

TESOL Programs Handbook

West Chester University of Pennsylvania

[Faculty]

Professors

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[Mission]

The mission of TESOL programs at West Chester University is to educate and prepare candidates so that they . . .

- a) are knowledgeable in the factors and issues which inform second language education;
- b) are highly capable instructors of English as a Second Language for a variety of learners in a variety of contexts, especially public schools PK-12; and
- c) have the skills necessary to function as effective language and literacy educators and community leaders among diverse populations both within the U.S. and abroad.

[Program Descriptions]

The **Master of Arts in Teaching English as a Second Language** (MA TESL) is an interdisciplinary graduate program administered by the departments of Languages and Cultures (L&C) and English, and in collaboration with Literacy, Communicative Disorders, and various programs within the College of Education. The MA is primarily designed for those preparing to teach English to learners whose first language is not English, and for pre-certified teachers who wish to develop their field-related expertise in the area of second language teaching, curriculum design, assessment, language program development, and educational leadership and advocacy.

The **PDE ESL Program Specialist Certificate Program** (PDEEPS) is designed to qualify pre-certified teachers to teach ESL in PA public schools, in cases where a primary teaching certification is already in place at the time of application to the program. Therefore, PDEEPS applicants should have previously

student taught and earned formal (stand-alone) certification from the PDE in another area before entering this program. Applicants to PDEEPS are required to first earn Instructional I certification in an alternate subject area (e.g., K-12 Spanish or French, Secondary English, Social Studies) recognized by the PDE in order to apply for the necessary qualification for teaching ESL in the public schools in Pennsylvania.

[Course Requirements]

The faculty of the Departments of Languages & Cultures and English at West Chester University collaborate to ensure that MA TESL and ESL Program Specialist Certificate (PDEEPS) candidates meet the PDE guidelines, as well as the requirements set forth in the Professional Education Unit's NCATE Conceptual Framework.

ESL Program Specialist (PDEEPS) Certificate (for teaching ESL in PA public schools):

ESL Program Specialist/Certificate candidates are required to take 18 credit hours of graduate-level coursework to develop their knowledge bases in the area of second language (L2) teaching, assessment, ESL curriculum development, sociolinguistics and the structure of English. PDEEPS includes 60 hours of supervised field experiences, in which candidates are observed, mentored and critiqued by university faculty as they teach on-site and interact in area ESL classrooms.

There are six (6) courses in the TESL Certificate program:

LIN 501 (Introduction to Linguistics)

LAN 504 (Techniques of Teaching English as a Second Language)

LIN 540 (Sociolinguistics)

ENG/LAN 569 (Teaching English Language Learners PK-12)

ENG 575 (Structure of Modern English)

ENG 576 (Curriculum and Materials for TESOL)

The ESL Certificate can be completed in three formats: face-to-face, online, and online/face-to-face combination.

MA in Teaching English as a Second Language (TESL)

MA TESL candidates take 24 core credits with 12 hours of elective credits, under advisement, which enables them to develop a field-related specialization aligned with their professional goals (e.g., adult ESL, EFL, subsequent doctoral work, advocacy, etc.). MA candidates may earn the PDEEPS certificate en route to their degree. MA TESL candidates also submit a culminating assessment portfolio and sit for a required 3-hour comprehensive examination upon completion of the required coursework.

Applicants without a background in linguistics will be required to take LIN 501 (Introduction to Linguistics) as a program prerequisite in addition to the following eight (8) courses in order to complete requirements of the MA degree:

LAN 500 (Methods and Materials of Research in Second Language Education)

LAN 504 (Techniques of Teaching English as a Second Language)

LIN 540 (Sociolinguistics)

ENG 575 (Structure of Modern English)

ENG 576 (Curriculum and Materials for TESOL)

ENG 581 (Teaching Reading and Writing to ESL Students)

ENG/LAN 583 (Second Language Acquisition)

ENG 587 (ESL Practicum)

[Admissions]

In addition to meeting the general requirements for admission to a graduate program at West Chester, applicants must document background in the following areas:

(1) Applicants must have a baccalaureate degree from a college or university accredited in the United States or its equivalent from a school in another country. A minimum 2.80/4.0 undergraduate GPA is required. Provisional acceptance may be possible under some circumstances for applicants who do not meet this standard;

(2) Prior “Introduction to Linguistics” coursework (subject to approval by a TESOL program adviser). Applicants who do not meet this criterion will be offered provisional admission to the program and be required to take **LIN 501** during the fall semester in order to gain full admission status;

(3) A broad liberal arts background with an emphasis on languages, linguistics and other social sciences is expected, e.g., background in a second language, English, linguistics, education, philosophy, communications, anthropology, sociology and/or psychology;

(4) Proficiency in English. Applicants whose native language is not English must submit an official report from one of the following organizations:

[TOEFL](#) (Test of English as a Foreign Language) - applicants must score a minimum of 92 for the internet-based exam (237 for the computer-based exam; 580 for the paper-based exam); or

[IELTS](#) (International English Language Testing Service) - applicants must receive an overall IELTS score at band 6.5 or above, and minimum scores of 6.5 for speaking, listening, reading and writing are preferred; or

ELS Language Center. Completion of the ELS program substitutes for TOEFL and IELTS requirements at West Chester University.

