



Centre for Continuing and Distance Education (CCDE)

Certificate in Teaching English as a Second Language (CERTESL)

Regular Session 2009-2010

Check out our Program Web site at: www.ccde.usask.ca/go/CERTESL

Learn all about the University of Saskatchewan at: www.usask.ca

Welcome to the CERTESL Program! This handbook will give you details on admission, registration and program requirements for the distance-delivered program for 2009-2010.

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CERTESL is recognized by TESL Canada



CERTESL Program Contacts

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Important Dates to Remember

August 1, 2009	*Admission deadline for International residents – Term 1 beginning September 2009 Deadline to submit a Supervisor Approval Form for TESL 42 for Term 1 classes
August 15	*Admission deadline for Canadian residents – Term 1 beginning September 2009 **Registration deadline for International residents – Term 1 beginning September 2009
August 18	Deadline to apply for Spring & Summer Session 2009 Deferred Examinations
August 31	Deadline for Application to Graduate, Fall 2009
September 3	**Last day for penalty free registration for Canadian residents (Online, Mail, Fax) for Term 1 classes beginning September 2009 Deadline for applying for K-12 (Saskatoon) school placement for Term 1 classes Term 1 classes begin
September 8	Deadline to apply for Spring & Summer 2009 Supplemental Examinations
September 12	Spring & Summer Session 2009 Deferred Examinations
September 17	Last day for changing from audit to credit for Term 1 classes
September 30	Term 1 tuition and materials fees due and payable
October 17	Spring & Summer Session 2009 Supplemental Examinations
October 19	Deadline to apply for final examinations for Term 1 classes
October 31	Fall Graduation (No ceremony)
November 15	Last day for changing from credit to audit for Term 1 classes Deadline to cancel without academic penalty for Term 1 classes
December 1	Deadline to submit a Supervisor Approval Form for TESL 42 for Term 2 classes
December 1	*Admission deadline for International residents – Term 2 beginning January 2010 Deadline to submit a Supervisor Approval Form for TESL 42 for Term 2 classes
December 12	Final Examinations for Term 1 classes
December 15	*Admission deadline for Canadian residents - Term 2 beginning January 2010 **Registration deadline for International residents – Term 2 beginning January 2010
January 4, 2010	**Last day for penalty-free registration for Canadian residents (Online, Mail, Fax) for Term 2 classes beginning January 2010 Deadline for applying for K-12 (Saskatoon) school placement for Term 2 classes. Term 2 classes begin
January 15	Last day for changing from audit to credit for Term 2 classes
January 20	Deadline to apply for Term 1 Deferred & Supplemental Examinations
January 29	Term 2 tuition and materials fees due and payable

February 8	Deadline to apply for final examinations for Term 2 classes
February 16	Deferred & Supplemental Examinations begin for Term 1 classes
March 15	Last day for changing from audit to credit for Term 2 classes Deadline to cancel without academic penalty for Term 2 classes
March 31	Deadline for Application to Graduate, Spring 2010
April 1	Spring & Summer Session 2010 Admission Deadline for International Residents
April 10	Final Examinations for Term 2 classes
April 15	Spring & Summer Session Admission Deadline for Canadian Residents
May 8	Spring Graduation Exercises
May 12	Online Registration Deadline for Spring & Summer Session 2010
May 21	Deadline to apply for Deferred and Supplemental Examinations for Term 2 classes
June 10	Deferred and Supplemental Examinations begin for Term 2 classes
August 31	Deadline to apply to Graduate, Fall 2010
October	Fall Graduation (no exercises)

***We respectfully ask that you submit your application for admission by the deadlines indicated above. We are sorry but we are not able to accept applications beyond these dates.**

Once your application for admission has been accepted, you will be eligible to register for courses using the University of Saskatchewan's online system known as PAWS (Personalized Access to Web Services, see page 29). Information on how to access PAWS will be emailed to you in your admission letter.

**** You are strongly encouraged to register in your course(s) by August 15 (Term 1) and December 15 (Term 2) to ensure that your course materials reach you before the start of classes. This is particularly important for Term 2 classes as University services (including the Bookstore) will be closed from December 24, 2009 through to January 4, 2010.**

International students are not permitted to register in courses after August 15th (Term 1) and December 15 (Term 2.)

The CERTESL Program

The Certificate in Teaching English as a Second Language Program is a university-based, non-degree program that prepares people to teach the English language professionally.

CERTESL offers two streams of study:

- Teaching English as a Second Language (TESL) and
- Teaching English as a Foreign Language (TEFL).

You may refer to Appendix 1 at the back of this handbook for some frequently asked questions regarding TESL and TEFL.

Six courses, following one of the above streams of study, must be successfully completed for a student to be awarded the CERTESL Certificate. All of the courses are delivered via distance education using primarily print. Some courses utilize audio cassettes, as well as CDs and/or DVDs, necessitating access to audio and CD/DVD playback equipment. You will have the option to take some CERTESL courses with interactivity via computer conferencing, enrolment numbers permitting. See Appendix 1 for details.

The Certificate is designed to be completed through part-time independent study with an option of a four-week on-campus summer practicum (offered if numbers of students warrant). Students unable to attend the on-campus supervised practicum may opt for a distance-delivered supervised practicum available during the fall, winter, or spring and summer sessions or they may choose to do a Professional Project (TESL 43) in lieu of the practicum. CERTESL students who do not have prior teaching experience or B.Ed. degrees are required to complete the practicum option (TESL 42). Note that eventual adult ESL teacher accreditation by TESL Canada or TESL Ontario requires the practicum regardless of previous teaching experience. Please refer to the course descriptions for more information on the Practicum and the Project.

Background

The University of Saskatchewan has established the Certificate Program in Teaching English as a Second Language (CERTESL) in response to essential needs in Canada and around the world. The need for university-based training in the teaching of English as a second or foreign language is reflected in:

- A growing concern by teachers in all parts of Canada with respect to teaching basic English-language skills to students whose native language is not English;
- A myriad of voluntary and education organizations challenged to provide literacy training and basic upgrading skills to adult, adolescent and younger learners of English;
- Increasing recognition of the use of English as an important language of trade and commerce in the international realm;
- A need for readily accessible programs in teaching English as an additional language to meet the above concerns.

The CERTESL Program is aimed at meeting the needs of current and prospective instructors of English-language learners who may match one of the following descriptions:

- Instructors with experience teaching English as an additional language who desire formal qualifications in the field;
- Experienced/certified educators who either wish to update their knowledge in the field of TESL/TEFL or wish to change their career paths;
- Instructors in agencies which deal with English-language learners at all levels and ages;
- Instructors or other individuals in agencies working with immigrants, refugees, Indian and Métis students, and international students;
- Individuals who plan to become employed overseas as instructors in English as a Foreign Language (EFL) programs.

