

TIMELINE FOR COMPLETING THE MA TESL PROGRAM

(revised September 20, 2018)

YEAR ONE

1. August, before beginning first year of studies

- Make contact with your advisor
- Register for the following required first semester courses:
EDUC 623 Applied Human Development (not 4+1 students)
EDUC 672 Teaching English as a Second Language
LING 677 Structure of English

Part time students or students transferring credits into the program: see your Advisor regarding which courses to take.

- Attend School of Education graduate student orientation
- Attend MA TESL student orientation

2. October, first year

- Register for Livetext for your 18 credit portfolio, EDUC 647, and FLLT 624 assignments. Their main website is: www.livetext.com. However, UD students have exclusive discounts by registering through: <http://www.regonline.com/universityofdelawarelivetext12or3yearmembershippur> Membership rates are: \$45 for 1 year; \$55 for 2 years; \$65 for 3 years.
- Students considering K-12 Certification Track may want to attend Education MeetUp - Tuesday, 10/30/18, 5-7pm, Trabant University Center, MPRs. An opportunity for all students to network with employers and/or alumni to make connections and learn more about careers in education. Representatives from schools, school districts, and other education-related organizations from a variety of geographic locations will attend to talk with students/alumni about hiring needs and answer questions about this career field.

3. November, first year

- Students register online for spring courses
EDUC 740 Literacy Instruction for English Language Learners
LING 676 Second Language Acquisition and Bilingualism (not 4+1 students)
LLCU 622 Language Syllabus Design (not 4+1 students)
EDUC 741 Diversity in ESL Classrooms (can be taken year two if **not seeking teaching certificate).** International students should also defer to year two, spring.

Part time students or students who transferred credits into the program: see your advisor or Dr. Stevens regarding which courses to take.

4 + 1, Part time students, or those who have transferred credits into the program: you must turn in a portfolio of work at the completion of 18 credits of study (including UD transferred credits)

- 4 + 1 students register for winter session course:
EDUC 623 Applied Human Development (4 + 1 students only)
- Information meeting on Student teaching with Alyssa Truszkowski and Marie Peters, Friday, November 2, at 2:00 PM, Room 201, 108 E. Main Street
- **Early Field Placements** K-12 Teaching Certification track students need to refer to the Field Experiences checklist on the Office of Clinical Studies website (<http://www.ocs.udel.edu/field-experiences/checklist/>). In addition to the Child Protection Registry clearance and the filled out Professional Dispositions of Effective Educators Form, all students must show proof of TB, MMR, and CBC clearance before they can participate in a field placement. To find out whether your previous CBC is still valid, visit <http://www.ocs.udel.edu/clearances/background-check/>. **Those completing a CBC for the first time, must be certain to have it done by November 30th prior to the spring semester.** Please visit <http://www.ocs.udel.edu/clearances/tb-test/> for more information on TB clearance. For information on the MMR clearance, you can contact Student Health services at 831-2666

4. December, first year

- K-12 Teaching Certification track students: take the **Praxis Core Academic Skills for Educators Test** (for general information as well as to schedule the test see <https://www.ets.org/praxis>). Students with strong GRE scores may qualify for exemption of some sections of the test.
University contact: Alyssa Truszkowski, Delaware Center for Teacher Education
200 Academy St.
Phone: 831-3000, Email: atrusz@udel.edu

5. February, first year

- **Student Teaching**
Any MA-TESL student who wishes to student teach **MUST** submit an application by **February 21** if they wish to be placed in the public schools for the fall semester or spring semester. Those who student teach must submit their application form to Dr. Stevens. Email Dr. Stevens to obtain the MA TESL Student Teaching Application Form.
For general information on Student Teaching go to: www.ocs.udel.edu
- **Stewards of Children Program**
Public school teaching candidates must complete the Steward of Children Program, an online course that will teach you “how to prevent, recognize, and react responsibly to child sexual abuse.” This training is important to complete prior to participating in the field experiences in your education courses. The program costs \$10 and takes approximately two hours to complete. You can register for it online at: <https://www.d2l.org/get-trained/>. A certificate is

provided upon successful completion of all sections and the test questions during the program.

