



MA TESL Handbook

2017

University
of Idaho

Department of English

August, 2017

Dear M.A. TESL student,

Welcome to your graduate program in Teaching English as a Second Language (TESL). As a graduate student in the M.A. TESL program at the University of Idaho, you will enjoy small classes and you will receive personalized attention from our expert faculty.

During your graduate work, you will have multiple opportunities to engage with ESL learners, to observe and teach lessons in authentic classrooms, to network with graduate students and faculty working in the Pacific Northwest, and to join the professional community of TESOL.

The next two years will be intensive but you will learn, grow, and transform. The faculty is here to help you as you navigate new territories.

This handbook provides guidance so that you can maximize your learning opportunities over the course of the next four semesters.

Please refer to the contents and contact us if you need additional information.

Steve Chandler
Director

Contents

Getting to Know Us.....	4
Courses and Requirements	5
Graduating in Two Years.....	6
Teaching Internship	7
Requirements	7
Research Internship.....	8
Requirements	8
Grants and Awards.....	8
Professional Conferences	9
Why it matters... ..	9
Resources to help you succeed:.....	10
The Writing Center.....	10
Working with your Advisor	10
Counseling & Testing Center.....	10
Graduate and Professional Student Association (GPSA).....	10
Important Forms.....	11
Annual Evaluation and Performance Reports	11
Funding Opportunities: Scholarships.....	12
Working as a TA	12
Working at the Writing Center.....	12
Requirements	12
The American Language and Culture Program.....	12
Event Calendar – Fall 2017.....	14
Facebook Page	15
Appendix –	16

Getting to Know Us

At UI, you will be working with different faculty members. To learn more about the faculty, visit our website: <https://www.uidaho.edu/class/english/faculty-staff>

Chandler, Steve

Professor, *Director of TESOL*



Judge, Mary Ann

Senior Instructor, *Director of the Writing Center*

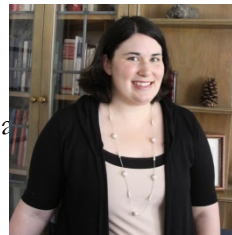
Mary Ann Judge teaches composition and oversees internships in tutoring writing.



Kirchmeier, Barbara

Acting Director of First-Year Composition

Barbara Kirchmeier teaches business writing and composition. She works closely with TAs.



Sharma, Bal Krishna

Assistant Professor

Bal Krishna Sharma teaches sociolinguistics and intercultural communication.



Queller, Kurt

Instructor

Kurt Queller teaches English grammar and linguistics.



Vuksanovich, Jelena

Visiting Assistant Professor

Jelena Vuksanovich teaches second language acquisition and applied linguistics.



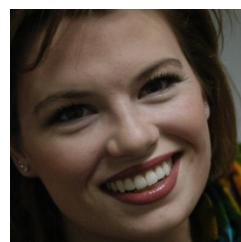
Slovic, Scott

Professor, *Department Chair*



Baillargeon-Hauck, Jennifer

Administrative Assistant



Courses and Requirements

A minimum of 33 semester hours (excluding credits earned to satisfy the language requirement) is required for the Master of Arts in Teaching English as a Second Language. Of the minimum of 33 semester hours required for the degree, at least 24 must be earned while enrolled in residence at UI.

Of the 33 credits, 18 credits are to include:

- ENGL 513: ESL Methods I
- ENGL 524: Descriptive Linguistics
- ENGL 515: ESL Teaching Practicum
- ENGL 517: Introduction to Applied Linguistics
- ENGL 551: Second Language Acquisition
- ENGL 544: Sociolinguistics

Additionally, 15 credits are to be taken from approved electives in English. At least 21 credits must be earned in courses numbered 500 and above. These can include, but are not limited to, the following:

- ENGL 442: Introduction to English Syntax and Morphology
- ENGL 496: History of the English Language
- ENGL 402: Internship in Tutoring Writing (must apply for this)
- ENGL 507: Phonetics and Phonology
- ENGL 510: Special Topics
- ENGL 514: ESL Methods II
- ENGL 516: Intercultural Communication
- ENGL 523: Composition Pedagogy and Practice
- ENGL 545: Discourse Analysis
- ENGL 598: Internship ALCP
- ENGL 599: Internship - Research

Note: If you take Engl 598, Engl 599, Engl 523, and/or Engl 505, only 6 credits will count towards your 33 credits degree. You can take all 12 for personal/professional reasons.

TESL students will write either a thesis in addition to 27 credits of classes or take 33 credits of classes. Students who do not elect to write a thesis must complete a non-thesis option (1 credit).

Native speakers of English in the TESL program must complete or have completed two years of college work (or its equivalent) in a modern foreign language. They must have studied a foreign language for at least one semester (or equivalent) within the preceding five years.