Program Recognition

CERTESL is an award-winning program and is officially recognized by TESL Canada. It is also accepted by the three provincial professional organizations which provide teacher accreditation or certification services: Saskatchewan's SCENES, TESL Ontario and Alberta TESL. Some, though not all, employers will want you to be certified by either TESL Canada or your provincial TESL organization. The question of whether you seek such regional certification is up to you. You have the responsibility of checking with your regional TESL organization about their certification requirements as such requirements may change over time. Note that accreditation or certification by TESL Canada and all other professional TESL organizations in Canada is open only to holders of a university degree.

Information regarding the national standards for adult ESL instructors can be obtained by contacting TESL Canada, 408 – 4370 Dominion Street, Burnaby BC V5G 4L7 or www.tesl.ca At this site you will also find links to the provincial affiliates organizations.

Currently, students wishing certification by TESL Canada or TESL Ontario are required to take TESL 42, the professional practicum. Students seeking TESL Canada Standard II certification must complete a total of seven courses in CERTESL including the practicum. Students seeking eventual TESL Ontario certification must complete a total of seven courses including the Practicum and must also complete a Practicum Additional Hours Module. Ontario students are advised to check with their TESL Ontario and with the CERTESL academic coordinator about these requirements, which may be carried out under the auspices of a local supervisor approved by CERTESL.

For certification purposes, TESL Canada and TESL Ontario only recognize a practicum that has been completed in adult teaching situations (with students over 16 years of age for TESL Canada or over 18 years of age for TESL Ontario who may be enrolled in English-language studies in adult programs or bridging programs but are **not** engaged in completion of regular high school courses). If you plan to seek certification through either of these two bodies, make sure that your placement enables you to work with the appropriate age groups. SCENES (Saskatchewan) and ATESL (Alberta) accredit teachers of both adults and children, so if you are planning to teach in Saskatchewan or Alberta you may work with your choice of age group during your practicum. If you are planning to seek recognition by any other professional body, please check this and other requirements carefully before choosing your practicum location.

Note that TESL Ontario and ATESL require completion of CERTESL's TESL stream, not its TEFL stream.

In order to meet the requirements for teaching licensure in Canadian or U.S. public elementary and secondary school systems, you will need a B.Ed., M.Ed. or Post-graduate Diploma in Education. CERTESL, in combination with one of these Education credentials, can be a useful supplement if your career objective is to teach ESL to children or teens in a number of North American jurisdictions (please consult your provincial or state licensure or certification authority before choosing your program). In the Saskatchewan pre-K-12 education system, CERTESL is recognized as an 18-credit Integrated Program Component of the 30-credit Additional Qualification Certificate (AQC). In addition, a ten-course extended version of CERTESL is recognized as a complete AQC. If you hold a B.Ed. or PGDEd. and plan to teach in Saskatchewan, you may obtain further information about the salary and other benefits of AQC status and the requirements for completing an AQC from the Saskatchewan Teachers Federation or Saskatchewan Learning. You should also contact the CERTESL Academic Coordinator for academic counseling before you enter the CERTESL Program.

Note that Saskatchewan AQC applicants must complete the Independent Studies Degree Credit courses ECUR 291.3, 391.3 and 393.3 rather than their certificate-stream twins TESL 21, 31 and 35. Applicants who teach in public elementary or secondary schools in other provinces or states should consult the teacher licensure or certification bureaus in their provincial or state ministries of education in order to find out if this combined degree and certificate credit stream has a similar advantage in their own jurisdictions. Ontario students who wish to leave the door open to an Ontario College of Teachers Additional Qualification in TESL, and teachers in other provinces who require degree credit status in order to qualify for bursaries and other benefits offered by their school divisions, are also advised to complete the ECUR rather than the TESL sections of these courses.

If you intend to register for the Independent Studies Degree Credit Course equivalents, you must meet the admission requirements of the University of Saskatchewan and follow admission and registration procedures for degree courses. Information is available at <http://explore.usask.ca/admission/> (**This path is necessary if you are a Saskatchewan K-12 teacher planning to use CERTESL as the base for an Additional Qualification Certificate.**) You cannot use the CERTESL admission form if you want to register for degree credit classes. You will complete the CERTESL admission form only when you are ready to register for TESL courses.

Detailed information regarding how CERTESL fits into the various accreditation and certification streams across Canada, along with basic information about certification for teaching overseas, can be found in our online accreditation manual located at www.ccde.usask.ca/go/certesl

Computer-Enhanced Courses

You will have the option to take some CERTESL courses with an interactive online component. You will still receive the print-based course guide and you will be able to interact with your instructor and peers via computer conferencing. This type of

interaction will deepen your knowledge of the content and help you bridge theory and practice. Participation will be part of your grade for the course and will replace the study questions and activities present in the print-based version of CERTESL courses. You will still be required to do assignments and the final examination for the course. Computer connectivity for those who would like to enroll in the computer conference version of a course requires:

- some basic experience clicking your way through web sites and sending electronic messages (e-mail);
- regular access to a computer and the Internet;
- Your computer must be capable of running a web browser that is supported by Blackboard. For a supported browser list, please visit: www.webct.com/tuneup/

The following courses are available in the computer-enhanced format, subject to minimum enrolment requirements and the schedule of course offerings: TESL 21, TESL 31, TESL 32, TESL 35 and TESL 36.

Recommendations for Course Load

When you finish the regular CERTESL program, you will have received 250 hours of professional training; those planning TESL Ontario certification will have received 310 hours because they will have taken seven classes plus Practicum Additional Hours; and those planning Standard II TESL Canada certification will have completed 290 hours. We recommend that the six or seven courses in your CERTESL Program be spread over one to two years, but it is possible for applicants with appropriate qualifications to complete the program in two semesters (eight months) with special permission from the Academic Coordinator. Each CERTESL course is intended to be approximately equivalent in study hours to one 3-credit-unit degree course (ten hours per week). Students wishing to take longer than five years to complete the Certificate will have their program reviewed to ensure that it is current. As in the degree credit programs, you will have to be registered in three CERTESL courses per term before you are considered by the University to be a full-time student.

If you are planning to take more than one course at a time, here are some factors you may wish to consider:

- Amount of time available. You should allow for ten hours of study per week for each course.
- Your background. Students with some or all of the following characteristics tend to manage more than one course at a time better than do other students:
 - post-secondary education - students with a university degree or at least several university level courses;
 - English-language teaching experience;
 - other teaching experience;
 - experience with independent study/distance learning.

In order to study on a full-time basis, you must obtain special permission from the Academic Coordinator. Such permissions are most commonly granted to experienced and

degreed English-language teachers, holders of B.Ed. degrees, and holders of Master's-level credentials of other types.

Access to English-Language Learners

English-language learners (ELLs) are children or adults whose first language is not standard English, who are therefore learning English as a language additional to their first language (EAL, or English as an Additional Language), and who have not yet reached an advanced level of proficiency. To be able to complete courses in the CERTESL program, you must have access to English-language learners because some assignments need to be related to real people.

