

THE SCHOOL OF TEACHING

ENGLISH AS A SECOND LANGUAGE

STUDENT HANDBOOK

2011-2012



IN COOPERATION WITH SEATTLE UNIVERSITY COLLEGE OF EDUCATION

Mission Statement

The School of TESL prepares people to teach second and foreign languages in a wide variety of arenas and circumstances. Whether in the United States or abroad, teaching children or adults, working with advantaged or disadvantaged students, our graduates will be:

Skilled and therefore the School of TESL provides a teaching framework, Facilitative Language Teaching, in which students are fully trained and which instructors themselves model as they train. Students try out practical activities which they can use in hands-on teaching.

Knowledgeable. and therefore the School of TESL provides a program which builds upon recent research in language teaching, enables students to become familiar with terminology and views related to recent theories, and employs trained and experienced instructors who keep up with recent research.

Resourceful and therefore the School of TESL presents a wide variety of teaching tools and trains in adapting those tools to various settings. The School of TESL requires students to work together on many projects to develop the skills of learning from self and colleagues as well as from instructors.

Compassionate and therefore the School of TESL encourages discussion of the ethical issues of language instruction in its classes, confronts affective as well as cognitive variables in the ESL classroom, and requires cultural sensitivity and multiculturalism as a basis for all English language teaching.

Committed to professional growth and therefore School of TESL students and instructors practice reflective teaching, continually reset objectives, and collaborate on projects. Instructors model involvement in professional organizations and encourage students to serve in professional TESL advocacy organizations. School of TESL students learn of the many avenues for continued growth as language teachers.

WELCOME TO S-TESL!

The School of Teaching English as a Second Language (S-TESL) works in cooperation with Seattle University College of Education to provide training to teachers of non-native speakers of English.

S-TESL students come from a variety of backgrounds and are going in many different directions after their studies at S-TESL. Generally, students fall into four categories:

- 1) those who are working toward certification so that they **can teach English overseas**
- 2) those who are working toward their endorsement in ESOL so that they can **teach in public schools**
- 3) those who are getting advanced, specialized training so that they can **work with adults** who are non-native speakers of English (in community colleges, technical colleges, intensive language schools, and businesses)
- 4) those who are enrolled in master's programs at Seattle University and are **using these credits in their Master's program.**

Credits taken from Seattle University at S-TESL can be applied in the following ways:

- You can earn a **Certificate in Teaching English to Speakers of Other Languages** upon completion of 12 credits with a 3.0 GPA.
- You can earn an **Advanced Certificate in Teaching English to Speakers of Other Languages** upon completion of 24 credits with a 3.0 GPA.
- You can satisfy all Washington State requirements for the **Washington State ELL Endorsement.**

Up to twelve credits may be a component of the **Master's in Teaching English to Speakers of Other Languages** at Seattle University. Up to twelve credits may be used in other master's programs in the College of Education at Seattle University. Only the on-ground courses may apply to the SU master's programs.

Please note the following websites which will also be helpful to you.

General information: www.SCHOOLOFTESL.com

For online classes: www.SCHOOLOFTESL.com/online/

Seattle University main website: www.seattleu.edu

Seattle University College of Education: www.seattleu.edu/coe

Endorsement Requirements: www.SCHOOLOFTESL.com/programs/endorsement.html

I hope you enjoy your studies at S-TESL!

Bernice Ege-Zavala

Director

bezavala@seattleu.edu

ACADEMIC INTEGRITY POLICY: The School of Teaching ESL follows the Academic integrity policies of Seattle University (see policy number 2011-3 found at seattleu.edu/registrar/policies.aspx) and the excerpt below is taken from this document. Although the School of Teaching ESL promotes student collaboration (including the sharing of final projects), students are expected to follow standards of conduct in their work. Acts of academic dishonesty will be addressed according to this Academic Integrity Policy.

