CERTIFICATE IN TESOL

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The Department of English at Oklahoma State University offers a program leading to a Certificate in Teaching English to Speakers of Other Languages (TESL). The Certificate in TESL program familiarizes students with the skills necessary to teach English to non-native speakers in a variety of situations, such as

- ❖ teaching English as a foreign language in an overseas school, college, or university
- ❖ teaching English as a second language to international students studying in intensive English programs in the United States
- ❖ teaching English to bilingual/bicultural students in American public school systems and adult education programs

The Certificate in TESL program consists of 12 credit hours, with three required courses and one elective course chosen from a group of courses offered by the English Department. A description of the certificate requirements and regulations appears on the following pages.

Summary Checklist

During the semester in which you plan to complete the Certificate Program, you must:

- ❖ choose an advisor in your major area of study (may be done earlier)
- ❖ complete and file a Graduate Certificate Plan of Study form
- ❖ complete and file an Application for Certificate Completion with the Registrar's Office

Application and Admission

Admission to the Certificate Program in Teaching English to Speakers of Other Languages (TESOL) requires a Bachelor of Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials appear below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

All applications are submitted electronically through the Graduate College. All required materials will be uploaded electronically with the application at: https://app.it.okstate.edu/gradcollege/.

Admission Qualifications and Application Materials

- ❖ **GPA** — Applicants must have maintained an overall undergraduate grade-point average of 3.0 on a 4.0 scale.

- ❖ **Recommendations** — Applicants must submit two letters of recommendation.

- ❖ **Statement of Purpose** — Applicants must submit a written statement of approximately 250 words, outlining a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.

English Language Proficiency (non-native speakers)

Applicants who are not native speakers of English must submit current scores from one of the following:

- ❖ TOEFL iBT - minimum score of 100
- ❖ TOEFL (paper-based) - minimum score of 600 and a TWE of 5
- ❖ IELTS - minimum score of 7.0

Application Form & Fees

Applicants must submit the appropriate form and fees to the Graduate College.

The courses taken for the Certificate in TESOL may be applicable to an Oklahoma State University degree program.

Teacher Certification Disclaimer

The Certificate in TESOL does not carry with it certification for public school employment. Students wishing such certification must meet special state and university requirements.

Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment and tenure that are made by the Graduate Faculty of the University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are considering or participating in graduate studies in English at Oklahoma State University. Searchable text is available to all graduate students online at: http://www.okstate.edu/registrar.

ADVISOR

Students seeking the Certificate in TESL should consult an advisor who will help them choose appropriate courses to complete the certificate. The Certificate Advisor may be any member of the English Department graduate faculty who specializes in TESL.

Plan of Study and Certificate Completion

Submitting the Plan of Study: No later than the beginning of the final semester of coursework, a student should complete a plan of study listing the courses intended to be used in earning the certificate. Students complete the plan of study online at the Graduate College website. The advisor and Graduate Director are then notified by email and sign the plan electronically.

Application for Certificate Completion: During the semester of anticipated certificate completion, the student must complete an Application for Certificate Completion, which is submitted to the Office of the Registrar. This action will cause the certificate to be recorded on the official transcript and a certificate will be printed, provided all requirements have been met. For a certificate to be awarded at the end of a fall or spring semester, this application must be received in the Registrar's Office by the Friday of finals week. The summer term deadline is the last day of the eight-week summer term. This application may be found at: http://registrar.okstate.edu/images/FORMS/certificateapplication.pdf

Ten-Year Rule: A final plan of study may not include any course more than ten years old at the time of actual graduation.

Checklist for Submitting a Plan of Study

- ❖ Minimum of 12 credit hours, with three required courses and one elective course chosen from a group of courses offered by the English Department
- ❖ No more than 9 hours of course work taken as special student
- ❖ All courses, including 4000-level, must be taken for graduate credit
- ❖ The plan of study will be signed electronically by the Certificate Advisor and the English Graduate Director or Department Head

Course Requirements

Required Courses (9 hours)

- ❖ ENGL 5130   Studies in English Grammar
- ❖ ENGL 5243   Teaching English as a Second Language
- ❖ ENGL 5333   Seminar in TESL: Second Language Testing **OR** ENGL 5313: Internship in TESL

Sample Elective Courses

- ❖ ENGL 4083   Applied Linguistics
- ❖ ENGL 4093   Language in America
- ❖ ENGL 5120   Studies in TESL
- ❖ ENGL 5123   Approaches to Language Acquisition
- ❖ ENGL 5143   Descriptive Linguistics

Courses other than those listed may be approved as electives by the Certificate Advisor.

Academic Standing: A grade-point average of "B" (3.0) is required on courses applicable to a graduate certificate. No grade lower than a "C" may be used as part of the minimum requirements for the certificate.

4000-Level Courses: Only those 4000-level courses marked by an asterisk in the University Catalog are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. The English Department strongly suggests that all graduate courses be at the 5000/6000 level.

End-of-Semester Evaluations: All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses.

These evaluations are kept on file in the English Graduate Office and are available for students to read.

Grade of "Incomplete": The following regulations apply to students who receive what at OSU is termed the "composite incomplete" grade ("IB," "IC," "ID," or "IF") for any of their course work within the English Department:

- ❖ Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the "remarks" dropdown of the electronic grade sheet.
- ❖ Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
- ❖ Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the *University Catalog* for a full explanation of University policy governing incomplete grades.

Student Tenure

Students must complete all requirements within seven years from their first enrollment in courses for the Certificate in TESOL program.

Appeals and Petitions

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the Academic Appeals Board. Contact the Provost's office (101 Whitehurst) for information and forms.

Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's advisor.

For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. Students are urged to discuss matters with their advisors and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon the student's written request within a reasonable amount of time, the student and/or advisor may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.