In the final semester of the program, candidates who elect to not write a thesis will take a comprehensive examination (ENGL 521). The contents and expectations will be communicated during your final semester. Students may or may not be physically in Moscow to satisfy this requirement.

Graduating in Two Years

Recommended course sequence and other important deadlines – Please plan to follow this structure.

Fall I – Plan of study

- ENGL 524: Descriptive linguistics (Dr. Queller)
- ENGL 513: ESL methods (Dr. Sharma)
- Elective – select one
 - ENGL 523: Composition Pedagogy and Practice (geared towards TAs)
- Form: Appoint your major professor (form available in appendix)
- Form: Complete your 4 semester study plan (form available in appendix)

Spring I – Plan of study

- ENGL 517: Applied Linguistics (Dr. Vuksanovich)
- ENGL 515: Teaching Practicum (Dr. Sharma)
- Elective – select one
 - ENGL 402: Internship in tutoring (must apply to register)
 - ENGL 408: Language acquisition and development (Dr. Sharma)
- Form: Annual evaluation and performance report (form available in appendix)
- Form: Application for ENGL 598/599 April 15th deadline
- Meeting: Must meet with Director of TESL between April 15th- April 30th.

Fall II – Plan of study

- ENGL 551: Second language acquisition (Dr. Vuksanovich)
- ENGL 544: Sociolinguistics (Dr. Sharma)
- Elective – select one
 - ENGL 402: Internship in tutoring (must apply to register)
 - ENGL 516: Intercultural communication (Dr. Sharma)
 - ENGL 523: Composition pedagogy and practice
- Form: Apply for graduation to graduate in Spring (Vandalweb)

Spring II – Plan of study

- ENGL 521: MA Exam Review
- ENGL 545: Discourse analysis (Dr. Sharma)
- Elective – select one
 - ENGL 518: Advanced English grammar (Dr. Queller)
 - ENGL 598: Internship (teaching)
 - ENGL 599: Internship (research)
- Meeting: Must meet with Director of TESL between April 15th- April 30th.

Teaching Internship

Graduate students of TESL have been very successful in obtaining internships during their studies. Some students have taught locally and others have taught abroad.

Teaching internships are great as they give you that practical experience that many employers are looking for. Therefore, they increase your chances of landing that perfect teaching job before you even graduate!

If you are interested in getting some teaching credits (as many as 6 credits of ENGL 598 will count towards the 33 credits), consider searching for opportunities before the end of your first year to get approval. We support students who wish to complete teaching internships during the summer. To obtain permission, you must send a formal request and provide preliminary information about the program/school to the director of the graduate program before April 15th (see step 1 under approval).

Approval

1. Send information about the program (school information and website) you are interested in to the director of the graduate program, via email.
2. Obtain written confirmation from the employer that you can complete your internship (paid or unpaid) and that they are willing to write a brief report upon completion. This report will be sent to your advisor.

Requirements

- Teach a minimum of 40 contact hours over a 4 to 6 week semester. You cannot complete 40 hours of teaching in 1 week!
- Submit all lesson plans over the course of the internship. The first set of lesson plans will be sent after two weeks and the second set will be sent upon completion, again via email.
- Write a weekly reflective journal (to be submitted via email.)
- Obtain a brief report from your employer

Note: If you teach more than 40 contact hours during one semester, you can only obtain 3 credits. In other words, there is a 3-credit maximum per semester.

Research Internship

Why should I conduct research?

During your program, we will encourage you to attend professional conferences (TESOL, Palouse Language and Culture Symposium, WAESOL) and to engage in your professional community. A great way to do this is to complete a research internship.

To be considered for a research internship, you need to apply for a position with a faculty member. These are very limited and can only be completed during your second year of studies.

Requirements

- Seek permission from a faculty member who will work with you on the research
- Complete and submit a research proposal before April 15th (of your first year) or November 10th of your second year.
- To obtain credits, you will present your research findings via a conference presentation or a professional development presentation for the Department of English and/or the American Language and Culture Program.

Grants and Awards

By doing research, you can apply for great grants and awards from the University of Idaho and/or from Professional Organizations.

Visit the GPSA website <https://orgsync.com/127242/chapter>

Visit the WAESOL website: <http://waesol.org/grants-awards/>

Visit the Spokane ESL Regional website: <http://spokaneesl.com/>

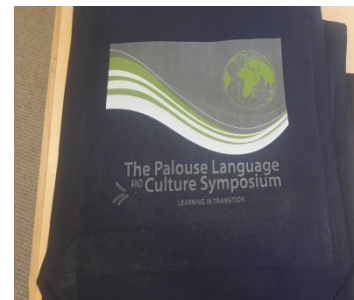


Professional Conferences

Why it matters...