Standards of conduct described in the Academic Integrity Policy include plagiarism, cheating, and academic fraud. The complete policy and process for violations can be found at: seattleu.edu/registrar/policies.aspx

ATTENDANCE POLICY: The School of Teaching ESL considers class participation to be an integral part of your studies. Because we emphasize a hands-on approach to learning, your presence is crucial to your teacher and your colleagues. It is by actively participating in class that students are able to connect theory to practice. When a student does not attend or participate fully, everyone in the class is affected. Therefore, it is an expectation that you will attend every class. If you are ill or have a family emergency, you must contact your teacher *and* the school as soon as possible in order to make alternative arrangements for any assignments. Please be aware that both class participation and class attendance contribute to your course grade. If you miss a part of a class or an entire class session, your grade will be affected. Check specific grading rubrics in your course workbook for details on the grading system, as well as the S-TESL policy on late assignments. Be sure to communicate with your instructor about any attendance issues. As a student, it is your responsibility to alert the teacher to any unavoidable absences and to keep up with the required assignments. If you know you will miss a class in advance, you must turn in the required assignments before the absence in order to receive full credit. If an assignment is turned in outside of class time, it must be delivered to the office during regular office hours. Under no circumstances may assignments be left elsewhere in the building. If you have not made alternative arrangements with your instructor, your assignment will be graded as late. It is your responsibility to refer to the syllabus, assignment sheet, and/or contact a colleague if you have questions about your assignments.

BICYCLE STORAGE: Please lock your bicycle outside to the bike rack. There is no space to store your bicycle inside the building.

BOOKSTORE: The S-TESL Bookstore stocks a small but high-quality selection of teachers' resource books in ESOL. It also stocks all textbooks and workbooks for classes offered at S-TESL. A list of books carried in the bookstore can be found at: www.schooloftesl.com/bookstore/ You must be a registered student to purchase required textbooks for S-TESL classes. Current students receive a 10% discount on bookstore purchases (discount does not include textbooks or materials.)

BUILDING: The School of Teaching ESL is located in a two-story office building at 9620 Stone Avenue North. We are on the main floor, in Suite #101 and on the second floor in suite #202.. Another tenant on the first floor is the Department of Corrections. The building owners, Nelson Electric, have their offices on the second floor.

CALENDAR: The yearly and quarterly calendars available in the main office and at www.SCHOOLOFESL.com. There are 11 start dates for Intensive I and Summer dates for the Special One-Week Intensives. Evening courses are offered each academic quarter, Monday through Thursday. We also offer Eastside (Bellevue) classes at the Seattle University Eastside Center. On-line classes are offered quarterly. (See www.schooloftesl.com/online/#dates)

CHILDREN: Due to restrictions with insurance and lease agreements, we are unable to accommodate children in the building while a student is attending class.

CERTIFICATES: Certificates are not automatically issued, they must be requested. Go to: <http://www.schooloftesl.com/graduates/certs.html> for information about requesting certificates. For lost or replacement certificates, also follow the above instructions. Please note that you may be eligible for the Seattle University and the S-TESL Certificate. While the S-TESL certificate is optional, it can be notarized. The fee for this certificate is \$10 (US) and \$35 (International mailing) per certificate. We strongly suggest applying for both.

CLASS CANCELLATION/RE-SCHEDULE POLICY: A class session will be cancelled if an instructor has not arrived, due to unforeseen circumstances, 15 minutes after the scheduled start time. Class will be re-scheduled.

Weather cancellations/delays: Classes that are canceled due to unforeseen weather emergencies will be re-scheduled. An outgoing message indicating whether classes will be cancelled will be left on the main office phone: 206-781-8607 by 6:00 a.m. for day classes, and by 3:00 p.m. for all evening classes.

CLASS HOURS: See website for most current class hours.