Access need not be in a formal classroom setting, although you will be required to observe learners in ESL (English as a second language), EFL (English as a foreign language) or ESD (English skills development or second dialect) classrooms. English-language learners could be neighbours, friends, relatives, etc. If you plan to work with Aboriginal students to whom standard English is a second dialect (ESD, or English Skills Development), you may also work with that type of learner for course purposes. It is your responsibility to locate learners you will be working with and we strongly advise you to identify your learners as ESL, EFL or ESD in your course assignments.

If you are unable to gain access to such learners, your instructor may be able to help you locate agencies that work with learners for you to contact or, if there are no learners in your community, the instructor may consider an alternate assignment. Your practicum (TESL 42) must be conducted in a regular classroom setting.

Observation Across CERTESL Requirement

You must complete ten hours of observation in an EAL classroom prior to registering in TESL 42 - Supervised Practicum or TESL 43 - Professional Project. This requirement will be completed during your program of studies. A section of your course guides, entitled "Observation Across CERTESL," details this requirement. These hours should be spread out through your pre-practicum terms of study. During your regular CERTESL practicum, you will complete an additional ten hours of observation and ten hours of classroom teaching along with associated coursework.

A Protocol for working with EAL learners, practitioners and delivery agencies will be sent to you with your letter of admission. CERTESL students who do not follow this protocol may be denied admission by EAL delivery agencies. Note that students planning to seek TESL Ontario accreditation must do more observations and practicum teaching than required by CERTESL.

English Proficiency

High standards of oral and written proficiency in English are required for you to complete this program successfully. This will be assessed in all courses, but especially during the practicum. Written assignments are marked for content, presentation and organization, as well as for mechanics. If your tutor/marker feels that your language skills are below the expected levels, she or he will inform you and will provide suggestions for improvement. You will be required to meet your tutor/marker's expectations for improvement in order to pass the course. During the practicum (TESL 42) if any concerns arise with regard to

your speaking abilities in English, you may be required to improve to a level equivalent to CanTEST Band 5 before a pass mark will be given. CanTEST descriptors will be provided in your course guides. Please see the English Proficiency Requirements for admission to the CERTESL Program on page 12.

Students requiring assistance in writing effective essays, reports, etc. may contact either the CCDE Writing Centre or the University Learning Centre (ULC) Online Writing Help. For full details, visit their website at <http://www.ccde.usask.ca/writing/>

The CERTESL Program consists of two streams of study: Teaching English as a Second Language (TESL) and Teaching English as a Foreign Language (TEFL). Six courses, following one stream of study, must be successfully completed to be awarded the CERTESL Certificate. The two streams are outlined on the following page. Please see Appendix 1 for some frequently asked questions on the differences between TESL and TEFL. The TESL stream is required for those planning to seek TESL Ontario accreditation.

Program Availability

Most courses in the CERTESL program are offered at a distance in either a print-based or computer-enhanced format three times a year:

Regular Session Term 1: September - December

Regular Session Term 2: January - April

Spring and Summer Session: May - August

This handbook is for admission and registration for the Regular Session 2009-2010 (Term 1 and Term 2). The Registration Handbook for the Spring & Summer Session is available in March of each year and will be posted to the CERTESL website at that time.

Please also note that TESL 34 and TESL 43 are not offered every term; availability is subject to adequate enrolment.

Program Curriculum

Six courses, following one of the above streams of study (see note below), must be successfully completed for a student to be awarded the CERTESL Certificate.

TESL Stream

1. TESL 21 - Overview of Teaching English as a Second Language (TESL), OR ECUR 291.3
2. TESL 31 - TESL Theory and Skill Development, OR ECUR 391.3, OR TESL 34 - TESL/TESD for Aboriginal People
3. TESL 32 - Materials Selection and Development in Language Teaching, OR TESL 36 – Literacy in TESL/TESD
4. TESL 33 - English Grammar and Phonology
5. TESL 35 - Approaches to Language Teaching, OR ECUR 393.3
6. TESL 42 - Supervised Practicum (4 weeks, summer on-campus); OR Supervised Practicum (distance delivered); OR TESL 43 - Professional Project

Prerequisites/co-requisites

- TESL 21 is prerequisite or co-requisite to all other 30-level TESL courses.
- TESL 31 or TESL 34 is prerequisite or co-requisite to all other TESL courses.
- A minimum of three courses must be completed before registering in TESL 42 or 43. (TESL 21, TESL 31 or 34, and one other 30-level CERTESL course.)
- If TESL is a new field for you, you are advised to complete TESL 21 and TESL 31 or TESL 34 before taking any senior CERTESL courses.

TEFL Stream

1. TEFL 11 - Communicative Language Teaching I
2. TEFL 12 - Communicative Language Teaching II
3. TESL 32 - Materials Selection and Development in Language Teaching, OR
TESL 36 – Literacy in TESL/TESD
4. TESL 33 - English Grammar and Phonology
5. TESL 35 - Approaches to Language Teaching
6. TESL 42 - Supervised Practicum (4 weeks, summer on-campus); OR Supervised
Practicum (distance delivered), OR
TESL 43 - Professional Project

Prerequisites/co-requisites

- TEFL 11 is prerequisite or co-requisite to TEFL 12.
- TEFL 12 is prerequisite or co-requisite to all other CERTESL courses.
- A minimum of three courses must be completed before registering in TESL 42 or 43. (TEFL 11, TEFL 12 and one other senior CERTESL course.)
- If TEFL is a new field for you, you are advised to complete TEFL 11 and TEFL 12 before taking any senior CERTESL courses.

IMPORTANT: For TESL Ontario certification, you must complete the TESL STREAM including TESL 21, 31, 32, 33, 35, 42, a supplementary Practicum Additional Hours module, and one additional course (either TESL 36 or 43). See the CERTESL website for the Practicum Additional Hours Module Application.

For TESL Canada Professional Standard I certification, you can complete either stream, but take TESL 42 and do not take TESL 34. For TESL Canada Professional Standard II eligibility, you will take one additional course in CERTESL, selecting from among TESL 32, 34, 36, and 43.

If you teach in a public elementary or secondary school system, remember that there may be an advantage in ECUR 291, 391 and 393 registration. Consult your Ministry of Education and the CERTESL academic coordinator.

Transfer Credit

Course work successfully completed within the last ten years and deemed to be equivalent to our TESL/TEFL courses may be transferable into the CERTESL Program. (e.g., U of S course ECUR 291.3 is accepted in place of TESL 21; U of Regina's ELNG 316 is accepted in place of TESL 31). You may transfer credits into the CERTESL Program up to a maximum of 50% of the program (the equivalent of three TESL/TEFL courses). If you wish to have course work evaluated for possible transfer, please use the course transfer application located on the CERTESL website.

There is no provision for transfer credit or waiver for TESL 42 or 43, except in exceptional circumstances that must be discussed in depth with and approved by the Academic Program Coordinator.