As a graduate student, you will be taking many courses that will help you learn about second language learning theories, teaching practices, learner language, language use in society, and the formal aspects of language.

However, as language educators, we have a role and responsibility to engage with our professional community at large. What that means is that we should strive to present ideas at **local, regional, and international conferences.**



WAESOL	Seattle, WA ~\$125 October 20-21 2017	http://tri-tesol.org/
Palouse Language & Culture Symposium	Moscow, ID ~\$30 In April 2018	https://www.uidaho.edu/academic-affairs/ipo/intensive-english-alcpl/palouse-language-and-culture-symposium
Spokane Regional ESL Conference	Spokane, WA -\$35 In February 2018	http://spokaneesl.com/
TESOL	Chicago, WA ~\$150 In March 2018	http://www.tesol.org/convention-2018

While presenting may not be feasible during your first year, it should be during your second year. To help you prepare to share your ideas at conferences, we strongly encourage you to attend local and regional conferences during your first semester/year. The list of conferences that you should consider attending during your first year is listed above. We have also included the website information so that you can visit their pages and learn more about their events, their grants and awards, and about their publications. Note that there are more – visit linguistlist to learn more!



Resources to help you succeed:

The Writing Center

The writing center is there to support you! They offer free services to graduate students from all linguistic and cultural backgrounds. In our experience, as graduate faculty, we know that we can always improve in our writing. **Visit the writing center** as early as possible during the semester to get some guidance from the start.

The link to the site is:

<http://www.uidaho.edu/class/english/writingcenter/gradwriting>

Working with your Advisor

As a first year student, your advisor is Steve Chandler. Meeting with your advisor is important. During these meetings, you can discuss your progress in the courses and your adaptation to graduate school and to Moscow, ID.

Please do not discuss advising with other students. If you have a question, ask your advisor. She will be able to guide you more accurately since each student has a unique background and path.

Counseling & Testing Center

Being a graduate student is not easy. You will experience stress and might not always know what to do. When feeling overwhelmed, contact the Counseling & Testing Center. Services are **free** for students. Call 208-885-6716. Counselling sessions are **confidential**.

Graduate and Professional Student Association (GPSA)

The GPSA supports and promotes graduate student education, campus sustainability, and graduate student life at the University of Idaho. Be part of the GPSA!

Visit: <https://orgsync.com/127242/chapter> for more information

Important Forms

As a graduate student, you are responsible for completing forms to ensure timely graduation.

The College of Graduate Studies has prepared a series of forms:

<http://www.uidaho.edu/cogs/forms>

You will receive important emails from CoGS – do not ignore the messages!

Study Plan

All new and returning students are responsible for creating and updating their study plan.

Step 1:

The first step is to appoint your major professor. For your first year, that will be your advisor (Dr. Chandler). See the sample in the Appendix but visit the site to download, print, and complete the updated version. You will find it under **Appointment of Major Professor**

<http://www.uidaho.edu/cogs/forms>

Step 2:

Drop off the filled-out form in the English Department Office located in Brink Hall, Room 200. Jennifer Baillargeon-Hauck, our wonderful administrative assistant, will put it in Dr. Chandler's box. He will sign it and return it to you.

Step 3:

Go to VandalWeb and complete your study plan. Organize it by semester (Fall 2017, Spring 2018, Fall 2018, Spring 2019). You must create the plan for the next two years – changes can be made at later dates! Use the recommended sequence of courses to help you complete the study plan. The instructions for submitting a study plan is available under **Study Plan/Degree Audit Instructions:**

<http://www.uidaho.edu/cogs/forms>

Step 4:

Meet the deadline. Be sure to complete your first study plan before October 15th.

Annual Evaluation and Performance Reports

The M.A. TESL faculty wants to ensure that you are meeting all the requirements along the way. Therefore, you are required to initiate the annual evaluation in April of your first year (if you started in January, then this needs to be initiated in November of your first year).

See the sample in the Appendix and please print the original for signatures.

Funding Opportunities: Scholarships

To learn more about funding opportunities, please visit:

<http://www.uidaho.edu/class/english/graduate/funding>

Working as a TA

If you are interested in applying for a TA position for your second year of study, apply before February 1st. These are highly competitive positions so talk to your advisor as early as possible to learn about the application process.

Working at the Writing Center

In order to be considered for a writing tutor position, you must register for ENGL 402: Internship in Tutoring Writing. Unlike many courses, you have to be 'accepted' into this course. This is a competitive process and you must secure letters of recommendation from people who know you. Please read the requirements detailed below and contact Mary Ann Judge (judge@uidaho.edu) for more information.

