Guide for ITA Oral Interview Evaluators

Need help? Watch This How-to Video: https://youtu.be/qp95WGAt9p8

The steps below summarize the procedure demonstrated in the How-to Video. For visual instructions, go to Page 2.

1. Log into mycourses.siu.edu. You can also reach through Salukinet.
2. Click on the blue 9-dots-cube at the top of the page. Search for ITA Resources.
3. Close the student welcome box.
4. Click on “Oral Interview” at the top of the page.
5. Click “Continue”
6. Find name of student you’ve been assigned. Click on the student’s name. (Note that the Score Pass indicates that the student completed all interview responses as instructed. It does not mean the student has already passed the interview.)
7. Watch student responses; take notes on paper. Look for the questions below.
8. Click on the Homepage ITA Resources tab. Click on “Grades” at the top of the screen.
9. Find student and click on name on left side of the screen
10. Scroll down until you find your reviewer number. Click on “Show Comments and Objective Based Assessments”
11. Add Feedback (to student) – optional
12. Add Private Comments (to other reviewers) – optional
13. Complete the rubric
14. Click “Save and Close”
15. Confirmation box – click Yes

Questions

1. State your full name and spell it.
2. Tell me a little bit about yourself. Where are you from? Why did you choose Southern Illinois University Carbondale and what degree program you are in? What level are you? Are you a master or PhD? Or, anything else that is relevant?
3. How long have you been in Carbondale? And what do you like about Carbondale so far?
4. Is there anything about Carbondale that has surprised you so far?
5. What is something that you would like others to know about the country from where you came?
6. Okay, so now let's get to some specific questions related to your field. Please explain to me your research and you're going to be studying, in very simple terms, to undergraduate students.
7. Now tell me about a concept that every new person to the field would need to know in order to do research or studies in that field. Think of this like if you're taking a basic introductory course, what concept would everybody need to know or what concept gets you excited and explain that to me!
8. Choose a concept that you struggled with learning early on and explain it so someone can understand it more easily. For example, you might use an analogy or comparison, anything that you think would make a difficult concept easy to understand to someone who was just learning the idea for the first time.
9. That's it we appreciate your time. If there's anything else that you feel like you'd like to add please do so. Otherwise, we will be in touch very shortly with your results. Welcome to SIU and I look forward to meeting you in person.
The visual instructions below show the procedure demonstrated in the How-to Video.

1. Log into mycourses.siu.edu. You can also reach through Salukinet.
2. Click on the blue 9-dots-cube at the top of the page. Search for ITA Resources. Pin the course if desired.

3. Close the student welcome box.

4. Click on “Oral Interview” at the top of the page.
5. Click “Continue”

6. Find name of student you’ve been assigned. Click on the student’s name. *(Note that the Score Pass indicates that the student completed all interview responses as instructed. It does not mean the student has already passed the interview.)*

7. Watch student responses; take notes on paper. Look for the questions below.
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![Image of ITA Oral Interview - 2023-24 with grades]

- Reviewer 1: 95 / 20 (47.5 / 33.33)
  - Scheme: Full Pass: Monitor
- Reviewer 2: 28.33 / 33.33 of final grade
  - Scheme: Full Pass: Monitor
- Reviewer 3: 0 / 33.33 of final grade
  - Scheme: Waiting Review

11. Add Feedback (to student) – optional

![Image of feedback area]

Feedback:

Very good. Carbondale is small, but more time to study. :-|

Private Comments:

May need some minor classroom observation.
12. Add Private Comments (to other reviewers) – optional

Private Comments
Anyone who can grade this activity can see these comments.

May need some minor classroom observation.

13. Complete the rubric.

Rubric Name: ITA Oral Interview

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weak 1 point</th>
<th>Needs Weak 2 points</th>
<th>Good 3 points</th>
<th>Very Good 4 points</th>
<th>Excellent 5 points</th>
<th>Performance Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuation</td>
<td>Little communication or communication is incorrect due to errors. A considerable number of errors interfere with comprehensibility.</td>
<td>Frequent errors confuse the audience and require pausing the meaning.</td>
<td>Competent, generally correct. Occasional errors.</td>
<td>Phonetically correct. Almost error-free. A genuine effort to sound like a native speaker.</td>
<td>4/5</td>
<td></td>
</tr>
<tr>
<td>Vocabulary and Syntax</td>
<td>Limited vocabulary is often repeated. A large number of grammatical errors that impede communication.</td>
<td>Inadequate vocabulary or incorrect use. Many grammatical errors that limit communication.</td>
<td>Basic vocabulary level needed to respond. Occasional grammatical errors, speaker self-corrects some.</td>
<td>Good, appropriate Vocabulary. Minor grammatical errors that do not impede communication.</td>
<td>4/5</td>
<td></td>
</tr>
<tr>
<td>Content</td>
<td>Rarely responds appropriately to questions/statement.</td>
<td>Sometimes responds appropriately to questions/statement.</td>
<td>Frequently responds appropriately to questions/statement.</td>
<td>Almost always responds appropriately to questions/statement.</td>
<td>3/5</td>
<td></td>
</tr>
</tbody>
</table>

Save and Close
14. Click “Save and Close”

15. Confirmation box – click Yes.