

SCHOOL OF TEACHING ESL FIELD EXPERIENCE

OPTIONAL COMPONENT

OF THE

12 CREDIT TESOL CERTIFICATE



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THE SCHOOL OF TEACHING ESL

FIELD EXPERIENCE

Optional component of the 12 credit TESOL certificate program

Beginning 2010, S-TESL students will be encouraged to complete ten hours of field experience in an ESOL classroom as part of the 12 credit TESOL certificate program. The verification of the field experience will be submitted to the director.

The TESOL student may apply for the verification of field experience at the time of application for the TESOL certificate or separately. At least 12 credits must be completed prior to applying for the field experience component. The TESOL student must submit the following:

- Field Experience Verification Form (completed by host teacher)
- Reflection sheet
- Cover sheet
- Seattle University Transcript of your School of TESL course work. (if submitting this request with a certificate request, this added document is not required)

The School of TESL Director will write a letter verifying the specific courses the student completed and the field experience. This letter – in conjunction with the certificate – will be useful to graduates when applying for teaching positions that require evidence of classroom experience.

FAQs

1. I have had contact time in an ESOL class before I began studying TESOL. Does this count?

No. This field experience must be completed during the TESOL program. Experience prior to the start of TESOL studies or after completion of the certificate program does not meet this requirement.

2. Will my certificate state that I have completed this field experience?

Not directly on the certificate, but students who have completed the field experience will receive a verification form from the host teacher. In addition, students will receive a letter of verification from the director when the certificate is processed.

3. Does S-TESL help students find contact time?

Yes. S-TESL cannot place you, but the school maintains a list of community contacts. During your studies, you may have developed contacts that you can use. If you have questions, please contact the Director, Bernice Ege-Zavala at bezavala@seattleu.edu .

4. How will this experience help me?

You will gain practical classroom skills that will help you build experience for your resume. You will make local contacts that can help you network.

5. I already have ESOL classroom experience. Do I have to do this?

No, but it is strongly recommended so that you can provide this documentation as part of your certificate program and to strengthen skills. If you choose not to complete the field experience, you will not receive this documentation.

6. Can I split this experience between two or more settings?

No. The goal is to maximize your experience in a single classroom setting.

7. Is there a deadline for completion of the field experience?

Yes. Field experience must be completed within one year of completion of TESOL studies.

8. I studied at S-TESL several years ago. May I apply for this?

No. This is a new policy and does not apply to those who completed studies prior to Winter 2009.

GUIDELINES FOR FIELD EXPERIENCE

Making professional contacts is an important part of building your career in TESOL. During your studies with S-TESL, you have probably observed and/or worked with ESOL teachers. Teachers are busy professionals and taking on a student teacher takes time. Be mindful that the cooperating teacher is doing this to help you grow and develop as a teacher, but that the teacher is not receiving any compensation. Respect that and show appreciation. In the future, you can carry on this tradition when you have your own classroom.

Reminders:

1. Every contact may lead to something else
2. You are representing the School of Teaching ESL. – dress and behave appropriately.
3. The observation of classroom teachers is serious business; it should not be approached casually.
4. Learning how to observe in a manner acceptable to all parties takes time, careful reflection, personal tact, and creativity.
5. An assistant is a guest in the teacher's and the students' classroom and is there thanks to the goodwill of the cooperating teacher.
6. An assistant's purpose is not to judge, evaluate, or criticize the classroom teacher, or to offer suggestions, but simply to learn through participating in the classroom.

Procedures for setting up the field experience:

1. Contact the cooperating teacher or the program coordinator for a brief orientation to the class.
2. Plan to arrive in the classroom a few minutes ahead of time so you can discuss the day's plans with the teacher.
3. If something unexpected comes up and you are not able to attend a class at the agreed-upon time, you need to notify the classroom teacher as soon as possible. It is your responsibility to keep the classroom teacher informed.
4. Follow the cooperating teacher's lead.
5. At the end of the field experience, show your appreciation to the teacher and the students.

Adapted from: Richards & Lockhart, *Reflective Teaching in Second Language Classrooms* (Cambridge, 1994)



Dear ESOL Colleague:

Beginning in 2010, School of Teaching ESL (S-TESL) TESOL students have the option of completing a 10 hour field experience as part of the 12 credit TESOL Certificate training. In this experience, the TESOL student has the opportunity to apply knowledge and skills learned in the training program. This practical classroom experience will benefit the student when looking for future teaching opportunities. Upon submission of the teaching verification form and reflection, the student will receive documentation from the Director describing the field experience component.

Thank you very much for accepting a student from our program as a classroom assistant. Field experience is an important component of teacher education and by allowing a student to observe and be involved with your class, you are making an important professional contribution to the field of ESL.

If you have questions or concerns, please feel free to contact me. Also, if you wish to have more S-TESL students as classroom assistants, please let me know.

Again, thank you very much.

Sincerely,

Bernice Ege-Zavala

Bernice Ege-Zavala

Director

Bezavala@seattleu.edu



THE SCHOOL OF TEACHING ESL FIELD EXPERIENCE VERIFICATION FORM

**For S-TESL students who are applying for the School of TESL TESOL
Certificate**

This form is to be completed by the ESOL Classroom Teacher.

Section A. Field Experience Description

I hereby state that _____ has completed at least
10 hours in my ESOL classroom as an observer, assistant, and/or teacher.

Your Name and Title: _____
(print)

Institution: _____

Classroom Setting: _____
(student population, class meeting schedule)

Dates of field experience: Start Date: _____ End Date: _____

Signature: _____ Date: _____

Email address: _____@_____

Section B. Tasks Completed by the TESOL Student.

During the ten hours in this classroom, the above-named person completed the following
tasks. Check all that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Led small group activities | <input type="checkbox"/> Conducted assessments | <input type="checkbox"/> Created lesson plans |
| <input type="checkbox"/> Asst'd with administrative tasks | <input type="checkbox"/> Led whole class activities | <input type="checkbox"/> Created classroom material |
| <input type="checkbox"/> Other _____ | | |

(over)

Section C. Please this space for comments (appreciated, but not required).

Thank you for your support of teacher education. Please return this completed form to the TESOL student or by mail directly to The School of Teaching ESL, 9620 Stone Ave. N., #101, Seattle, WA 98103 or by email to STESLinfo@seattleu.edu or by fax to 206.781.8922.

FIELD EXPERIENCE COVER SHEET

Directions: Use this form to check your documents when applying for the TESOL Certificate and the Field Experience Verification.

Your Legal Name: _____
(use the same name that will appear on your certificate)

Mailing Address: (this is where you letter of verification from the director will be sent)

Signature: _____

Date: _____

You must include:

- Teacher Verification form from ESOL teacher (may be sent to S-TESL separately)
- Reflection Sheet
- This cover sheet
- An unofficial transcript of your School of TESL coursework. (If submitting this request with a certificate request, this added document is not required.)

Mail your completed document packet to:

The School of TESL
Attn: FEXP Requests
9620 Stone Ave. N., Ste. 101
Seattle, WA 98103

The document packet may also be delivered in person. Please call 206.781.8607 to schedule at appointment.

Allow four weeks for processing.