CODE OF CONDUCT

Students at the School of Teaching ESL must demonstrate appropriate professional, behavioral and social attributes for successful teaching. Students meet the professional responsibilities by demonstrating the following behaviors:

- arriving to class on time and prepared for the class session
- fully participating in class and field settings
- completing assignments and responsibilities on time
- engaging in face-to-face class interactions as required
- conducting face-to-face class teaching demonstrations as required
- engaging in face-to-face class teaching as required
- seeking assistance and clarification from instructors when appropriate
- prioritizing responsibilities
- demonstrating openness to new ideas
- being willing to accept constructive criticism
- taking initiative
- using good judgment
- demonstrating poise and flexibility
- displaying a positive and enthusiastic attitude
- positive problem-solving skills
- interacting with all classmates, instructors, and staff regardless of age, gender, religion, disability, race, color, national origin, ethnicity or sexual orientation

Behavioral and social attributes are demonstrated by the following behaviors:

- developing positive relationships with colleagues, instructors, and administrators
- treating individuals with respect
- using tact and discretion
- setting a positive and respectful tone in interactions with others, including S-TESL staff
- actively listening to others' viewpoints
- recognizing own strengths and weaknesses and responding appropriately
- working effectively in groups

Additional attributes necessary for the teaching profession include:

- compassion
- justice
- empathy
- integrity
- responsibility
- the physical and emotional capacity to handle the varying demands of the job.

Students who do not demonstrate these professional, behavioral, and social attributes for successful teaching may be counseled by the Director of the School of Teaching ESL and/or terminated as students at the School of Teaching ESL.

COPYING, TYPING AND PRINTING: You are required to have your own access to a computer and printer for word processing. You will be required to type most assignments and you may be asked to make copies for your colleagues. Please budget for this expense. There is no printer on-site.

COURSES: Course descriptions are available in the S-TESL main office, in the Seattle University Undergraduate and Graduate Bulletins and at www.SCHOOLOFTESL.com.

S-TESL offers three formats.

• **Intensive courses:**

- * Intensive TESOL I (12 credits in four weeks) *and*
- * Special One-Week Summer Intensives (these classes can be taken individually)

• **Evening classes:** Each evening class (3 credits) meets one evening a week during the quarter.

• **On-line classes:** See www.SCHOOLOFTESL/online/

Formats may be combined.

DISABILITY STATEMENT: If you have or think you have a disability (including an “invisible disability” such as a learning disability), a chronic health condition or mental health condition that limits your learning or major life activities, and if you are an already accepted graduate student at Seattle University and/or if you are registering for coursework leading to a Seattle University Certificate in TESOL, you are encouraged to discuss your needs and arrange support services and/or accommodations through Seattle University Disability Services staff in the Learning Center, Loyola, 100. (206) 296-5740.

EASTSIDE CENTER: Select evening classes are held in Bellevue, WA at the Seattle University Eastside Center: Conifer Building 1450 114th Avenue SE Bellevue, WA 98004 Check S-TESL main website for most recent information.

EMPLOYMENT RESOURCES: Once you are a graduate of the School of TESL, you are eligible to subscribe to the listserv as well as the graduates’ website. Detailed information about subscriptions is given with your certificate.

EMPLOYMENT SEMINAR: The Director leads an employment-counseling seminar monthly for S-TESL graduates. Please call ahead to reserve space if you plan to attend so we can prepare handouts for you.

ENDORSEMENTS: You can earn all the credits you need for a Washington State ELL Endorsement. You must have or be working toward your Washington State Teaching

Certificate. Requirements and application are available in the S-TESL main office and online : www.SCHOOLOFESL.com/programs/endorsement.html

If you are using your S-TESL credits towards an endorsement, you *must* be in contact with Bernice Ege-Zavala, Director, bezavala@seattleu.edu to ensure you are meeting the requirements for the Seattle University endorsement program.

ESOL CLASS: Your tuition supports an adult ESOL class which meets on Tuesday and Thursday evenings at S-TESL. The students in Intensive TESOL I are required to participate in that class for at least three hours. Because the day classes are required to observe, evening class student observations are on a space available basis and by appointment only. In addition, if you know of a non-native English speaker who could benefit from attendance in the S-TESL ESL class, please request an ESL Application Form from the S-TESL office, (206) 781-8607 or print it from our website.