The following U of S degree credit courses are considered transferable to the respective TESL courses:

College of Education course	CERTESL Program course
ECUR 291.3	TESL 21
ECUR 391.3	TESL 31
ECUR 393.3	TESL 35

The College of Education versions of these classes may carry prerequisites. ECUR 291.3 and 391.3 are offered every year, but ECUR 393.3 is offered seldom and would be offered only in response to active interest from several students. However, the CERTESL versions of the courses are offered every year and, with the exception of TESL 34, are offered every term.

Although there is no implied transfer of certificate (TESL) courses to degree courses, in practice, the College of Education accepts TESL 21 and 31 for advanced standing should a student who has completed TESL 21 needs the degree credit sections of the following courses because the TESL courses are identical in every way to their ECUR equivalents.

If you intend to register for the Independent Studies Degree Credit Course equivalents listed above, you must meet the admission requirements to the University of Saskatchewan and follow admission and registration procedures for degree courses. Information is available at: <http://explore.usask.ca/admission/> (**This path is necessary if you are a Saskatchewan K-12 teacher planning to use CERTESL as the base for an Additional Qualification Certificate.**) You cannot use the CERTESL admission form if you want to register for degree credit classes.

Admission to CERTESL

English Proficiency Requirement

The language of instruction at the University of Saskatchewan is English. Applicants for admission to the CERTESL Program whose first language is not English must present evidence of proficiency in both oral and written English. Any of the following will be accepted as satisfactory evidence for admission purposes:

- a) Three years of attendance in a Saskatchewan high school (or another acceptable English-language educational institution) including complete secondary-level standing with credit for English Literature and Composition in each of Grades X, XI and XII.
- b) Successful completion of 18 credits of study in a post-secondary institution in which English is the medium of instruction.
- c) Test of English-language proficiency according to the following tests and scores:
 - Test of English as a Foreign Language (TOEFL) (paper-based: 550) (computer based: 213) or ibT 90 (with a minimum of 20 in each part);

- Michigan Test of English Language Proficiency (MELAB) (85);
 - International English Language Testing System (IELTS) (Band 6.5 or higher);
 - Canadian Test of English for Scholars and Trainees (CanTEST) (minimum Band 4.5 in all four skills);
 - Canadian Academic English Language (CAEL) Assessment (score of 60 or higher);
 - University of Cambridge Certificate of Proficiency in English (CPE) (grade level C or higher).
- d) Successful completion of the University of Saskatchewan English for Academic Purposes (EAP) course at the 50 level, or Advanced Level (ESL 050) of the University of Regina's Intensive English as a Second Language program plus completion of Academic Writing Elective A.

Only the above tests will be accepted as proof of English proficiency. The test score must be forwarded directly to the CERTESL Program Office by the testing centre, to be received no later than the deadline for receipt of applications.

If your proficiency does not meet these levels, you may be eligible to enter the shorter TEFL program which requires only TOEFL 500/TOEFL iBT 80 (minimum 20 in each band)/University of Saskatchewan EAP level 45/CanTEST Band 4.0. Please consult the CERTESL Coordinators for more information about this option. TEFL Program students whose English later improves to the mandatory CERTESL entrance level, who have written and passed the optional final examinations, and who have achieved an overall average of 60% for both components of TEFL may be eligible to receive transfer credit into CERTESL.

Entrance Essay

You must submit a 250-word essay outlining your reasons for applying to the CERTESL program. The essay must be written in prose form (not point form). Your essay may be shared with your course instructors.

Transcripts

For purpose of admission to a certificate program, photocopies of high school standing and post-secondary education will be considered acceptable. These photocopies should be included with the application form and must be received by the application deadlines. However, we strongly encourage applicants to arrange for submission of official statements and transcripts. If you wish to transfer any course work to the program or wish to register for a degree course at the University, then official statements are required. Official transcripts are to be sent directly to the Centre for Continuing and Distance Education Office from the issuing institution and will not be accepted from the applicant to be considered "official." Transcripts received become the property of the University of Saskatchewan and will not subsequently be released or photocopied for the student or forwarded to other institutions. If you have attended the University of Saskatchewan previously, the required documentation may already be on file.

Permanent Resident (Landed Immigrant) Status

If you have permanent resident status in Canada, you must submit a copy of your record of landing certificate with your application for admission. If this document is not received by the admission deadline, you will be assessed the international tuition fee (see page 20). A copy of a permanent resident card (both sides) is acceptable.

Educational Requirements

Applicants to the CERTESL program are granted admission only to this program at the University. If a student wishes to enroll in a degree credit course, general admission procedures must be followed through Student and Enrolment Services and full documentation provided. **Remember that although a degree is not required for CERTESL acceptance, it will be required if you later need provincial or TESL Canada certification. If you plan to teach overseas, most developed countries and some less-developed countries require degrees before they will issue legal teaching visas.**

Applicants to the CERTESL Program must meet one of the following educational requirements:

Regular Admission

This category is for applicants who have complete secondary level standing (24 credits) in Saskatchewan or its equivalent, and for applicants who are either in attendance at, or have attended, other recognized post-secondary institutions. GED, ABE, and ACE subjects are not acceptable for regular admission to the Certificate program. Saskatchewan Grade XII statements may be requested at a cost of \$15.00 from Student Services Unit, Saskatchewan Learning, 1500 - 4th Avenue, Regina, SK. S4P 3V7 Ph: 306-787-6012.

Special (Mature) Admission

This category is for older learners who do not qualify for regular admission. To qualify for special admission, applicants must be at least 21 years of age before the first day of the session to which they are applying and must not meet one or more of the requirements for regular admission. Applicants for Special Admission must have completed Grade XII English courses in Literature and Composition. ABE 12 courses will be acceptable for this purpose. To be considered for Special Admission, applicants must submit the following:

- proof of age;
- a written request for Special Admission, which must include a statement why the applicant has chosen this area of study and a summary of work and personal experience since leaving school. It is suggested that students who have résumés submit one as well.
- copies of supporting documents covering any non-credit programs the applicant might have completed;
- transcripts for any Saskatchewan Grade XII or equivalent subjects, or courses at a recognized post-secondary institution.

Probationary Admission

This category is for applicants who lack regular admission requirements and are not admitted under Special Admission. Students may be admitted on a “Probationary Basis” and take up to two courses (maximum of one per term). Students who are accepted on a “probationary basis” and who pass both courses with an average mark of 60% or better will then be deemed to have met the regular admission requirements.

Schedule of Course Offerings

The courses listed below are offered by distance delivery during Regular Session 2009-2010. Courses with insufficient enrolment, i.e. fewer than 5 students, are subject to cancellation. Tuition fees listed below are for Canadian citizens and landed immigrants (permanent residents). Please see page 22 for international student fees.

TESL 21, TESL 31, TESL 32, TESL 35, and TESL 36 are available in a computer-enhanced version. See Appendix 1 on page 41 for complete details. The section number for a computer-enhanced course is W01 (Term 1) and W02 (Term 2).