In addition, for students in the ESL Program Specialist Certificate Program, applicants whose native language is not English must submit evidence of satisfactory performance on the ACTFL (American Council for the Teaching of Foreign Languages) English Language Oral Proficiency Examination with the score of *Advanced High*. Information about the ACTFL test, including test dates and locations in international countries, can be obtained from the actfl.org.

(5) GRE scores *are not required* for application or admission to TESOL Programs at WCU.

(6) All students must have all clearances completed before engaging in field experience in public schools in Pennsylvania (Field courses include LAN 504, ENG/LAN 569, ENG 576, and ENG 587).

[TESOL Program Outcomes and PDE Standards]

TESOL Program outcomes are based on Standards developed by the PA Department of Education (PDE) and include the following knowledge bases and skills:

I. English Usage and Developing Linguistic Awareness

1. Students will demonstrate knowledge of the structure of the English language/grammar and pronunciation, including lexical, morphological, syntax and phonological components.
2. Knowledge of the process of first and second language acquisition.
3. Knowledge of the process of literacy development for second language learners and strategies to assist ELLs in the different stages of second language acquisition.
4. Knowledge to assist ELLs to communicate using verbal and nonverbal language.

II. English as a Second Language-Instructional Materials/Development

1. Students will demonstrate knowledge to design and implement ESL program to assist ELLs in the process of acquiring English and cognitive academic language skills.
2. Knowledge of methods, strategies, research and resources that address the educational needs of ELLs in their learning process, including the use of computer technology.
3. Knowledge to select and design teaching resources for ELLs according to their language proficiency, native language development and literacy development.

III. English Language Learners (ELLs) Language & Support Services Knowledge

1. Students will demonstrate knowledge of effective assessment tools/practices to identify levels of language proficiency, acquisition and content learning as well as monitor student progress.
2. Knowledge of available all school support services that can assist the ELLs in language acquisition/content learning.

IV. Developing Cultural Awareness/Sensitivity

1. Students will acquire and exhibit understanding of behaviors, beliefs, and attitudes of multicultural and multilingual learners and families.
2. Knowledge of current methods and techniques, based on recognized principles of teaching English as a Second Language (ESL), in working with culturally and linguistically diverse students/families.
3. Knowledge of how to facilitate the English Language Learners (ELLs) and their families, in understanding and collaborating with ESL and other school staff.

Diverse Field Experiences

Supervised field experiences are an important component of both MA TESL and TESL Cert (ESL Program Specialist) Programs. Fieldwork is a formal requirement of ENG/LAN569 (methods), LAN 504 (techniques), ENG 576 (curriculum and materials) and ENG 587 (practicum). In each of these courses,

candidates' knowledge, skills, and dispositions are assessed through fieldwork. Field placements vary according to current (and future) teaching positions of candidates. K-12 ESL sites include rural, suburban, and urban districts stretching from Oxford Area School District in southern Chester County to Norristown, and the School District of Philadelphia to the east. Governmental (e.g., Delaware Valley Literacy Council), non-profit/volunteer (e.g., Comunidad Hispana), university (e.g., Drexel), and community college ESL programs in the region may also be used for students whose career goals do not involve PK-12 instruction. Candidates are required to implement educational principles and theories into practice during fieldwork. Upon completing on-site assignments, candidates are subsequently required to engage in reflection via discussions, presentations, and written assignments.

Clearances

For field courses, students should obtain current clearances before the start of semester. Students should note that this is a lengthy process (e.g., It can take up to six weeks to obtain the Child Abuse clearance) and plan in advance. Students without clearances at the start of the semester will be dropped from field courses. Detailed instructions for obtaining clearances can be accessed at <https://www.wcupa.edu/education-socialwork/clearances.aspx>

As soon as students obtain their clearances, they should bring the originals to the scanning stations at the Education Field office in the Library, so that the clearances can be inputted into the system. At that time, students will be able to contact school districts and request field experience in classrooms with English Learners.