FINANCIAL AID/TUITION ASSISTANCE: Students who are in degree-granting programs at Seattle University and have been approved to receive financial aid through the Seattle University Office of Financial Aid must notify Kim Darcy, Admissions Director/Program Coordinator (hasegawa@seattleu.edu) that they will be using financial aid money to pay S-TESL tuition, as there is a separate registration procedure. This must be done for each S-TESL class in which the student will study. *Details on Financial Aid are also located in the M-TESOL and M.Ed. student handbooks (for graduate students).*

GRADES: S-TESL grading standards are published in your course workbook. All students will receive a letter grade at the completion of their course.

GRADE DISPUTE: Questions regarding grading should always be directed to the course instructor first. The School of Teaching ESL follows the Seattle University policies for handling grade disputes.

GRADE POINT AVERAGE: You must have a GPA of 3.0 in four S-TESL classes (B average) in order to qualify for the 12-credit certificate. EPDES 930 is required.

GRADE REPORTS A Grade Report will be mailed to you from the Seattle University Registrar's Office after the completion of the quarter in which you studied. A grade report is not to be confused with a transcript. When you receive your grade report from Seattle University, it is an indication that your grades have posted and that you are able to request your Seattle University transcript. (see 'transcripts' for detailed information on how to request a transcript).

GRADUATE STATUS CREDITS: Up to twelve credits taken at S-TESL can be used in graduate programs at Seattle University College of Education. You will request graduate status consideration from S-TESL at the beginning of each S-TESL class. Upon completion of the class, you will be assigned a graduate project by your course instructor. When the project is completed, it is submitted to S-TESL with a fee of \$80.00. After your reader has approved your project, documentation will be sent to you and Seattle University. You must earn a "B" grade or above in the class in order to qualify to do the graduate project.

ID CARDS: When you begin studying at S-TESL, and in each quarter that you study, you will receive a S-TESL ID card. You may also use it to get a discount at the UPS Store at Oak Tree Village for copying and printing. ***This ID card excludes computer privileges on campus (including the Eastside Center Campus), and excludes use of the Connelly Center.***

INTERNATIONAL STUDENTS: Seattle University International students who are taking S-TESL classes MUST stay in close contact with the Seattle University ISC (International Student Center) to make sure you remain "in-status". Contact Kim Darcy, S-TESL Admissions Director/Program Coordinator for further questions.

LETTERS OF RECOMMENDATION: Letters of recommendation may be requested from your instructors. Request forms for letters of recommendation are available in the S-TESL main office and also online at www.schooloftesl.com/graduates/letters.html

You should **always** ask your instructors before using them as references on your resumes and allow the instructor two weeks to process your recommendation request. **As a professional courtesy, include a SASE (self-addressed stamped envelope) with each request.**

NON-DISCRIMINATION STATEMENT: The School of Teaching ESL does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, and other school-administered policies and programs. Applicants must, however, be fluent in English listening, speaking, reading, and writing in order to be deemed qualified to teach English.

OTHER REQUIREMENTS: Applicants must be able to demonstrate the behaviors expected of a professional language teacher as outlined in the Student Code of Conduct. Applicants for the certificates must hold at least a bachelor's degree from a regionally-accredited college, university or professional school. It is your responsibility to inform the instructor of any circumstances which may impact your ability to participate fully in class, to fulfill course requirements, or may interfere with your learning or the learning of others.

OFFICE AND BUILDING HOURS: The office and building are open from 9:00 am until noon, and 1:00 pm - 5:00pm Monday through Thursday and from 9:00 am- noon and 1:00pm -2:30pm on Fridays. The office is closed on major holidays and also the week between Christmas and New Year's Day.

We would appreciate an appointment should you need to come in for any reason as we have a small administrative staff.

ON-LINE CLASSES: For information on tuition, registration, refund policy, courses, requirements and anything else pertaining to on-line classes go to www.SCHOOLOFTESL.com/online/. Note: On-line classes cannot be taken as graduate status credit.