Communicative Language Teaching I

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TEFL 11	X01	T1T1	81579	\$440.00	\$50.00	Print Based
TEFL 11	X02	T2T2	21256	\$440.00	\$50.00	Print Based

Communicative Language Teaching II

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TEFL 12	X01	T1T1	81581	\$440.00	\$50.00	Print Based
TEFL 12	X02	T2T2	22255	\$440.00	\$50.00	Print Based

Overview of Teaching English as a Second Language

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 21	X01	T1T1	81622	\$440.00	\$65.00	Print Based
TESL 21	W01	T1T1	81624	\$440.00	\$65.00	Computer Enhanced
TESL 21	X02	T2T2	22259	\$440.00	\$65.00	Print Based
TESL 21	W02	T2T2	22263	\$440.00	\$65.00	Computer Enhanced

TESL Theory & Skill Development

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 31	X01	T1T1	81625	\$440.00	\$70.00	Print Based
TESL 31	W01	T1T1	81628	\$440.00	\$70.00	Computer Enhanced
TESL 31	X02	T2T2	22264	\$440.00	\$70.00	Print Based
TESL 31	W02	T2T2	22268	\$440.00	\$70.00	Computer Enhanced

Materials Selection & Development in Language Teaching

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 32	X01	T1T1	81630	\$440.00	\$40.00	Print Based
TESL 32	W01	T1T1	81632	\$440.00	\$40.00	Computer Enhanced
TESL 32	X02	T2T2	22270	\$440.00	\$40.00	Print Based
TESL 32	W02	T2T2	22274	\$440.00	\$40.00	Computer Enhanced

English Grammar and Phonology

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 33	X01	T1T1	81633	\$440.00	\$70.00	Print Based
TESL 33	X02	T2T2	22275	\$440.00	\$70.00	Print Based

TESL/TESD for Aboriginal People

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 34	X02	T2T2	24358	\$440.00	\$85.00	Print Based
TESL 34	W02	T2T2	24357	\$440.00	\$85.00	Computer-Enhanced

Approaches to Language Teaching

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 35	X01	T1T1	81638	\$440.00	\$65.00	Print Based
TESL 35	W01	T1T1	81639	\$440.00	\$65.00	Computer Enhanced
TESL 35	X02	T2T2	22278	\$440.00	\$65.00	Print Based
TESL 35	W02	T2T2	22280	\$440.00	\$65.00	Computer Enhanced

Literacy in TESL/TESD

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 36	X01	T1T1	84878	\$440.00	\$70.00	Print Based
TESL 36	W01	T1T1	85564	\$440.00	\$70.00	Computer Enhanced
TESL 36	X02	T2T2	25223	\$440.00	\$70.00	Print Based
TESL 36	W02	T2T2	25222	\$440.00	\$70.00	Computer Enhanced

Supervised Practicum (distance-delivered)

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 42	X01	T1T1	81640	\$440.00	\$150.00	Print Based
TESL 42	X02	T2T2	22281	\$440.00	\$150.00	Print Based

Permission required. Call 306-966-6488; Email: certificates.admin@usask.ca

Professional Project

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 43	X01	T1T1	81642	\$440.00	\$40.00	Print Based
TESL 43	X02	T2T2	22283	\$440.00	\$40.00	Print Based

Permission required. Call 306-966-6488; Email: certificates.admin@usask.ca

Key to Course Abbreviations

Abbrev. (e.g., TESL)

Course Number (e.g., 21)

Class Section Number (e.g., X01)

Term (e.g., T1T1)

CRN – Course Reference Number (5-digit number needed for online registration)

Application Procedures

To apply for admission to the CERTESL Program, please submit the application form together with the applicable transcript documentation, 250-word entrance essay indicating why you are applying to the program, and the \$75.00 application fee and return to (see Admission Requirements on pages 13-16 for complete details):

By mail: CERTESL Program, Centre for Continuing and Distance Education
University of Saskatchewan
464 Williams Building
221 Cumberland Avenue North
Saskatoon, Saskatchewan S7N 1M3

By fax: (306) 966-5590 Attn: CERTESL Program

If you are new to the University of Saskatchewan, you must submit a \$75.00 application admission fee with the application form. Make cheque or money order payable to “The University of Saskatchewan.” Previous U of S students who are new to the CERTESL Program must complete the application for admission form and submit the entrance essay, but are not required to submit transcripts nor pay the \$75.00 admission fee.

All documentation must be received by the application deadline date in order for you to be fully admitted and permitted to register for courses by the registration deadline. **Please apply early to ensure you are able to register online by the registration deadline dates, and so the course materials will reach you before the start of classes.**

Application Deadlines

The application deadlines are as follows:

Regular Session Term 1 – August 1, 2009 (International Residents)

Regular Session Term 1 – August 15, 2009 (Canadian Residents)

Regular Session Term 2 – December 1, 2009 (International Residents)

Regular Session Term 2 – December 15, 2009 (Canadian Residents)

For TESL 42 Supervised Practicum (distance delivered) application for Supervisor Approval must reach the CERTESL Program Office by August 1, 2009 (Term 1) and December 1, 2009 (Term 2) . For TESL 42 Supervised Practicum (distance delivered) Spring & Summer Session, application for Supervisor Approval must be received by April 15.

We are not able to make exceptions to these deadline dates. Please submit your approval form early to avoid disappointment.

Registration Procedures

Once you have been admitted to the program, you will receive an admission package that will include your University of Saskatchewan Student number, Network Services ID (NSID) and password. You will then be permitted to register online for classes.

Online Registration

Step-by-step instructions for online registration can be found at:

<http://www.paws.usask.ca>

Registration by Mail or In-Person

You may mail in your registration form or drop it off at:

Centre for Continuing & Distance Education
University of Saskatchewan
464 Williams Building
221 Cumberland Avenue North
Saskatoon SK S7N 1M3

Office Hours: Monday – Friday; 8:30 am – 12: noon; 12:30 pm – 4:30 pm

Be sure to include your name, student number and class details (subject, number, CRN) on your request.

Registration by Fax

You may fax your registration request to 306-966-5590. Be sure to include your name, student number and class details (subject, number, CRN) on your request.

Registration by Email

Email your class selection to certificates.CCDE@usask.ca Be sure to include your name, student number and class details (subject, number, CRN) on your request.

Please see the Schedule of Course Offering on page 16 for the Course Reference Number (CRN) for each TEFL and TESL class. BEFORE YOU REGISTER, please note that it is YOUR responsibility to make sure you have the required prerequisites and other class-specific requirements (e.g., Observation Across CERTESSL Report must be submitted before registering in TESL 42 or 43). You must ensure that classes selected are appropriate to your stream, including the number of classes needed to complete requirements for graduation. Particular care should be taken with the sequence in which classes are taken to meet any prerequisite requirements. If you are not sure you have the required prerequisites, it is strongly recommended that you obtain Academic Advising by calling the CERTESSL program office.

Registration Deadlines

Term 1 – September 3, 2009 (August 15 for International Residents*)

Term 2 – January 4, 2010 (December 15 for International Residents*)

***All students are encouraged to register by August 15 (Term 1) and December 15 (Term 2) to ensure that your course materials reach you before the start of classes.**

International students are NOT permitted to register after August 15th (Term 1) and December 15 (Term 2). The shipping and handling fee of \$35.00/course will be assessed to your student account prior to the materials being shipped.