A hard copy or an electronic copy of the certificate must be submitted to Marie Peters in the Office of Clinical Studies **by the end of February**. You will not be permitted into the field until she receives your certificate verifying that you completed the Stewards of Children training.

- To give Marie Peters a *hard copy* of the certificate, click on the “Print” button at the end of the training. You can deliver the certificate to Ms. Peters during her class visit at the beginning of the semester or to Mrs. Cavallio at the front desk of the Office of Clinical Studies on the first floor of 200 Academy Street.
- To give Marie Peters an *electronic copy* of the certificate, click on the “Print” button, go to the “PDF” pull-down menu in the bottom left-hand corner, select “Save As...”, and save the certificate as a pdf to your computer. Then, email the pdf (electronic copy) to Ms. Peters at clinicalstudies@udel.edu. You can also scan a hard copy of your certificate and email the scanned copy to her.

6. April, before beginning second year of studies

- Register for the following required Year Two fall courses:
 - LLCU 624 Second Language Testing**
 - EDUC 647 Advanced ESL Teaching Methods, Design and Strategies**Part time students or students who transferred credits into the program: see your advisor regarding which courses to take.
 - EDUC 742 EDUC Practicum in Teaching ESL***
 - * Required of all full-time students not doing fall student teaching.
 - EDUC 750 Graduate Teaching Internship****
 - **Required of students with assistantships seeking certification. Students who do not have GA-ships **must** wait until the spring.
- Obtain new criminal background check and TB clearance prior to June 1st if you are planning to student teach during the second year if CBC and TB were obtained prior to November 1st.
 - Check the web page at <http://www.ocs.udel.edu/clearances/tb-test/> to see if you need to complete a new TB test prior to student teaching. This page provides dates by which the TB test needs to be completed.

7. June 10, end of first year

Submit your portfolio of materials to all MA TESL Program committee members via LiveText at the completion of 18 credits of study. The portfolio should include completed lesson plans, tests or test items you have written, course projects, and a selected sample of term papers. See **Portfolio Requirement for Candidacy to the MA TESL Degree and instruction for submission at** <http://www.education.udel.edu/masters/tesl/info-for-current-students/18-credit-tesl-portfolio/>

YEAR TWO

1. August, second year of studies.

- Students seeking a student teaching placement but have not yet received confirmation of their assignment should contact Marie Peters, mlpeters@udel.edu, 831-3562.

2. October, second year of studies.

- Students not seeking teacher certification: see Professor Nigel Caplan (nacaplan@udel.edu) to plan their spring semester teaching practicum
- Students seeking teacher certification may want to attend Education MeetUp - Tuesday, 10/30/18, 5-7pm, Trabant University Center, MPRs. An opportunity for all students to network with employers and/or alumni to make connections and learn more about careers in education. Representatives from schools, school districts, and other education-related organizations from a variety of geographic locations will attend to talk with students/alumni about hiring needs and answer questions about this career field.

3. November, second year of studies, registration for spring semester

- Students *not* seeking teacher certification should register for: **EDUC 742 (3 cr.) TESL Practicum: plan with Professor Caplan**
- Students seeking teacher certification should register for:
EDUC 750 (6 cr.) Graduate Teaching Internship (Student Teaching)
EDUC 741 (3 cr.) Diversity in the ESL Classroom (if not taken in first year)
 - * International K-12 certification track students will need to complete **the Graduate CPT Application**, which can be accessed at http://www1.udel.edu/oiss/resources/forms_students.html.
The application is filed and processed electronically. For Part II, select Dr. Stevens as the person providing a recommendation.
For any questions regarding completing the electronic CPT application or requirements, contact the International Graduate Student Advisor, Rachael Selway rselway@ude.edu
- **All MATESL students** must register for PRAXIS II, ESL test given in January (or before). The test is called *English to Speakers of Other Languages* and the test code is 5362. See: www.ets.org/praxis or call (800) 772-9476.
Students are required to submit their test score to Dr. Stevens at the time of filing their Application for Advanced Degree or before. They must achieve a score of **150** on the new test to qualify for the degree.

