



THE UNIVERSITY OF
WINNIPEG

The University of Winnipeg
English Language Programs

English as a Second Language Teacher Certificate Program

Student Handbook

Winter 2014

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Introduction to the ESL Teacher Certificate Program

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

In addition to our English language programming, we also offer the ESL Teacher Certificate Program (ESLTCP) to train individuals to teach English as a Second/Additional Language.

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. It is revised annually based on developments in TESL theory and methodology and student feedback to ensure that we deliver the highest quality of programming.

The curriculum for the online ESL Teacher Certificate Program was primarily developed by Margerit Roger, and first delivered in Fall 2010.

In addition to this handbook, students should familiarize themselves with the following documents and sites:

- *Updated Program and Course Calendar*
Schedule posted at esltcp.uwinnipeg.ca
- *Practicum Student Handbook*
Available at esltcp.uwinnipeg.ca
- *University of Winnipeg Student Resources*
Available at uwinnipeg.ca/index/student
- *Manitoba Immigrant Integration Program EAL Teacher Handbook*
Available at <http://www.ealmb.ca/course/view.php?id=3>
- *ESL TCP Supplemental Website*
Available at esltcp.weebly.com

TESL Canada Accreditation

TESL Canada is “the national federation of English as a Second Language teachers, learners and learner advocates. We are dedicated to advancing communication and coordinating awareness of issues for those concerned with English as a Second Language and English skills development.” According to their website, TESL Canada’s mission is to “promote excellence in the teaching and learning of English as a second or additional language in partnership with its constituent provincial and territorial associations, and like-minded national and international organizations.”

The University of Winnipeg’s ESL Teacher Certificate Program (ESLTCP) has received recognition as an accredited program by TESL Canada. More specifically, both the in-class and online modalities of the ESL Teacher Certificate Program meet the standards of TESL Canada; recognition of our accreditation can be viewed online at www.tesl.ca.

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 at a TESL Canada approved institution, or who do not meet TESL Canada’s language proficiency requirements will not be qualified for TESL Canada professional certification; however, these students will still receive certification from the University of Winnipeg for completion of the ESL Teacher Certificate Program. Additionally, once these criteria are satisfied, graduates will be able to apply to TESL Canada for certification in the future.

Please visit the TESL Canada website at www.tesl.ca for more information.

Program Description

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 required to complete the entire program and all assignments and practicum in order to obtain a certificate.

In keeping with TESL Canada's requirements for program objectives, the theory and methodology portion of the ESL Teacher Certification Program addresses the following topics:

Methodological Issues:

- Lesson / unit planning
- Material analysis and development
- Curriculum for specific contexts (ESP, LINC, EAP)
- Methodology / techniques for:
 - Listening
 - Speaking
 - Reading
 - Writing
 - Grammar
 - Vocabulary
 - Pronunciation (including segmentals and suprasegmentals)
 - Intercultural awareness, and
 - Communication
- Assessment / Feedback
 - Error correction
 - Standardized exams
 - Classroom tests
- Professional Issues
- Resources
- Professional conduct and practice
- Classroom management (e.g., teaching large classes)
- Ongoing professional development

Theory in Practice:

- Historical perspective on second language teaching / Models of second language acquisition
- Pedagogy:
 - learning strategies and styles
 - factors affecting language learning
 - adult teaching and learning principles/andragogy
- Linguistics:
 - Syntax
 - Phonology
 - Morphology
 - Sociolinguistics
 - Discourse analysis
 - Pedagogical grammar

These objectives are addressed within the following four courses of the ESL TCP:

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 these 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, students will demonstrate their comprehension of the above objectives by completing a presentation, summary, and a reflective essay.