Late Registration Fees

If you are granted late registration after the registration deadlines, the last day for penalty free registration is September 3, 2009 for Term 1 classes and January 4, 2010 for Term 2 classes. A late registration fee of \$35.00 per course will be charged if you register after the deadlines listed above, whether or not permission to register late has been obtained. Late registration fees are non-refundable.

Spring and Summer 2010

Application and Registration information for the Spring and Summer Session 2010 (May-August) will be available in March 2010. Information for TESL 42, on-campus summer practicum (July) will be included in the handbook as well as on the CERTESL website.

Audit Provisions

You may elect to take courses on an “audit” basis. If you opt for audit status, you will be assessed the same fees as students registered for credit within the CERTESL Program and will have the same rights regarding access to an instructor and completion of assignments, but you will not be permitted to write the final examination; nor will you be assigned a final grade for the course. You will be assigned a student number and a transcript status of “AU.” If you wish to change your course registration from audit to credit, or credit to audit, you must have your class change approved and processed by the CERTESL Program Office. The final date for changing from audit to credit for Term 1 is September 16, 2009 and for Term 2 is January 15, 2010. The final date for changing from credit to audit for Term 1 is November 15, 2009 and for Term 2 is March 15, 2010.

Schedule of Fees, 2009-2010 and Spring & Summer 2010

	Canadian Citizens/Landed Immigrants	International Students
*Admission Fee (previous U of S students are exempt)	\$75.00	\$75.00
Per Course Fees		
Tuition or Audit fee	\$440.00	\$660.00
*Materials and/or Lab fee		
TEFL 11	\$50.00	\$50.00
TEFL 12	\$50.00	\$50.00
TESL 21	\$65.00	\$65.00
TESL 31	\$70.00	\$70.00
TESL 32	\$40.00	\$40.00
TESL 33	\$70.00	\$70.00
TESL 34	\$85.00	\$85.00
TESL 35	\$65.00	\$65.00
TESL 36	\$70.00	\$70.00
TESL 42	\$150.00	\$150.00
TESL 43	\$40.00	\$40.00
<i>Other Possible Fees</i>		
Deferred Examinations		\$40.00 – \$80.00
Supplemental Examinations		\$60.00 – \$100.00
Deferred/Supplemental Off-campus exam fee		\$25.00
**Shipping and Handling fee for materials sent outside of Canada and the U.S		\$35.00/course

*The Admission fee and the Materials fees are non-refundable.
 **This fee is to partially offset the costs of sending materials overseas. This fee will be assessed to your student account prior to the materials being shipped.

Tuition for International Students

If you are not a citizen or permanent resident of Canada and register in any undergraduate degree, diploma or certificate program, or as an Open Studies student, you will be assessed tuition using the schedule of tuition for international students. The refund schedule applicable to national students applies to international students.

Fee Payment

Once registered, you are responsible for the payment of all assessed fees. A statement of tuition, materials fees, and other balances owing will be sent out on a regular basis; however, payment is due by the payment deadline regardless of whether or not you receive a statement. You do not need a statement to pay your tuition. Therefore, you should not wait to receive a statement of fees owing before making payment. In fact, depending on when you register and/or add classes, you may not receive a statement. To determine the current amount owing and view accounts, please log in to PAWS (www.paws.usask.ca). Under the ACADEMICS tab you will find the Tuition and Fees

channel. It is particularly important to check your fees if any class changes have been made.

Payment Due Dates, Regular Session 2009-2010

- September 30, 2009: All Term 1 fees due and payable
- January 29, 2010: All Term 2 fees due and payable

If payment is not received on or before these deadlines, a late payment fee equal to 1.5% (19.6% yearly) will be charged monthly on any past due balance. Amounts that remain past due will be charged the late payment fee on a monthly basis until the balance is paid in full. If you add a class after a payment deadline, you must pay your fees immediately for that class or risk incurring a late payment fee.

Failure to make payment by the stated deadlines will result in the withholding of future services by the University and in some cases may result in the termination of student status. You will not receive grades or transcripts, will not receive parchments upon graduation, and you are not eligible for re-registration until all overdue accounts have been cleared with the University. Non-payment of tuition and fees does not constitute an official withdrawal from the University.

Method of Payment

Financial Institution or Automated Banking Machine (ABM)

If you have received a statement in the mail, it can be paid at any financial institution or ATM in Canada. The detachable portion of the statement has microencoding that will allow it to be processed by the financial institution. Take the original statement along with a method of payment (cash, cheque, bank draft, money order) to the financial institution. Please note that financial institutions cannot accept payment by Visa or Mastercard without taking a cash advance which will result in interest charges on your Visa or Mastercard account. To pay at an ATM, include the stub portion along with the payment in the envelope provided by the ATM and follow the on-screen prompts. Payments will be considered to be received by the University on the day that payment is made at the financial institution or ATM as indicated by the bank stamp on the back of the payment stub. Payments processed by the financial institution on the payment due date will be treated as paid on time.

Internet or Telephone Banking

If you have subscribed to your financial institution's telephone or internet banking service, you can pay your tuition using this method. Your account number for the University of Saskatchewan is your student number. The University is registered with the following banks: Bank of Montreal, ScotiaBank, Canadian Imperial Bank of Commerce, Royal Bank of Canada, TD Canada Trust and most Credit Unions (contact your local branch).

Online

You may pay your account balance online with a credit card through PAWS (under the ACADEMICS tab, Tuition and Fees channel).

Mail

Forward your cheque or money order (on which your student number is clearly written) to: Student Accounts and Treasury, E40-105 Administration Place, University of Saskatchewan, Saskatoon SK S7N 5A2. Cheques or money orders should be made payable to "University of Saskatchewan." Cash should not be sent in the mail. Payments sent through the mail must be received by the payment deadline to avoid late payment charges.

In Person

The Student Accounts and Treasury office is located on the Main Floor of the Administration Building. The regular hours of business are 8:30 am to 4:30 pm, Monday through Friday. Cash, Cheque, Interac Debit Card, Visa, and Mastercard are all acceptable methods of payment. To avoid in-person lineups, you are strongly encouraged to make payment online through PAWS, telephone or internet banking service, or at your financial institution.

Canada Student Loans

CERTESL students are eligible for student loans under the same terms as students in other university programs. To receive university confirmation of enrolment for a Canada Student Loan, you must present the approved loan form. It is university policy that total assessed fees will be deducted from Canada Student Loans, unless students are able to produce proof that fees have already been paid. Students with out-of-province loans wishing to pay tuition and students fees for only Term 1 must present a Student Financial Assistance Branch Notice of Assessment indicating further loan disbursements. Without this document, the tuition and student fees for the full year will be deducted. Installment payments will not be allowed. Student loan forms cannot be signed more than 30 days before the start date of classes.

