



THE UNIVERSITY
OF WINNIPEG

ENGLISH AS A SECOND LANGUAGE TEACHER CERTIFICATE PROGRAM (ESLTCP)

STUDENT HANDBOOK

Part-Time
(Updated October 2010)

English as a Second Language Teacher Certificate Program (ESLTCP)

Introduction

Welcome to the University of Winnipeg!

The University of Winnipeg (U of W) has a long history of working with students learning English as a Second Language (ESL). Over the years, students coming to learn English have represented more than fifty countries. The U of W's English Language Program (ELP) has been a leader and at the forefront of ESL in Manitoba. At this time, the University of Winnipeg has one of the largest English language programs for international students in Manitoba.

We are very pleased to be offering the ESL Teacher Certificate Program (ESLTCP). To ensure quality of programming, the syllabus was designed to meet the standards of TESL Canada. (See below for more information regarding the ESLTCP and TESL Canada accreditation.)

Acknowledgements: Program Development

The curriculum for the ESL Teacher Certificate Program was initially developed by Hannah Friesen (M.Ed). It was approved by The University of Winnipeg Senate in spring 2005.

ESLTCP Entry Requirements

(a) Trainees applying for admission to the University of Winnipeg ESL Teacher Certificate Program must have successfully completed a minimum of 45 credit hours of university education (or have special permission to register from the Program Director). A completed undergraduate degree is preferred.

(b) Trainees who are non-native speakers of English must prove proficiency in English by submitting official documentation for **one** of the following before they commence the program:

- TOEFL Computer based 213 / Paper based 550 and TWE 5 (5.5 is recommended) and TSE 55 (60 is recommended)
- TOEFL iBT 80 overall with a minimum score of 20 in each area
- or IELTS 6.5 overall
- or MELAB 85 / with a speaking test score 4
- or CanTEST: Listening, Reading, Writing 5; Speaking 4.5
- or CAEL Band 60 overall, with a min. of 60 in each of the writing and speaking subtests
- High school graduation from a high school in Canada, including minimum English Grade 12 score of 70%
- Completion of an undergraduate degree from an English-speaking university
- Common European Framework: C1
- Canadian Language Benchmarks: 9 in each area

The following documentation is required for application to the ESLTCP:

- Official transcripts demonstrating successful completion of 45 credit hours of university education. (If the candidate has not completed 45 credit hours, s/he must meet with the Program Director to discuss her/his educational background and goals.)
- For non-native speakers of English, official documentation that the language requirement has been met
- A one-page essay that answers the question: What do you hope to gain from studying in this program?
- Payment of the \$100 registration deposit

Program Certificate

Upon successful completion of the ESLTCP, students will receive a University of Winnipeg ESL Teacher Certificate.

Transfer of Credit to University of Winnipeg Programs

Students who complete the ESLTCP and are currently in The University of Winnipeg's Bachelor of Education program will be eligible to transfer six credit-hours toward their Bachelor of Education degree or six credit-hours toward their Post Baccalaureate degree. Three of these credit-hours will be counted as a course equivalency for *Introduction to Teaching English as a Second Language (TESL)* (course #15.4102/3) and three credit-hours will count as unallocated credit at the 4000 level.

University of Winnipeg students who have completed *Introduction to Teaching English as a Second Language (TESL)*, course # 15.4102/3, may register for the ESLTCP. While they will not be eligible to transfer the full six credit-hours to their Bachelor of Education degree, they will be eligible to transfer the three hours of unallocated credit towards their degree.

For students who have completed *Introduction to TESL* and who register for the ESLTCP, there will be some repetition in terms of theory and methods. However, these aspects will be covered in greater depth than is possible in the B.Ed course, which is currently a 36-hour course. In addition, in the ESLTCP, elements that are important in the teaching of ESL to adults are presented and discussed which are not covered in the *Introduction to TESL*. For example, principles of adult education will be discussed in a workshop. In addition, the structures and morphology of English are not discussed in the B.Ed course but will be given extensive coverage in the ESLTCP. Finally, these students will also benefit from participating in the practicum of the ESLTCP, a component not offered in *Introduction to TESL*.