2. Understanding the Language Classroom: Procedures for Effective Teaching

In this class students will learn about the different contexts of teaching EAL in Canada. They will learn to identify proficiency indicators of beginner, intermediate, and advanced language learners using the Canadian Language Benchmark system. Students will discuss the fundamentals of needs assessments and will create a needs assessment, as well as a learner profile that examines a student's needs and goals. Next, students will learn about designing a Course Syllabus and be responsible for making a Course Outline for a short course. Activity planning will be discussed to give students an introduction to lesson planning, which will be examined in detail in *Developing the Language Skills: Teaching Reading, Writing, Speaking, & Listening*. Students will learn about how to create positive classroom dynamics and how to deal with possible problems in an EAL class. Students will also examine assessment practices, and various tasks and tools that can be used to assess language learning and correct errors in the classroom.

3. Developing the Language System: Teaching Grammar and Vocabulary

This course will provide students with an understanding of the basic structures and functions of English grammar. 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 demonstrated and practiced. Students will practice developing engaging ways to integrate these forms into practical and interesting lessons. Various approaches to vocabulary presentation and practice will also be examined. Students will demonstrate and understanding of elements of the course through the development 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 synthesize the knowledge and skills gained throughout the other courses and apply it to integrated lesson plans 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, and setting effective objectives that will be met through instruction. Students will analyze and create activities that target accuracy and fluency in the four modalities 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.

Assessment & Grading

Each course is graded separately, and final grades appear separately for each course on the transcript. A minimum passing letter grade of C+ (or not less than 66%) for *each* of the four courses is required to pass the program. The certificate for the ESLTCP will be awarded to candidates who have completed the 120-hour theoretical component and the practicum successfully. In other words, to receive the ESLTCP certificate, students must pass both components of this program. The practicum is graded on a pass or fail basis.

ESLTCP Grade Distribution System

A+	96-100	*C	57 - 65
A	91 - 95	*D	50 - 56
A -	83 - 90	*F	Below 50
B +	75 - 82	*VW	Voluntarily Withdraw
B	70 - 74	*IC	Incomplete
C+	66 - 69		

**Grade is insufficient to complete course & program.*

Delivery Modes of the ESL Teacher Certificate Program

Students can take the course work for the ESL Teacher Certificate Program in one of three delivery modes: full time, part time, or online.

The full-time program is offered four times each year (fall, winter, spring, and summer). Classes are held in an intensive format during the day, from 9am – 4pm, Monday – Friday. Students generally take all four classes together in the full time program. Classes are held at The University of Winnipeg.

Part-time courses are offered three times each year (fall, winter, and spring). One course is held once/week in the evenings from 6pm – 9pm over the 10-week session. Students generally take 1-2 classes/term in the part time program, and are strongly encouraged to take them *in order*. The suggested order of completion is that courses 1 and 2 (in any order) be taken before courses 3 and 4 (in any order). Classes are held at The University of Winnipeg.

Online courses are offered three times each year (fall, winter, and spring). There is no set schedule for class time, but students must complete one module/week over the 10 weeks a class runs. Students generally take one class/term in the online program, and are strongly encouraged to take them *in order*. The recommended order of completion is that courses 1 and 2 (in any order) be taken before courses 3 and 4 (in any order).

Students can switch between delivery models as it fits with their schedule and their learning preferences.

Program Schedule for Full-Time Delivery Only:

Theory and Methodology Coursework: (* for fall, winter, & spring sessions)

Weeks 1 – 6: Monday – Friday, 9:00 a.m. – 4:00 p.m.

Week 7+: Practicum placement (*Final assignments may also be due during week 7.)

During weeks 1 – 6, students will be able to complete some observation of ESL classes during the days, or in the evenings.

Theory and Methodology Coursework: (* for summer session)

Weeks 1 – 4: Monday – Friday, 9:00 a.m. – 4:00 p.m.

Week 5+: Practicum placement (*Final assignments may also be due during week 5.)

Practicum:

After the theory and methodology portion of the **full-time program**, students will complete a 20 hour practicum (10 hours observation and 10 hours teaching). This may take 2 or more weeks. Although we try to arrange the placement to fit the scheduling needs of each student, sometimes this is not possible, so we ask students to maintain a free schedule during weeks 7, 8, & 9 of the full-time program. The practicum may take place at The University of Winnipeg or at other locations.