Income Tax Information

Students may claim the following as deductions on their Canadian Income Tax Returns:

- Tuition fees exceeding \$100.00
- An education credit for each month (excluding paid work placements) during which a student was registered on a full- or part-time basis. Consult the current taxation guide for further details.
- Some ancillary fees (Consult the current taxation guide for further details).

A Tuition and Education Credit Certificate (T2202A) will be made available approximately the last week in February for the preceding tax year. Students who were registered during the 2009 calendar year will be eligible for a certificate. To access T2202A certificates:

1. Log on to PAWS (www.paws.usask.ca)
2. Select ACADEMICS
3. Select Student Services
4. Select Student Records
5. Select Tax Forms
6. Select T2202A Tax Credit Form

Fee Assessment and Refunds

Registration automatically results in a financial obligation. Non-payment of fees, non-attendance or non-submission of assignments does not constitute cancellation of a course. If you wish to cancel a course, you must do so officially. Failure to do so will result in liability for all associated fees. If you want to make ANY changes to your course registration, you MUST do it online through PAWS and not through your instructor. You may tell your instructor that you have withdrawn, but the only official way to withdraw is by logging on to PAWS and dropping the class. You may also complete and return the paper registration form indicating the change in your registration (e.g. D for drop). See the CERTESL website at www.ccde.usask.ca/go/certesl (under Registration Procedures) for a copy of the form.

Any credit resulting from dropping a class will be applied against other tuition or fees owed to the University, either for the current term or the next subsequent term. If no monies are owed you may request a refund from Student Accounts and Treasury by filling out a Request for Refund form at www.usask.ca/fsd/forms_and_reports Credit balances will be refunded to the original method of payment (i.e. Canada Student Loans, credit cards).

A non-refundable \$30.00 Complete Cancellation Fee is assessed for students who **completely** cancel their registration in a term regardless of the number of classes registered in or amount of time spent registered in them. Only the Complete Cancellation Fee is charged if the cancellation occurs before the deadline to make registration changes (i.e. September 16 for Term 1 and January 15 for Term 2). You will also be charged a portion of the tuition if the cancellation occurs after the Deadline for Registration Changes (see chart below). However, in the event that the complete cancellation occurs within 24 hours of registration, the fee can be waived. Contact Student Central (306-966-1212; 1-877-650-1212) for more information.

Please note that tuition refunds are not issued before September 30 (Term 1) or January 30 (Term 2).

Term 1

Date of Cancellation	Fees Charged
To Sept. 17	0% (\$30 minimum fee charged)
Sept. 18 - 24	25%
Sept. 25 – Oct. 1	50%
After Oct. 1	100%

Term 2

Date of Cancellation	Fees Charged
To Jan. 15	0% (\$30 minimum fee charged)
Jan. 16 - 22	25%
Jan. 23 – 29	50%
After Jan. 29	100%

Withdrawals

The record of students who cancel courses will indicate W (Withdrawal) or WF (Withdrawal Failure and a failing percentile grade) according to the following dates:

Term 1

September 17 – November 15	W (Withdrawal)
After November 15	WF (Withdrawal-Failure and a failing percentile grade)

Term 2

January 15 – March 15	W (Withdrawal)
After March 15	WF (Withdrawal-Failure and a failing percentile grade)

Students cannot withdraw from a class once the final examination period for the term has begun.

Course Materials and Resources

Once you have registered, a course materials package is sent to you. Course materials will be shipped beginning the first week in August (Term 1) and the first week in December (Term 2). The package includes a course manual that acts as a study guide. The manual contains course instructions, assignments, lecture notes, and comments from the course writers. In some cases the package may include supplementary reading, audio tapes or CDs or DVDs, self-testing materials, and computer-conferencing information. Note that materials fees are non-refundable.

Information regarding the course instructor will also be provided with the course materials. Instructors will be available at specified times to receive collect telephone calls from students resident in Canada and will be available by email. Students out of country are required to bear the cost of telephone calls to their instructors. Under certain circumstances, instructors may also call you to provide assistance or identify problems.

Assignments are submitted according to a specific schedule. The number and length of assignments vary from course to course. Final grades are based on written assignments, participation in computer-conferences (if applicable) as well as a final examination. You must pass the final examination (50% or better) to pass the course. Details regarding submission of assignments are included in the course manual and in the Student Information Handbook sent to you as part of the course materials package. Assignments that are over-sized (i.e., do not fit a 9" x 12" envelope) may not be returned.

Supplementary materials may be available from the University Library if you wish to do additional research and reading. However, the Library cannot guarantee that they will be able to lend materials to you if you reside outside of Canada.

Classes with a computer-enhanced (Blackboard) component will be activated and available online within one week of the official start date.

Textbooks

Information on the required and recommended textbooks will be included with the course materials package. For your convenience they are also listed in the course descriptions at the back of this handbook. You do not have to wait to receive your course materials before ordering your textbooks, and are encouraged to place your order early to avoid delays. Textbooks may be ordered with MasterCard or Visa at:

- In Person: University Bookstore, Marquis Hall, University Campus,
Monday-Friday, 8:30 a.m.-4:30 p.m. during summer; 8:30 a.m.-
5:00 p.m. September-April
- Mail Order: University Bookstore, University of Saskatchewan, 97 Campus
Drive, Saskatoon S7N 4L3
- Phone/Fax: FOR ORDERS ONLY, call toll free (Canada only) at 888-214-
8888, or Phone: 306-966-4476 (Collect calls not accepted) Fax:
306-966-7416
- Online store: www.uofsbookstore.com

Booksearch: http://www.usask.ca/consumer_services/bookstore/

Be specific about the course for which textbooks are being ordered (e.g., TESL 21 X01) and include as much information as possible regarding author, title, edition, publisher and ISBN (if provided). The University Bookstore should be contacted in advance concerning its refund policy, should it become necessary to return a particular textbook after it has been received. If a book is marked in any way, it will NOT be returnable. You may also order or purchase textbooks through your local bookstore.

You are encouraged to register and order textbooks early. Registering late may result in textbook shortages and delays. **Overseas students in particular are encouraged to order textbooks and the TESL Live package as soon as you are informed of your acceptance, since delivery to some locations can take up to six weeks.**

Final Examination Dates

- Term 1: December 12, 2009; 9:00 a.m. and 2:00 p.m.
- Term 2: April 10, 2010; 9:00 a.m. and 2:00 p.m.

Examinations Regulations

Examination security difficulties are inherent in the accommodation of requests for alternate final examinations. Therefore, you must regard registration as a commitment to accept the final examination dates and the University's policy on deferred examinations. You are expected to write the final examination for all courses on the regular examination dates immediately following the term in which you registered for the course and in accordance with the normal invigilation procedures for Independent Studies degree courses.

You are required to complete an Application Form for Final Examination that will be forwarded to you from the Centre for Continuing and Distance Education Office with your course materials. **If you fail to return the application form, no arrangements will**

be made for you to write a final examination and you will receive a failing grade. Students returning application forms after the application deadline dates will be financially responsible for having the examination(s) sent out courier-collect to their invigilator.