Payment and Refund Policy

The cost of ESLTCP Part Time courses is \$500/course, not including the cost of textbooks, workbooks, and International Health Insurance. Students are required to pay tuition in full **two weeks** prior to the start of each class.

The tuition fee is refundable one week prior to the start of each course. After that it is non-refundable.

The University of Winnipeg alumni discount does not apply to the ESLTCP.

Program

The ESLTCP addresses the fundamentals of teaching English as a Second Language. It includes linguistic and pedagogical theory, methodology, and practice to prepare teachers to teach English effectively in a variety of settings. The program includes observation of experienced teachers in the classroom, a teaching practicum, and the completion of a range of practically focused assignments.

The ESLTCP is an integrated course of study. Candidates are obligated to enroll in the entire program and complete all assignments and practicum in order to obtain a certificate.

The certificate for the ESLTCP will be awarded to candidates who have completed the theoretical component (120 hours of classroom instruction) and the practicum successfully. In other words, to receive the ESLTCP certificate, students must pass both components of this program. A minimum passing letter grade of C+ (or not less than 66%) for the 120 hours of classroom instruction is required to pass the program. The practicum is graded on the basis of pass or fail.

Part time students are required to complete this program within five years from the start of the program. Your grade from each course will be accumulated, and you will receive your certificate once you have completed all courses and have received a minimum grade of C+ (or not less than 66%).

Program Content:

In order to receive the certificate, a student must complete 100 hours of TESL theory and methodology, 10 hours of ESL classroom observation and 10 hours of a supervised practicum. The 100 hours of theory and methodology are made up of 4 courses:

1. Thinking about Theory: A Framework for EAL Instruction (30 hours)
2. Understanding the Language Skills: An Introduction to Second Language Reading, Writing, Speaking, and Listening (30 hours)
**** Pre/co-requisite:** students are required to first/concurrently take Thinking about Theory: A Framework for EAL Instruction
3. Teaching the Language System: Teaching Grammar and Vocabulary (30 hours)
**** Pre/co-requisite:** students are required to first/concurrently take Thinking about Theory: A Framework for EAL Instruction and Understanding the Language Skills: An Introduction to Second Language Reading, Writing, Speaking, and Listening.
4. Developing the Language Skills: Teaching Reading, Writing, Speaking, & Listening (30 hours)
**** Pre-requisite:** students are required to first take Thinking about Theory: A Framework for EAL Instruction & Understanding the Language Skills: An Introduction to Second Language Reading, Writing, Speaking, and Listening. Teaching the Language System: Teaching Grammar and Vocabulary can be taken concurrently or after this class.

The observation is now integrated into the second, third, and fourth classes. The 10 hour practicum teaching experience can be separately arranged for students by contacting the program coordinator, and paying a \$250 practicum administration fee.

Course Descriptions:

1. Thinking about Theory: A Framework for EAL Instruction

In this class, students will examine various approaches to second language learning and teaching. A communicative approach to language learning, with a focus on task-based instruction, will be emphasized in this program. Students will discuss principles of adult learning and student-centered instruction in order to apply concepts to an adult EAL classroom. A variety of textbooks and authentic resources will be reviewed. Cooperative learning strategies and methods that incorporate multiple learning styles will also be taught, so that students will be prepared to use these strategies in their own independent teaching practice. Finally, included in how students will demonstrate their comprehension of the above objectives are: a reflective essay, a presentation and summary report, and activity design.

2. Understanding the Language Skills: An Introduction to Second Language Reading, Writing, Speaking, and Listening

This class will provide students with an understanding of theoretical and practical aspects of developing the four language modalities. Students will examine the knowledge and skills required to build accuracy and fluency in reading, writing, speaking, and listening. Students will be able to identify proficiency indicators of beginner, intermediate, and advanced language learners using the Canadian Language Benchmark system. Students will also discuss the fundamentals of needs assessments, and will create a needs assessment and learner profile that summarizes a student's needs and goals. Activity planning will be discussed to give students an introduction to lesson planning. Students will also examine various tasks and tools that can be used to assess language learning, so that they can design an assessment process to measure a language learner's progress. Finally, an investigation of available resources for teaching EAL will help equip students with available tools for the next stages of this program.