Practicum Description

The practicum is comprised of 10 hours of observation in an EAL classroom and 10 hours of teaching in an EAL classroom. Although some individuals may be planning to work with youth after graduation from the ESL TCP, in keeping with TESL Canada's standards, the practicum placement must be completed in an *adult EAL classroom*.

For students completing the full-time program, some of the 10 hours of observation can take place throughout the intensive program itself. Some of the observation should take place in the class in which you will be doing your practicum. A student may do more than 10 hours of observation, if he/she wishes. For students completing the part-time or online program, the practicum placement is arranged after the four courses are completed. Part-time and online students must register for this class separately. Students will observe for 10 hours in the classroom to which they are assigned, and then complete a 10-hour teaching placement. The student's needs and interests will be taken into consideration for this placement.

The ESL TCP partners with the following programs for the practicum component of this program. Read more about each program at the links provided:

- The University of Winnipeg English Language Programs - <http://www.uwinnipeg.ca/index/elp-14week>
- The University of Winnipeg Short Term English Language Programs - <http://www.uwinnipeg.ca/index/elp-june-intensive>
- The University of Winnipeg - English for Specific Purposes - esp.uwinnipeg.ca
- Red River College Language Training Centre - <http://www.rrc.mb.ca/index.php?pid=2100>
- Winnipeg Technical College English Language Centre - <http://www.wtc.mb.ca/wp/english-language-centre/>
- Mosaic Newcomer Family Resource Network - <http://www.mosaicnet.ca/>
- Entry Program - <http://entryprogram.ca/>
- Winnipeg School Division Adult EAL - <http://eal.wsd1.org/>
- Age & Opportunity Entry Program for Older Adult Immigrants - <http://eal.ageopportunity.mb.ca/>
- Immigrant Centre – Access English Centre - <http://icmanitoba.com/services/access-english-centre-aec/>
- IRCOM (Immigrant and Refugee Community Organization of Manitoba) – ircom.ca

Note: This is not an exhaustive list. If there is a placement that interests you, let us know and we will do our best to make this opportunity possible. More information about the practicum placement can be found in the ESL TCP Practicum handbook.

Textbooks

The textbooks for the program can be purchased in The University of Winnipeg Bookstore, or from another source. Any textbook edition is acceptable.

Course #1:

Li, X., Myles, J., & Robinson, P. *Teaching ESL in Canada*. Oxford University Press.

Course #2:

Li, X., Myles, J., & Robinson, P. *Teaching ESL in Canada*. Oxford University Press.
Canadian Language Benchmarks/CLB Support Kit

Course #3:

Thornbury, Scott. *How to Teach Grammar*. Pearson Education Limited.

Course #4:

Li, X., Myles, J., & Robinson, P. *Teaching ESL in Canada*. Oxford University Press.
Wilson, JJ. *How to Teach Listening*. Pearson Education Limited.
Thornbury, Scott. *How to Teach Speaking*. Pearson Education Limited.
Harmer, Jeremy. *How to Teach Writing*. Pearson Education Limited. (recommended text but not required)

Program Policies & Student Responsibilities

I. 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 know if they need to be absent, and will also be expected to make up all work missed in the class on their own time.

Students are also expected to be on time for classes. If students are late, either at the beginning of class or after break, this will be recorded; three late arrivals constitute an unexcused absence. Students are responsible for all classroom content and discussed assignments while absent or tardy.

Students who are absent without reason for 10% (12 hours) of the 120 hours of the theory and methodology portion of the program will be required to meet with the Program Coordinator to discuss their status in the course & program.

II. Course Changes/Program Withdrawal

*Dropping Courses **BEFORE** classes begin*

You may drop a class without any fee penalties one week before the start date of the term. The tuition fee is non-refundable, however it can be transferred to the following term with two (2) weeks advance notice before the next program starts. Note: It can only be transferred a maximum of two (2) following terms, otherwise the tuition fee will be forfeited.

*Dropping courses **AFTER** classes begin*

After classes begin, you may still drop a course before the final drop date. There will be a \$50.00 administration fee and the remaining tuition fees are non-refundable, however it can be transferred to the following term with two (2) weeks advance notice before the next program starts. Note: It can only be transferred a maximum of two (2) following terms, otherwise the tuition fee will be forfeited.

