (teach & use the board)

[https://extendedstudies.ucsd.edu/international-programs/courses-and-programs/elce-international-grad-students/elce-frequently-asked-questions](https://extendedstudies.ucsd.edu/international-programs/courses-and-programs/elce-international-grad-students/elce-frequently-asked-questions)
What is the ELCE?

What language skills are assessed?
- Pronunciation accuracy
- Listening comprehension & Question handling
- General & Technical vocabulary
- Speech flow (fluency)
- Grammatical accuracy
- Organizational clarity of ideas

When is the test administered?

4 testing windows per year:
Academic Year 2024-2025
- September 3-27, 2024
- December 2-13, 2024
- March 17-27, 2025 (*Friday, March 28 is Cesar Chavez Day, a university holiday)
- June 9-20, 2025 (*Thursday, June 19 is Juneteenth, a university holiday)
Process for Teaching Assistants

1. Student applies to a Teaching Assistant (TA) position through the hiring department.
2. The hiring department checks the student application and determines the need for the English Language Certification Exam (ELCE) (with the help of the ELCE coordinator, if necessary).
3. The hiring department requests an ELCE date and time on behalf of the student.
4. The ELCE session takes place on Zoom.
5. A hiring recommendation is communicated to the hiring department.
6. Later, an individual score report is sent to the student.
7. If necessary, Teaching and Learning Commons contacts the student for ELP-ii course.
## What are the possible recommendations?

<table>
<thead>
<tr>
<th>Score</th>
<th>Recommendation</th>
<th>Can TA</th>
<th>ELP-ii Course Required</th>
<th>Test Again</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5-4.0</td>
<td>Pass</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3.0-3.4</td>
<td>Pass with Conditional Certification</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2.5-2.9</td>
<td>Provisional Pass</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>0.0-2.4</td>
<td>Did Not Pass</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>0.0-2.4</td>
<td>Did Not Pass* [Applicant w/no TA requirement **Check department policy]</td>
<td>No</td>
<td>No</td>
<td>Yes**</td>
</tr>
</tbody>
</table>

### Course offered by Teaching and Learning Commons, taken concurrently or in the session before TA-ing.

- You will have an opportunity to retake the exam after you have worked on your language skills.
  - PhD students must qualify to TA by the 3rd test.
  - MS/MA students - by the 2nd test.*
  *By CSE department policy, MS students must qualify to TA in the FIRST test.
What is the ELPii course requirement?
If you receive an ELCE score below a PASS, you are required to complete a course offered by the English Language Program for International Instructors (ELPii).

What is the process for enrolling in ELPii class?

- ELPii staff will contact you.
- There will be options of days and times to accommodate your academic and employment schedule. The course is offered every quarter.
- **The class is free!**
Contact Us

International Teaching Assistant Program
ip-itaprogram@ucsd.edu

https://extendedstudies.ucsd.edu/international-programs/courses-and-programs/elce-international-grad-students
Teaching Support for Instructional Assistants (IAs)
What is an Instructional Assistant (IA)?

This title encompasses:
• Teaching Assistants (TAs)
• Instructional Apprentices
• Tutors
• Readers
Advances teaching excellence and student academic success
Goal: Prepare to teach in English
- Review key terms from your field in English
- Practice explaining concepts from your field in English
- Take a class with Extended Studies

Goal: Find a TA position
- How: Apply through your department
- If necessary, take the ELCE
- If recommended, take the ELPii class
- Participate in teaching training to stand out

Goal: Learn strategies to make teaching more efficient (work smarter not harder!) and effective (better experience)
- How: Teaching workshops and consultations with the Teaching and Learning Commons and/or your department

Goal: Skills and experiences to help you succeed in teaching and on the job market.

Sign up to hear about Teaching Workshops for Graduate Students: tinyurl.com/ETHemails
Teaching Support for Instructional Assistants (IAs)

(Required for all New IAs)

Online Course for Instructional Assistants

30 minute online modules to introduce some key aspects of the IA role:

1. Professionalism & Leadership
2. Promoting Learning through Diversity
3. Teaching Students with Disabilities
4. Fostering Academic Integrity

Departmental Training

Varies by department; reach out to your program to learn more
Also: each department has an "IA Faculty Advisor" to support you in your IA role!

Teaching and Learning Commons Support

- New IA Teaching Symposium: Week 0 in Fall via Zoom
- Communication for Teaching class (based on ELCE score)
- Teaching Workshops
- Teaching Consultations
- Online Resources and checklists

UC San Diego
TEACHING AND LEARNING COMMONS
commons.ucsd.edu
Contact Us
Teaching and Learning Commons
Engaged Teaching Hub
elpii@ucsd.edu
engagedteaching@ucsd.edu
Get Engaged
Redefining the world we know with one experience at a time.
Grad Pals Peer Mentorship Program
Follow us on Social Media!

UC San Diego International Services and Engagement Office
UC San Diego ISEO
@istudents.ucsd
@ISEOUCSD
Additional Resources
IMPORTANT DEADLINES & REMINDERS

**NOW**
- Apply for on-campus housing
  - Visit: hdh.ucsd.edu

**NOW**
- Request your visa documents via the iPortal
  - Visit: iportal.ucsd.edu
  - iNewStudent.ucsd.edu
    for instructions

**May 1**
- Deadline to request your visa documents via the iPortal if your graduate program begins prior to August 1
  - Visit: iportal.ucsd.edu
  - iNewStudent.ucsd.edu
    for instructions

**July**
- Deadline to submit health immunization requirements and complete OPHD training
  - Register: iNewStudentWebinars.ucsd.edu

**Sept**
- Fall 2024 start students:
  - Tuition due
  - Move-In
  - Check-In
  - New International Student Orientation
  - Visit: iOrientation.ucsd.edu
Upcoming Pre-Arrival Webinars

- **April 04**: Student Life & Getting Involved on Campus
- **May 02**: Finances & Student Accounts Webinar
- **May 03**: SEVIS Transfers
- **May 09**: Campus Safety

*All webinars will be recorded and posted at* iNewStudentWebinars.ucsd.edu
MONDAY - FRIDAY: 9am - 4pm
+1 858.534.3730
iContact.ucsd.edu

iNewStudent.ucsd.edu

Follow us on Social Media!
Questions?