PARKING: Because the parking lot at S-TESL in **Seattle** is reserved for building tenants until 5:00 p.m., there is only street parking available for day students. Because the instructors/staff need S-TESL spots in the evening as well, we ask that the Evening students may use the North lot only after 5:00 pm in stalls **NOT** marked "S-TESL". Parking for the Conifer Building at our Eastside Center is in front of the building.

PAYMENT METHOD: S-TESL tuition and bookstore purchases may be paid by cash, check, Visa, and MasterCard.

PERSONAL SAFETY: Students should use good judgment about their own personal safety when entering and exiting the building. Normal precautions would include using the buddy system when walking to and from the parking lot or bus stop. If taking the bus to S-TESL, we recommend using the bus stops at Oak Tree Village Shopping Center (one block north of the school).

PRE-BACCALAUREATE STUDENTS: Students who have not finished a bachelor's degree but who feel study at S-TESL would be beneficial to them must interview personally or by phone with the Director of S-TESL. Academic expectations, certification requirements, and employment opportunities will be discussed. The final decision about accepting a pre-baccalaureate candidate will be made by the Director. Send a request for a BA Waiver Form to STESLinfo@seattleu.edu.

PROFESSIONAL DEVELOPMENT: S-TESL encourages you to join TESOL (Teachers of English to Speakers of Other Languages) www.tesol.org. S-TESL also encourages you to join our state professional organization, WAESOL (Washington Association for the Education of Speakers of Other Languages) www.waesol.org. Both organizations will provide you with information on practical classroom activities and will also help you keep well informed with trends in TESOL. Once you have graduated from S-TESL, and you have applied for your certificate, you will receive information on the S-TESL graduates' listserv and S-TESL graduates' website. Both are exclusive to S-TESL graduates and both are fantastic networking tools for finding jobs.

PROOF OF BACHELOR'S DEGREE: All students (*including Seattle University graduate students*) will be required to supply The School of Teaching ESL will official proof of completion of at least a bachelor's degree from a regionally- accredited college or university at the time of applying for the TESOL certificate. These are the **ONLY** forms of acceptable proof:

- YOUR **OFFICIAL AND SEALED** UNDERGRADUATE TRANSCRIPT WHICH STATES THAT A BACHELOR'S DEGREE IS CONFERRED OR AWARDED ... **OR...**
- YOUR **OFFICIAL AND SEALED** GRADUATE LEVEL TRANSCRIPT WHICH STATES THAT A MASTER'S DEGREE OR HIGHER IS CONFERRED OR AWARDED.. **OR...**
- YOUR **OFFICIAL AND SEALED** SEATTLE UNIVERSITY TRANSCRIPT ONLY IF YOU ARE CURRENTLY ENROLLED IN A SEATTLE UNIVERSITY GRADUATE PROGRAM.

In addition, the name on your Seattle University and School of Teaching ESL Certificate Request Form must match the name on the transcript you are submitting as proof of your degree. If not, you must submit documentation of name changes. There are four acceptable forms of proof of name changes:

- A COPY OF YOUR MARRIAGE CERTIFICATE
- A COPY OF YOUR LEGAL NAME CHANGE DOCUMENT
- A COPY OF YOUR DIVORCE CERTIFICATE (IF CHANGED NAME IS FROM MARRIED TO MAIDEN)

REFUND POLICY: We want our students to be fully satisfied. To that end, we go to great lengths to answer questions or concerns before tuition is paid so that the student is well aware of what is included. Because of the type of service we provide, please read this refund policy carefully.

Four Week Intensive: The \$100 deposit for the 4-week intensive course is non-refundable, but can be transferred once to another 4-week intensive course within one calendar year if that request is made in writing at least one week before the originally-selected course begins.

Remaining tuition for the day intensive courses is non-refundable and non-transferable unless requested in writing at least one week prior to the beginning of the originally-selected course or unless substitution of another student can be made (determination made by the School of Teaching ESL).

If any tuition is refunded, a \$50.00 administrative fee per class will be withheld.

Evening Classes: Tuition for evening classes is non-refundable and non-transferable unless requested in writing at least one week prior to the beginning of the originally selected class. Tuition may only be transferred once to the next available quarter.