If you drop a class after the final drop date, you may still do it, but the tuition fee is non-refundable and non-transferrable after that.

IMPORTANT: Ceasing to attend class does not constitute a course drop. Failure to follow correct course drop procedures may result in a failing grade.

Course Dropping: The final day for course dropping without penalty is the 1st Friday after the course begins. To drop a course you must send a letter or email to either the program coordinator or the program assistant.

Complete Withdrawal from the ESL Teacher Certificate Program

Students may decide not to return to The University of Winnipeg's ESL Teacher Certificate Program and wish to withdraw from all of their courses. Students must decide to withdraw before the final drop date by sending the program coordinator or assistant email. In this case, the tuition fee will be refunded minus a \$50.00 administration fee. If the students wish to start the program again, they will have to pay the \$100.00 application fee again.

III. Course transfer and fees

Students who decide to change courses or study formats before the final drop day may do so with special approval of the program coordinator. There will be \$15.00 course transfer fee for the change. If students decide to change courses or study format after the final drop date; the tuition fee is non-refundable and non-transferable.

IV. Late Payment Fee

There will be a late payment fee (per course) of \$50.00 applied if a student makes a payment after the deadline

V. Assignments & Tests

Due dates for assignments and dates for tests are determined by each instructor. If a student has a question or a concern about a due date, this should be discussed with the instructor. Unless a prior agreement has been reached with the instructor, late assignments will be penalised 5% per day late, including weekends. If a student misses a scheduled test day without previously making alternate arrangements with the instructor, he/she will receive 0% on the test.

After the course is finished, we will have students' assignments for pick up for 2 weeks; at that point, they will no longer be accessible to students.

VI. Concerns with Grades and Appeals

Questions and concerns about the grade received on a particular assignment or test should be directed at the instructor for the course.

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 Program Coordinator. Appeal forms are available from the Program Coordinator. A fee of \$30.00 must be made at the time the official appeal is made.

A written appeal should include:

- the item of work involved
- the reason for the appeal
- a summary of the conversation, & written comments by the instructor

Students must discuss the grade with their instructor within one week of receiving the grade. The written appeal to the must be made within two days of the discussion with the instructor.

VII. Withdrawing from a Course

Students can withdraw from a course before the halfway point in the course without academic penalty. However, note that no refunds are offered after *1 week before* a course starts. To withdraw from a course, please contact the program coordinator or program assistant for a copy of the course withdrawal form.

VIII. Repeating a Theory & Methodology Course

Should a student choose to withdraw from a course at any point after it has begun, they must contact our administrative office to formally process this request. Except under

extenuating circumstances, students will not be reimbursed for their tuition fees. Students can enroll in a future term of the course, up to a maximum of two times (three overall course attempts). Incomplete attempts to complete the course will be removed from the student's transcript once the completed attempt has been processed.

IX. Repeating the Practicum

Completion of the ESL TCP involves a 20-hour practicum placement. During this time, although it is unpaid, we expect the utmost in professionalism from all students, including, but not limited to:

- Punctuality and preparedness
- Respect for the students, practicum supervisors, and colleagues
- Respect for classroom rules and protocol
- Concerted effort to accept feedback on teaching, and to develop teaching practice throughout placement

ESL TCP students who are unable to meet these expectations may be asked to withdraw from the practicum placement. Students who fail the practicum must write a letter to request permission from the Program Coordinator and the Director to re-register in the TESL practicum.

Any student who withdraws from a practicum placement after the placement has been arranged, from either his/her own personal decision or due to the decision of an administrator must pay an additional practicum placement fee should he/she choose to re-register.

*Students have a 6 month period from when they initially register for the practicum to complete this process; otherwise their fees are forfeited.