3. Teaching the Language System: Teaching Grammar and Vocabulary

This course will provide students with an understanding of the basic structures and function of English grammar, as well as ways to integrate this information into lively and interesting EAL lessons. Students will examine both sentence and discourse grammar in order to assist them in preparing grammar lessons and in answering student questions in regards to English grammar. Traditional and innovative methods for teaching grammar in both communicative and academic contexts will be researched and analyzed. In addition to the focus on teaching grammar, various approaches to vocabulary presentation and practice will be examined. Authentic materials and language use will be the focus. Students will demonstrate understanding of elements of the course through the creation of both a grammar and vocabulary lesson plan.

4. Developing the Language Skills: Teaching Reading, Writing, Speaking, & Listening

This class will give students the opportunity to bring together the knowledge and skills gained throughout the other courses and apply it to integrated lessons and courses that reflect the communicative approach to language instruction. Students will practice the fundamentals of lesson planning and course planning for a variety of learner groups, setting effective and attainable objectives that will be met through instruction. Students will analyze and create activities that target accuracy and fluency in the four modalities as well as grammar and vocabulary development, using both an inductive and a deductive approach. A variety of assessment and evaluation methods will be explored to help teachers gauge effectiveness of their instruction. Special issues, such as classroom management, ESL literacy and multi-level classes will be addressed. Encouragement of a critical reflective approach to teaching, as well as strategies for professional development will also be built into the course.

Integration of Previous Part-Time Courses:

Students who have completed courses in the part time program will receive credit for the following equivalencies. Missed content will be covered in supplementary modules and a possible additional session to accommodate for the course discrepancies.

- Curriculum and Methodology in EAL Teaching I → Thinking about Theory: A Framework for EAL Instruction
- Curriculum and Methodology in EAL Teaching II → Understanding the Language Skills: An Introduction to Second Language Reading, Writing, Speaking, and Listening
- Teaching Grammar in EAL Classes → Teaching the Language System: Grammar and Vocabulary
- Current Topics in EAL Teaching → Developing the Language Skills: Teaching Reading, Writing, Speaking, & Listening

However, if a student who has completed one of these equivalent classes wants to audit a course for which they have already received credit through the above credit transfer plan, this is a possible option that can be pursued by contacting the program coordinator. It is *free* to audit a course for which one already has equivalent credit, but students will not receive any written evaluation through any of the assessment tools, nor will they be required to submit any assignments.

Grading

Students must pass both the theory and methodology (classroom) portion of the program and the practicum portion of the program in order to receive the ESL Teacher Certificate. The practicum is graded on a pass/fail basis. For the theory and methodology portion, students must receive at least 66% in order to pass. One final grade is given for the work done in this portion of the program. Each of the courses has coursework totaling 100%, but contributes to the overall average of the program equally.

ESLTCP Grade Distribution System

A+	96 – 100	C+	66 – 69
A	91 – 95	C	57 – 65
A-	83 – 90	D	50 – 56
B+	75 – 82	F	Failure
B	70 – 74	VW	Voluntary Withdrawal
TR	Transfer		

Attendance Policy

The ESLTCP is an intensive program. To make the program work well for everyone, students are expected to attend all classes. Exceptions to this include religious holidays and for reasons related to health. Students are expected to let their instructor or the Program Coordinator know if they need to be absent for religious reasons. In the case of absences due to health issues for an extended period of time, students will be asked to present a doctor's note regarding the absence on the first day they are back in classes. The doctor's note should be shown to the Program Coordinator.

Students who are absent without reason for 10% of each class will be required to meet with the Program Coordinator to discuss their status in the course.

Textbooks

The textbooks for each class can be purchased in The University of Winnipeg Bookstore, or from another source. For more information, please contact the Program Coordinator at 789-1484.

Thinking about Theory: A Framework for EAL Instruction

Course Pack (compilation of various readings). Available for purchase at the University of Winnipeg bookstore.

Understanding the Language Skills: An Introduction to Second Language Reading, Writing, Speaking, and Listening

Wilson, JJ. 1999. *How to Teach Listening*. Pearson Education Limited.
Harmer, Jeremy. 2002. *How to Teach Writing*. Pearson Education Limited.
Thornbury, Scott. 1999. *How to Teach Speaking*. Pearson Education Limited.
Canadian Language Benchmarks 2000. Distributed for free on the first day of class.