If students are current practicing teachers and plan on completing fieldwork in the same school district, they can have the district office fax the documents listed below to Judy MacDonald at 610-436-2874 and 610-436-2874.

- 1) a copy of the 3 criminal clearances,
- 2) a copy of the TB test,
- 3) a letter/note stating that the copies were made from the originals and that the candidate is permitted to complete field work in the district with the clearances on file.

Specific questions regarding clearances can be directed to Judy MacDonald at 610-436-0042 and/or jmacdonald@wcupa.edu

[Graduation]

Candidates must notify the program advisor regarding their completion plan no later than the beginning of the final semester.

MA students should apply for graduation (MA degree) in myWCU. Simply log on to your myWCU account and click the link "Apply for Graduation."

ESL Program Specialist Certificate students should apply for Certificate in PDE TIMS (select "Program Specialist" option). Please find information regarding certification here:

<https://www.wcupa.edu/education-socialWork/certificationInfo.aspx>

[Advising]

Students are advised through consultation with the program director and faculty advisors via several advisement tools (e.g., Advising sheets, Program Fact Sheet, WCU Graduate Catalog). Candidates meet with a faculty adviser in order to select courses for the following term and to ensure that professional goals are aligned with course choices and field experiences. Program advising sheets and additional information are attached below for student and faculty reference.

For further information, please contact: Dr. Esther Smidt, Languages and Cultures, 230 Mitchell Hall, West Chester University, West Chester, PA 19383 USA, 610-738-0410, CSmidt@wcupa.edu

Updated: December 2018

MA TESOL Advising Sheet (36 credit hours)

Name: _____ Date: _____

Prerequisite Course

_____ LIN 501 (fall) [Introduction to Linguistics, or the equivalent] (prerequisite, does not count towards required 36 credits)

Required Courses

_____ *LAN 500 (fall) Methods and Materials of Research in Second Language Education

_____ *LAN 504 (spring) Techniques of Teaching English as a Second Language (field)

_____ *ENG 575 (spring) Structure of Modern English

_____ *LIN 540 (fall) Sociolinguistics

_____ ENG 581 (spring) Teaching Reading and Writing to ESL/Second Language Students

_____ ENG/LAN 583 (spring) Second Language Acquisition

_____ *ENG 576 (fall) Curriculum and Materials for TESL (field) (**advanced)

_____ ENG 587 (spring) ESL Practicum (field) (**advanced)

*[*For students with active Level I or II certification in Pennsylvania, these five courses, which also count toward the ESL Certificate requirement, plus ENG/LAN 569, equal the 18 credits required for the WCU PDE ESL Program Specialist Certificate, enabling people to teach ESL in Pennsylvania public schools.]*

*[**Denotes advanced course, usually to be taken during the final two semesters of enrollment]*

Electives (12 credits) may be drawn from the following courses:

_____ LAN 505 Introduction to Bilingual/Bicultural Education
_____ LAN 555 Computer Applications for Language Learning
_____ LAN 578 Teaching Listening and Speaking to ESL/Second Language Learners
_____ LAN 579 Teaching Pronunciation to English Language Learners
_____ LAN 580 Seminar in Second Language Education
_____ LAN 581 Implicit/Explicit Instruction and Corrective Feedback
_____ LAN 588 Second Language (L2) Vocabulary Learning and Teaching
_____ LAN/ENG 611 Content-Based ESL/Second Language Instruction
_____ LAN/ENG 612 Assessment of ESL/Second Language Students

Other courses are subject to advisor approval.

MA TESOL candidates also submit a culminating assessment portfolio and take a required comprehensive examination upon completion of the required coursework. Candidates must inform the Program Director of the completion plan to schedule the examination at their earliest convenience (no later than the beginning of the final semester).

ESL Program Specialist Certificate Advising Sheet (18 credit hours)

Name: _____ Date: _____

Pre-certification Area: _____

Admission into the WCU ESL Program Specialist Certificate requires prior and valid Pennsylvania Instructional I or II Certification in a different academic area. Completion of the program thus allows instructors to add teaching ESL in Pennsylvania public schools to their teaching load.