X. 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 lower or failing grade on an assignment, test, or examination
- a lower grade in a course
- removal from the program
-

All instances of plagiarism will be documented and kept in the student's file. It is the responsibility of all students to familiarize themselves with The University of Winnipeg Regulations and Policies governing academic dishonesty:

<http://www.uwinnipeg.ca/index/cms-file-system-action/pdfs/calendar/RegulationsandPolicies.pdf>

Any questions about this document and program expectations regarding academic dishonesty can be directed to the program coordinator.

XI. Program Graduation

After a student has completed all course work and the practicum placement for this program, he/she can apply to graduate from the program. In order to do so, students must have all necessary documentation completed, and they must submit the 'Application for Graduation' to the ESL TCP Administrative Office to indicate this intent, and to declare their program completion. Once received, completion and documentation is verified, and then the student's name is sent to The University Senate for approval. This process can take up to 4 weeks. Once senate approval is received, graduation documents will be submitted to the address on file. To apply for graduation, please contact the program coordinator or program assistant for a copy of the 'application for Graduation' form.

XII. Behaviour Expectations

Students in the ESL Teacher Certificate Program should conduct themselves in a mature, responsible, and respectful manner at all times. This includes, but is not limited to respectful interaction with peers and instructors, as well as students and supervisors in practicum placements. Cell phone use, tardiness, and other disrespectful behaviour will not be tolerated.

Consequences of continued inappropriate behaviour include: a warning from the instructor and/or program coordinator, followed by a formal meeting with documentation of the issue added to the student's file, and possible removal from the course or program without reimbursement of course fees.

XIII. 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 visit the following website: <http://www.uwinnipeg.ca/index/harassment-index>. Any questions about this document or policy, or any concerns with infringement on this policy during the course of this program can be directed to the program coordinator at (204) 789-1484 or to The University of Winnipeg Harassment Officer, at (204) 786-9161.

University of Winnipeg Student Resources

Students studying in the ESL Teacher Certificate Program are considered University of Winnipeg students, and are therefore eligible to access all the support services that degree-credit students are able to access. More information about the services available can be found online at <http://www.uwinnipeg.ca/index/student>.

In order to access these services, students must first create a Student ID card. Students must take their Registration Statement (available through the Registration Office) and picture ID to receive a student ID card. This can be completed at Student Central which is located on the 1st floor of Centennial Hall, near the Ellice Avenue entrance to campus.

Full-time ESL TCP students can purchase the student-rate bus pass with their student ID card at the Information Booth, located in the central area of the 1st floor of Centennial Hall. Unfortunately this is only available to full-time students; therefore, online and part-time students are not eligible.

Library and Printing Services

For access to The University of Winnipeg library and printing services, students will need their student ID card. Students will be asked to fill out a form at the library circulation and then will be entered into the University system. At that time, they will be able to load money for printing services onto their ID card, and they will also be able to take books out.

Computer Services

There are a number of computer labs on campus, including in the Rice Building (AnX), in the library, in the Learning Commons on the 4th floor of Centennial, and in Uplinks computer lab, on the 4th floor of Centennial. Students require their computer login information, which is sent both electronically and in hard copy when they first register.

There is also wireless access throughout campus.

<http://www.uwinnipeg.ca/index/uw-wireless>

Health and Wellness Services

ESL TCP students have access to the Duckworth Centre at a reduced rate of \$100-135/year. To register for these services, students need to bring their student card and registration statement, which is sent or given to students when they first register, to the front desk at the centre.

Students in the ESL TCP can access Klinik Student Health Services on campus which is located in 1S02 in Sparling Hall. They can be reached at (204) 786-9496 or at klinik@uwinnipeg.ca

Finally, students can access the counselling services on campus, which are free & confidential. They can be reached at (204)786-9231 to set up an appointment. Student ID required.