Developing the Language Skills: Teaching Reading, Writing, Speaking, & Listening

Wilson, JJ. 1999. *How to Teach Listening*. Pearson Education Limited.
Harmer, Jeremy. 2002. *How to Teach Writing*. Pearson Education Limited.
Thornbury, Scott. 1999. *How to Teach Speaking*. Pearson Education Limited.

Teaching the Language System: Teaching Grammar and Vocabulary

Course Pack (compilation of various readings – same course pack used for Thinking about Theory). Available for purchase at the University of Winnipeg bookstore.
Sadlier, M, Riggensbach, H, & V. Samuda. 2000. *Grammar Dimensions 2: Form, Meaning, and Use*. Boston: Heinle.
Thornbury, Scott. 1999. *How to Teach Grammar*. Pearson Education Limited.

Library Resources

ESLTCP students will have access to ESL resources through:

- The University of Winnipeg library (515 Portage Ave.)
- The Education Library (1181 Portage Ave.)

Course texts will be available on reserve at The University of Winnipeg library for short loan periods.

For access to The University of Winnipeg library, students should bring picture ID and their letter of acceptance for the ESLTCP to the circulation desk at The University of Winnipeg library. Students will be asked to fill out a form at the library circulation and then will be entered into the University system as a guest.

For access to ESL resources at the Education Library, The Program Coordinator will send a list of current students to the Education Library. Students should bring their letter of acceptance for the ESLTCP to the Education Library each time they would like to sign out resources.

Student ID

Students must take their Registration Statement (available through the English Language Program Registration Office) and picture ID to Student Central at 515 Portage Avenue to receive the card. Students will receive this statement on the first day of their classes.

Appeals Against Individual Items of Work

If a student believes that a grade on an individual item of work is unjust, the student must discuss the grade with the instructor before formally appealing the grade. If the student and instructor cannot resolve a grade issue for an individual item of work, a written appeal must be submitted to the Appeals Review Committee. Appeal forms are available from the Program Coordinator. A fee of \$30.00 must be made at the time when the official appeal is made.

A written appeal should include:

- the item of work involved
- the reason for the appeal
- a brief summary of the conversation with the instructor and any written comments by the instructor

Students must discuss the grade with their instructor within seven working days of receiving the grade. The written appeal to the Appeals Review Committee must be made within two days of the discussion with the instructor.

Appeals Against a Final Grade for a Course

A written appeal against a final grade for a course may be submitted to the Appeals Review Committee when one of the following conditions applies:

- the final grade was not calculated on all the work completed
- there was a miscalculation
- the overall assessment of the final grade was demonstrably unjust

A representative of the Appeals Review Committee will issue written notification with the appeal decision within two weeks of the date the appeal was received.

Plagiarism and Academic Dishonesty

Plagiarism is a form of academic misconduct, and it can result in penalties which may include one or more of the following consequences:

- a written warning
- a lower or failing grade on an assignment, test, or examination; a lower grade in a course
- denial of admission to the program
- withholding a certificate
- expulsion from the program

In cases where an instructor has decided that an action has resulted from a lack of knowledge of appropriate practices rather than misconduct, the instructor may give the student the chance to resubmit the work with appropriate changes, take a make-up test or exam, or submit a make-up assignment.

All instances of plagiarism will be documented and kept in the student's file.

Respectful Learning and Working Environment

Freedom from discrimination and harassment is a fundamental right of all members of The University of Winnipeg community. The University of Winnipeg prohibits any form of discrimination or harassment whether it occurs on University property or in conjunction with University-related activities.

For more information on the policy or on your rights, please contact the Harassment Officer at 786-9161.

TESL Canada Certification

The University of Winnipeg's ESL Teacher Certificate Program (ESLTCP) has received recognition as an accredited program by TESL Canada. For more information about TESL Canada, please write to or phone:

TESL Canada

408 – 4370 Dominion Street

Burnaby, BC V5G 4L7

Tel: 1-800-393-9199

Email: admin@tesl.ca

Please note that students who complete the ESLTCP but have not yet completed an undergraduate degree will not be qualified for TESL Canada professional certification.

TCP Program Contact Information:

Mail: ESL TCP Program Coordinator
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