Required Courses

- _____ LIN 501 (fall) Introduction to Linguistics
- _____ *LAN 504 (spring) Techniques of Teaching English as a Second Language (field)
- _____ ENG 575 (spring) Structure of Modern English
- _____ *ENG/LAN 569 (fall, spring) Teaching English Language Learners PK-12 (field)
- _____ LIN 540 (fall) Sociolinguistics
- _____ *ENG 576 (fall) Curriculum and Materials for TESL (field) (**advanced)

[* Denotes certificate courses which require clearances for field]

*****Candidates must inform the Program Director upon completion of the required coursework for graduation clearance.*****

West Chester University
Approved Program of Study (APS)

English as a Second Language (ESL) Program Specialist Certificate

- Meet with your program advisor to complete and obtain necessary signature
- Attach official transcripts for all off-campus coursework; and/or unofficial signed WCU transcript
- Attach a self-addressed (not stamped) envelope
- Submit completed form (original) and transcripts to the Teacher Certification Office (302 Recitation Hall)
- This form should be completed and submitted at the beginning of the program.

Name _____ ID _____
(LAST Name, First Name)

Phone # (cell) _____ (home) _____ Certification Area _____

This is to verify that the candidate currently has a valid PA Instructional Certificate (either level I or II)

Certification Subject Area: _____

Choose which program you are currently pursuing:

- PDE ESL Program Specialist Certificate Only
- PDE ESL Program Specialist Certificate and MA in TESOL
- Other, please specify:

List of required courses in the PDE ESL Program Specialist Certificate:

- LIN 501 Introduction to Linguistics
- LIN 540 Sociolinguistics
- *LAN 504 Techniques of Teaching English as a Second Language
- *ENG 576 Curriculum and Materials for TESL
- *ENG/LAN 569 Teaching English Language Learners PK-12
- ENG 575 Structure of Modern English

*These courses include field experiences. Students must obtain the proper clearances that may take up to **6 weeks** for processing. In addition, courses must be in face-to-face sections, not distance education sections.

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\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Program Advisor's Signature) Dr. Jelena Colovic-Markovic (Date)

\_\_\_\_\_  
(Certifying Officer's Signature) Dr. Kenneth Witmer, Jr. (Date)

Office use only: \_\_\_\_\_  
PDE code C220 PS code Date Initials

**Information regarding Course Scheduling**

- It is advised (although not required) to take the Tier 1, Tier 2, and Tier 3 course in order.
- It is advised (although not required) to spread out your field courses throughout different semesters for manageable workload per semester.
- Some TESOL core courses and electives are generally offered during Summer Session 1.
- You must inform the program director of your completion plan at your earliest convenience (no later than the beginning of your final semester)
- For questions, please contact the TESOL Program Director.

**TESOL Core Courses**

Pre-requisite: LIN 501 or equivalent

|                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Tier 1: Foundation courses</b></p> <p>ENG/LAN 569 (offered F/S)<br/>ENG/LAN 583 (S)<br/>LAN 500 (F)<br/>LAN 504 (S)</p> |
| <p><b>Tier 2: Mid-level courses</b></p> <p>ENG 581 (S)<br/>ENG 575 (S)<br/>LIN 540 (F)</p>                                    |
| <p><b>Tier 3: Advanced courses</b></p> <p>ENG 576 (F)<br/>ENG 587 (S)</p>                                                     |

**Approved Electives**

- LAN 505 Introduction to Bilingual/Bicultural Education
- LAN 555 Computer Applications for Language Learning
- LAN 578 Teaching Listening and Speaking to ESL/Second Language Learners
- LAN 579 Teaching Pronunciation to English Language Learners
- LAN 580 Seminar in Second Language Education
- LAN 581 Implicit/Explicit Instruction and Corrective Feedback
- LAN 588 Second Language (L2) Vocabulary Learning and Teaching
- LAN/ENG 611 Content-Based ESL/Second Language Instruction
- LAN/ENG 612 Assessment of ESL/Second Language Students

**Other courses are subject to advisor approval.**

**The following class may be an elective option for students seeking to work as tutors in the writing center (must be approved by advisor): ENG 600 Tutoring Composition**

**[Example] MA TESL Recommended Course Sequence**

\*The course sequence below is NOT required but is provided as a reference for full-time students\*

LIN 501\* (F) (or equivalent) - prerequisite

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LAN 500 (F)

Elective

Elective

—

ENG/LAN 583 (S)

LAN 504\* (S) (Field)

ENG 581(S)

—

LIN540\* (F)

ENG 576\* (F) (Field)

Elective

—

ENG 587 (S) (Field)

ENG 575\* (S)

ENG 581(S)

(\*ESL Certification Courses)

**[Example] ESL Program Specialist Certificate Recommended Course Sequence**

\*The course sequence suggested here is NOT required but is provided as a reference for part-time students\*

LIN 501 (F) (or equivalent)

ENG/LAN 569 (F/S) (Field)

LAN 504 (S) (Field)

LIN 540 (F)

ENG 575 (S)

ENG 576 (F) (Field)