Application & Registration Process

ESLTCP Entry Requirements

1. Successful completion of a minimum of 45 credit hours of university education (or have special permission to register from the Program Coordinator). A completed undergraduate degree is preferred.
2. Trainees who are non-native speakers of English must prove proficiency in English by submitting official documentation for **one** of the following when applying to the program:
 - TOEFL Computer based 213 / Paper based 550 and TWE 5 (5.5 is recommended) and TSE 55 (60 is recommended) or TOEFL iBT 80 overall with a minimum score of 20 in each area
 - IELTS 6.5 overall
 - MELAB 85 / with a speaking test score 4
 - CanTEST: Listening, Reading, Writing 5; Speaking 4.5
 - CAEL Band 60 overall, with a min. of 60 in 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
 - Special permission from the program coordinator

Note: Students who complete the ESLTCP who do not meet TESL Canada's Requirements regarding university education (i.e. completed undergraduate degree from a recognized institution) or language will *not* be qualified for TESL Canada professional certification.

Application Documents:

The following documentation is required for application to the ESLTCP:

1. \$100 application fee
2. Completion of application form – available at esltcp.uwinnipeg.ca
3. Official transcripts from postsecondary studies. Note: This is not required for University of Winnipeg students/alumni.
4. For non-native speakers of English, official documentation that the language requirement has been met
5. 1-2 page application essay (250-400 words) responding to the following questions: What experiences/education have you had that have led you to pursue this certification? What do you hope to do after completing this program?
6. Submission of an academic or professional reference letter regarding your suitability for this program and profession.

Program Fees & Course Tuition

The cost of the ESLTCP is as follows:

- Application Fee: \$100(Cdn)
- Tuition: \$500 (Cdn)/course (*Total = \$2000 for program tuition)
- Practicum Placement Fee: \$250(Cdn)

Note: This does not include the cost of textbooks and International Health Insurance.

At the time of application, students must pay a \$100 application fee, which is non-refundable. Full payment of the tuition is due **two weeks** before the program/course begins. If the full tuition fees are not paid as stated, a seat in the program will not be held. For part-time and online students, tuition payments must only be made for the courses into which students have enrolled for that term. Therefore, if a student is taking only one course in a term, then the fees are \$500 for that term.

Reimbursement: Please note that certificate programs do not follow the same withdrawal & reimbursement schedule as degree credit courses. The tuition fee will be reimbursed **up to one week prior** to the start of the program or class only if the student is completely withdrawing from the program. After that it is **non-refundable**.

Late Payments & Registrations: There is a \$50 late administration fee that will be applied to all outstanding course fees that are not paid by 2 weeks before the program or course begins (unless arrangement for a payment plan have been made prior to this time.)

Practicum Placement: Other than under extenuating circumstances, if there is a need for any reason for a practicum placement to be reassigned after it has begun, payment for an additional practicum placement fee will be required (\$250).

Student Loan Eligibility

Unfortunately, Manitoba Student Aid is only available for students studying full-time at accredited post-secondary institutions for a minimum of 12 weeks. As a result, ESL TCP students do not qualify for a loan. However, for individuals who are already accessing Manitoba Student Aid, they are able to put their required payments and interest accrual on hold while they are completing the program in a full-time capacity.

Student Tax Forms

The tuition fees for the ESP TCP are considered eligible tuition and education amounts for federal taxes. Students can access their T2202A form to claim this on WebAdvisor using their computer login information, which is sent to students both electronically and in hard copy when they first register. The tuition fees for the ESP TCP are eligible tuition for the

NOTE: Important information regarding fees, refunds, and penalties.

Manitoba Tuition Fee Income Tax Rebate Program. Students can access information about the application process for this rebate here: <http://www.gov.mb.ca/tuitionrebate/>

Program Certification

Students must complete and submit the *Application for Graduation Form* (included at the end of this package and on our website) and all other required documents before graduation will be processed. After approval from The University Senate, students will receive the following:

- University of Winnipeg ESL Teaching Certificate
- Official transcript
- Letter of Completion

Transfer of Credit to University of Winnipeg Degree-Credit Programs

Student in the Faculty of Education

Students who complete the ESLTCP and are currently studying, or plan to study at The University of Winnipeg in the Faculty of Education will be eligible to transfer six credit-hours toward their degree. Three hours (3) will be accredited to Teaching English as a Second Language (TESL)(EDUC-4102/3) and three hours (3) will be accredited as an unallocated Education credit at the 4000 level.