4. February 1, second year of studies

- **All students planning to graduate by May: complete the “Application for Advanced Degree”** form, available on the web at http://www1.udel.edu/gradoffice/forms-new/Advanced_Degree.pdf. February 15 is the deadline for May degree conferral.

- Submit form to Dr. Stevens for his signature. (Attach copy of Praxis II ESL test score results and your unofficial TESL transcript to Dr. Stevens when giving him the application for the advanced degree). It then gets forwarded with the check for the graduation fee to David Hannah in 106 Alison Hall West.
- If you have credits to transfer from your undergraduate career, from Professional and Continuing Studies taken as a CEND student, or at another institution, you must complete the [Transfer of Graduate Credit](#) form. All 4+1 students must complete this form.

5. March, second year of studies

- Students wanting to qualify as bilingual teachers must submit to Dr. Stevens evidence of 15 credit hours of course work in target language at or above the third year college level or by passing a proficiency test. In addition, Delaware requires students to sit for the ACTFL oral and written proficiency exam in the language for which bilingual certification is being sought.
- All candidates wanting to become ESL teachers must submit to Dr. Stevens or their advisor evidence of at least 6 hours of a foreign language at the intermediate level or pass a proficiency test.
- Nonnative speakers of English who wish to use their MA TESL degree in the United States must see Mr. Joe Matterer to schedule two tests: UDIA and SPEAK, scoring at least 255 and 55, respectively on the tests. They do NOT have to the ACTFL in English prior to qualifying for a public school teaching position if they successfully complete their UD MA TESL degree.
- All candidates seeking ESL employment in the public schools as a highly qualified teacher must register for a Praxis II test in a subject area other than ESL, if they do not already have a degree or 30 credits in a certification qualifying subject area, such as social studies, English (Language Arts), math, or science.
- Candidates seeking public school certification need to complete edTPA, which is to be submitted online for national scoring at <http://edtpa.com>

6. April, second year of studies

- Greater Philadelphia Teacher Job Fair - Wednesday, 4/3/19, 9:30am-2:30pm, Expo Center at Oaks, PA. A recruiting fair for graduating students and alumni seeking teaching opportunities for Fall 2019. Over 150 school districts/organizations from across the country will attend. Pre-registration is required via Career Services (which opens in December, 2018). For event info, visit www.dvec.net.
- Teach in Delaware Day - Thursday, 4/10/19, 9am-3pm, Trabant University Center, MPRs. For graduating students/alumni interested in teaching in Delaware. Representatives from Delaware public and charter schools will talk with and/or interview candidates seeking immediate/long-term positions, or positions to begin Fall 2019.

7. May, second year of studies

- Attend your May graduation. Congratulations!

Contact Information

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University of Delaware Professional Education Conceptual Framework

The Conceptual Framework for the MA TESL Program and all professional education programs at the University of Delaware is located at <http://www.ucte.udel.edu/wp-content/uploads/2012/01/Conceptual-Framework-2012.pdf>. With reflective practice as a guiding principle and with diverse learning communities as a context, the University of Delaware prepares candidates to adopt and integrate three critical professional roles: scholar, problem solver, and partner. UD-prepared educators function as:

- **Scholars**, who are grounded in the knowledge of their disciplines, in pedagogical content knowledge, in knowledge of best practices informed by state and national standards, and in theory and research concerning individuals, families, and communities.
- **Problem solvers**, who construct practical, effective approaches to professional challenges using a sound base of theory and research, and who help others construct their own ways of addressing challenges.
- **Partners**, who use a flexible array of well-developed skills to support the positive development of all learners, giving balanced attention to the emotional, social, physical and cognitive dimensions of students' lives.