Requirements

- A letter of interest that explains why you are interested in the course and why you think you would be a good writing tutor
- Two academic writing samples, graded if you have them
- The names of two faculty members who know the quality of your writing & academic work
- Interview with Mary Ann Judge

The American Language and Culture Program

The mission of the American Language and Culture Program (ALCP) is to provide non-native speakers of English with the linguistic, academic, social, and cultural skills necessary to successfully navigate university environments in the United States.

The MA TESL students/faculty work very closely with the ALCP. Through your coursework, you will have the opportunity to observe classrooms, interview teachers, and complete a teaching practicum (2nd semester). In addition to these required opportunities, you can collaborate with the ALCP as a volunteer. The ALCP always needs conversation partners. Follow this link to obtain more information: <http://www.uidaho.edu/international/intercultural-programs-events-and-activities/programs/become-a-conversation-partner>



Event Calendar – Fall 2017

Be sure to come to the events that we organize. They are there to help you relax and to get to know your colleagues in a less formal setting. **Even if you are busy**, take some time and join us for one or two hours!

Facebook Page

Be sure to like us on Facebook. You will learn about additional events this way:

Search for M.A. TESL & Department of English - University of Idaho



Appendix –

Visit the site for the original – you cannot print these!

College of Graduate Studies

Major Professor and/or Committee Appointment or Changes

Student Name: _____ ID# _____
 Major: _____ Semester Admitted: _____
 Email: _____
 My program is a: Non-thesis master Thesis master Specialist Doctoral

Major Professor and/or Committee Appointments

Initial appointment or adding following member(s):

Note: New members being added to the committee are also agreeing to the current Study Plan, if one has been filed
MP=Major Professor, Co-MP=Co-Major Professor (MAT students only)

Name: _____
 Printed Name Signature Department MP?

Name: _____
 Printed Name Signature Department Co-MP? (MAT only)

Name: _____
 Printed Name Signature Department

Name: _____
 Printed Name Signature Department

Name: _____
 Printed Name Signature Department

Removing Major Professor or Committee Members

Remove the following member(s):

Note: if a committee member has left the university, no signature is required

Name: _____
 Printed Name Signature Department MP? Co-MP?

Name: _____
 Printed Name Signature Department

Student Signature: _____ Date: _____
 Major Professor Signature: _____ Date: _____
 Department Chair: _____ Date: _____
 College of Education Only (Education Doctoral students only)
 _____ Date: _____
 College of Graduate Studies: _____ Date: _____

After posting by COGS, this information can be viewed in the Registration Status on Vandal Web

College of Graduate Studies Annual Report Of Progress and Performance for Master's and Specialist Students

Student Name _____ ID Number _____
Degree _____ Major _____ Email Address _____

Student Directions: It is the Master's or Specialist student's responsibility to initiate the evaluation process; however, an evaluation may be initiated at any time by the Major Professor or unit administrator (if no Major Professor is in place). Download form and meet with your Major Professor. If a Major Professor has not been appointed, the unit administrator will conduct the evaluation. The evaluation must be completed annually by May 1.

Major Professor or Unit Administrator: This form is to be used when evaluating student progress and performance. Please consult with the student and then respond to the following statements. If you wish to elaborate on any point, please use a separate page. (NA indicates unable to rate)

Timely completion of major professor and/or committee form.	Yes	No	NA
Timely posting of educational plan to Degree Audit.	Yes	No	NA
Timely development of the non-thesis requirement or thesis topic.	Yes	No	NA
Timely Acceptable progress toward completion of thesis or non-thesis requirement	Yes	No	NA
Meeting department responsibilities	Yes	No	NA
Maintaining working relationships with fellow students, staff, and other university departments and offices	Yes	No	NA
Growth as a scholar and a researcher.	Yes	No	NA

Other comments or concerns may be included on other side or a separate sheet.

Student signature below indicates that you have discussed the contents of this evaluation report with your Major Professor or Unit Chair/Director.

Student Signature Date

Major Professor or Unit Administrator signature indicates that you have discussed the contents of this evaluation report with your student. Recommended action for the student is:

____ Continuation in Program* ____ Warning ** ____ Dismissal**

Major Professor/Unit Administrator Signature Date Printed Name

Unit Chair/Director signature indicates that the contents of this evaluation report have been reviewed and approved at the program's administrative level.

Unit Chair/Unit Administrator Signature Date Printed Name

* If continuation in the program is recommended, the form is retained by the department and a copy is not forwarded to the College of Graduate Studies.

**Please submit a copy of this report to the College of Graduate Studies (COGS). If dismissal is recommended, a meeting will be scheduled with all parties and the COGS Dean. Students who wish to appeal any part of this evaluation may do so in writing to the unit administrator with notification to the COGS Dean. Further appeals will be submitted to the COGS Dean and forwarded to the Graduate Petitions Committee.

6-29-2015