If any tuition is refunded, a \$50.00 administrative fee per class will be withheld.

Online Classes: Tuition for online classes can be refunded or transferred once to the next available quarter if S-TESL is notified in writing before or during the first week of the originally selected quarter and class. If any tuition is refunded, a \$50.00 administrative fee per class will be

withheld. Transfers may also be subject to additional online platform fees.

The online platform fee may be refunded only if it has not already been paid by the S-TESL to online platform provider.

For Students who withdraw from an online class at any time after the first week of the originally-selected quarter and class, a refund will not be issued but class registration may be transferred one time only to the next time the course is offered for a reduced tuition of \$485.00 (which includes the online platform fee).

NOTE: EPDES 946 tuition is non-refundable and non-transferable after the course has begun.

One Week Intensive Classes: Tuition for one week intensive classes is non-refundable and non-transferable unless a refund is requested in writing at least one week before the originally selected class begins.

If any tuition is refunded a \$50.00 administrative fee per class will be withheld.

REGISTRATION: For each class in which you study, you need to submit a current S-TESL registration form and follow all procedures for submitting deposits and/or full tuition. The registration forms are published online on our website www.SCHOOLOFTESL.com. If you are using Seattle University financial aid, or any other 3rd party billing, be sure to be in contact with the S-TESL Admissions Director before registering for any courses each quarter.

Registration opens:

- ☼ Aug. 10th for Fall Quarter classes ☼ Nov. 10th for Winter Quarter classes
- ☼ Feb. 10th for Spring Quarter classes ☼ May 10th for Summer Quarter classes

REPEATING A CLASS: A student who receives a grade of a “C–” or below may repeat the class with permission of the S-TESL Director on a case-by-case basis. When a class is repeated, the most recent grade will be posted to the permanent record and will be used in computing the cumulative GPA. The original grade will remain on the Seattle University official records. In addition to a Bachelor’s degree, the student must have a GPA of 3.0 or higher in four courses. (EPDES 930 is required) to qualify for the Seattle University Certificate in TESOL. A Seattle University graduate student who receives a “B–” or below **MUST** repeat the class. Any student who repeats a class is required to pay the full tuition.

SEATTLE UNIVERSITY: The main Seattle University campus is located in downtown Seattle. The address is 900 Broadway, Seattle WA 98122-4340. The main phone number is (206) 296-2000. The website is www.seattleu.edu.

STUDENT LOUNGE: This area is for students to use for small group meetings and internet use. Day students have access to this area from 8:30am-5:00pm; Evening students from 5:00 pm to 8:30pm. The student lounge does not have a copier or a printer.

TRANSCRIPTS: To request a Seattle University transcript go to the www.schooloftesl.com/graduates/certs.html. We strongly recommend requesting at least three official transcripts at a time since you will most likely need them for potential jobs or applying for graduate schools. “Official” transcripts are sealed/stamped and *un*-opened.

WEATHER: In case of any weather emergency, please check the school’s outgoing voice mail by 6:00 am (for day classes) and/or 3:00pm (for all evening classes) to see if it will affect your class.

If weather worsens during the class, it will be the individual instructor and the director who will make a decision about that class. Please always consider your own local circumstances and safety when deciding if it is safe for you to come to class.

WITHDRAWING FROM A CLASS: If circumstances arise that require a student to withdraw from a class, the S-TESL office must be notified in writing at STESLinfo@seattleu.edu. In addition to notifying the office, the student must also complete and submit an official withdrawal form by the deadlines below. This form allows the student to withdraw from one or more classes in a given quarter and results in the assignment of a W grade for each course indicated. If the student fails to submit the withdrawal form, the student will receive an “F” grade for the class. Withdrawals cannot be processed after the deadlines indicated.

Deadlines for submission of a withdrawal form: The close of business on Friday of the sixth week of the fall, winter, spring, or summer quarters for evening and online classes. Consult the S-TESL office for deadlines for one week or four week intensive classes. Note: A full week is defined as Monday through Sunday.

THE SCHOOL OF TEACHING ESL

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