These credit hours can be applied towards either the Bachelor of Education, or they can be applied to a Post Baccalaureate Diploma in Education (PBDE), which allows teachers to move from Class 5 to Class 6.

Upon completion of the program, the transfer of credits for B. Education students can be processed by Suzanne Martin at s.martin@uwinnipeg.ca.

Students in Other Faculties

UW students in other programs who successfully complete the ESL Teacher Certificate Program will be eligible to transfer six (6) credit hours to their UW degree. Three hours (3) will be accredited to Teaching English as a Second Language (TESL)(EDUC-4102/3) and three hours (3) will be accredited as an unallocated Education credit at the 4000 level.

Please see <http://www.uwinnipeg.ca/index/services-transfer> for information on how to transfer your credit hours. If you have any questions about transferring your credit hours, you can contact admissions@uwinnipeg.ca

Becoming a TESL Professional

Entering this program is an important step towards your development as a professional in this field. However, becoming active in other ways in this professional community will help to both strengthen your development as a teacher, and expand your employability upon program completion. Consider challenging yourself to complete some of the following suggestions during your time as a student in the ESL TCP, or after your graduation.

Professional Development Suggestions

- Join a professional organization
- Attend conferences that offer helpful workshops
- Build your ESL library
- Network with others
- Make use of library resources
- Access useful websites
- Obtain valuable feedback from your students
- Seek out a mentor
- Conduct your own research
- Have a peer evaluate your lesson
- Videotape a portion of your lesson
- Form a “brown bag lunch” group
- Study a foreign language

Join a professional organization & attend conferences that offer helpful workshops

- **ALT Branch, Manitoba** holds a yearly conference in February.
- **TEAM** holds its conference in May (www.manitobateam.weebly.com)
- **TEAL** holds its conference in October (<http://www.tealmanitoba.ca>)

Build your ESL library

- Spend time looking at material at publishers’ displays during conferences.
- Get to know publishers’ representatives for the province of Manitoba.
- Take advantage of free offers by attending publishers’ sessions at conferences.
- Subscribe to an ESL magazine or journal.

Make use of library resources-

- **U. of W. library:** *If you are an alumnus of the U of W, you can arrange to obtain an alumni card by calling 786-9711. A bar code can be added to this card for use in the library. There is no charge for either of these services. Alumni have free access to the campus library.
- **Education library** at 1181 Portage Avenue (945-5371)
- Winnipeg Public Libraries also have an extensive EAL collection at the **Millennium Library**

Network with others

- Get to know who's who in the field of ESL; ask people for their cards when you meet them at conferences.
- Offer to serve on a committee or submit an article to the TESL Manitoba journal.
- Make use of the Employment and Hiring Information publication available through the Adult Language Training Branch of Manitoba Labour and Immigration.

Obtain valuable feedback from your students

Create surveys/questionnaires designed to give you the feedback you need to develop your course.

Conference with your students to obtain their feedback

Conduct mid-term evaluations or use a suggestion box.

Seek out a mentor

Find someone with experience in the field of EAL and talk with that person regularly to get advice and suggestions. Read more about the TEAM Mentorship Program here: <http://manitobateam.weebly.com/team-mentorship-program.html>

Conduct your own research

If you are curious about a certain topic, use your classroom as your field for testing your theories (action research).

Have a peer evaluate your lesson

If there are areas you want feedback on, ask a colleague to come and observe your class and give you feedback.

Videotape a portion of your lesson

You may want to examine how effective the introductions to your lessons are, or how much teacher talk there is in your lessons. Videotape yourself, transcribe a portion of that tape, and analyze it.

Form a “brown bag lunch” group

If there are areas you wish to explore and learn more about, form a focus group and meet to share opinions and to learn from others.

Study a foreign language

You will have the opportunity to see how others teach a language, and you will better understand the process of learning a second language. Try learning a language like Mandarin Chinese or Japanese! The *International Languages Program* at The University of Winnipeg offers 12-week courses in various languages. Call 982-6633 to obtain the timetable.

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