Final examinations will be held at selected centres based on student registrations. These centres are classified as “regular” centres. No fee will be charged for writing a final examination at a regular centre, unless the examination is deferred or supplemental. Regular examination centres are able to accommodate two examination sittings.

If you are unable to write the final examination(s) at a regular centre or are taking more than two courses in one term, application for establishment of a “special” centre should be made. You will be responsible for making your own arrangements to write the examination(s) at an educational institution under the supervision of an invigilator approved by the Centre for Continuing and Distance Education Office. In addition, you will be responsible for any financial reimbursement for invigilation that may be required. Special centres must be neutral locations and invigilators must be arm's-length individuals (not friends, relatives, co-workers or supervisors of the student). **The deadline to apply for final examinations is October 19, 2009 for Term 1 classes and February 8, 2010 for Term 2 classes.**

Deferred Examinations

The rules that govern situations where there is a request for a deferred examination, such as for compassionate, health and other legitimate unforeseen and uncontrollable reasons, are the same as for degree courses. A request for a deferred examination must be directed to the CERTESL Program, Centre for Continuing and Distance Education Office **within three (3) days of the missed examination.** Upon receipt of this request, an application form will be emailed to you. The application form, detailed documentary evidence outlining the reason for the request, and applicable fees must be returned to the CERTESL Program Office by the deadline date indicated.

Deferred examinations are considered either to be "Regular" or "Special." Regular deferred examinations begin February 16, 2010 for Term 1 courses and begin June 10, 2010 for Term 2 courses. A special deferred examination, to be written on an alternate date, may be granted by the CERTESL Program if you submit satisfactory evidence of inability to write during the regular deferred examination period. The fee for a Regular Deferred is \$40.00 (per course) and for a Special Deferred is \$80.00 (per course). The fee for the deferred examination will be charged to your student account if your request is approved. You will be responsible for making your own arrangements to write the examination(s) under the supervision of an invigilator approved by the CERTESL Program Office. In addition, you will be responsible for any financial reimbursement for invigilation that may be required.

Supplemental Examinations

If you obtain a final mark between 45% and 49%, you may apply to write a supplemental examination. You will be notified of this option by mail and will be sent an application form. The application form must be returned to the CERTESL Program Office no later than January 20, 2010 for Term 1 courses and May 21, 2010 for Term 2 courses.

Supplemental examinations are considered either to be "Regular" or "Special." Regular Supplemental examinations begin February 16, 2010 for Term 1 courses and begin June 10, 2010 for Term 2 courses. Special Supplemental examinations are written on a negotiated date that is approved by the CERTESL Program office. The fee for a Regular Supplemental is \$60.00 (per course) and for a Special Supplemental is \$100.00 (per course). The fee for the supplemental examination will be charged to your student account if your request is approved. You will be responsible for making your own arrangements to write the examination(s) under the supervision of an invigilator approved by the CERTESL Program Office. In addition, you will be responsible for any financial reimbursement for invigilation that may be required.

Please note that an additional \$25.00 fee (per examination) will be charged for deferred or supplemental off-campus examination locations. *The fees for deferred and supplemental exams will be charged to your UofS account if your request is approved.*

Final Grades

You may access your grades through PAWS (www.paws.usask.ca).

PAWS: Personalized Access to Web Services

PAWS is the University of Saskatchewan web portal that provides Personalized Access to Web Services. All registered students have access to email, personal calendars, and administrative services (e.g., final grades). The website is: <http://www.paws.usask.ca>

You will need a Network Services ID (NSID) and password to log in to PAWS. If you already know these, you can log in now. If not, contact the ITS Help Desk by phone at 306-966-4817 or toll-free in Canada 1-800-966-4817 to obtain your NSID and password. Your NSID and password will NOT be released by email.

Transcripts

Official transcripts are issued only upon the written request of the student. If you require an official transcript of your educational record, you must make written application either in person, by mail or facsimile (306-966-6730) to Student and Enrolment Services. Visit: <http://www.usask.ca/calendar/registration/transcripts/> for complete details.

Promotion, Certification and Graduation

CERTESL Program graduation exercises shall be held once per year in the spring. If you complete the academic requirements of the program, you must make Application for Graduation by March 31 if you wish to be awarded the certificate at the spring graduation exercises. In addition, certificates will be available in the fall term to students who have completed the academic requirements, but no graduation exercises will be held in the fall term. Application to receive the certificate in the fall must be made by August 31. Acknowledgment of the preceding fall's graduates will be made at the graduation exercises in the spring.

The following conditions apply in the area of promotion, certification and graduation:

- a) Students must obtain 50% or better in each course.
- b) Students who have failed the same course twice or failed two courses will be advised to discontinue for a minimum of one year and then to re-apply for admission.
- c) Students must maintain an overall average of 60% in the program and have achieved a “pass” designation in the practicum.
- d) Students will be permitted to take the same course more than once in order to raise their average. The highest mark obtained in a particular course will be the one used to calculate the overall average.
- e) Students must submit all assignments and write the final examination in order to be assigned a grade in any given course.
- f) Students must submit all assignments and pass the final examination in order to be assigned a passing grade in any given course. A passing grade is 50%. Students failing the final examination will receive a final grade no higher than 45%.

Students who successfully complete TEFL 11 and 12, or TESL 21 and 31 or 34, with an average of 60% or better will be sent a document confirming completion of content equivalent to our shorter TEFL certificate. Such a document will not be sent to completers of ECUR 291 and 391. However, on request from an ECUR 291 and 391 completer, the Academic Coordinator will prepare a letter confirming completion of equivalent content.

Students with university degrees who have completed the CERTESL program, including the TESL 42 option carried out in an adult program setting, are eligible for TESL Canada Certification. Please contact TESL Canada for details. Visit them online at www.tesl.ca, contact them by phone at 604-298-0312, or mail to 408 – 4370 Dominion Street, Burnaby BC V5G 4L7.

The CERTESL parchment is issued during the May and October graduation periods only. If you have completed all required elements of the program and need to receive confirmation of this for specific time-sensitive employment or academic purposes, the Administrative Coordinator will, upon your request, issue a letter confirming your successful program completion.

Student Rights, Appeals, Academic Dishonesty, Discrimination and Harassment

The University of Saskatchewan’s Standards, Regulations and Procedures on Student Conduct in Academic and Non-Academic Matters, approved by the Senate and Council of the University, may be read at http://www.usask.ca/university_secretary/honesty/Final_document_on_Student_Regulations_oct08.pdf This document provides you with the expectations for ethical behaviour in the teaching-learning environment of the University of Saskatchewan. They are meant to be an educational tool, intended to motivate the members of the University community to engage in thoughtful, ethical behaviour in all of their interactions in the learning

environment. You should review all three sections of the document: the Standard of Student Conduct in Non-Academic Matters; Student Appeals in Academic Matters; and Student Academic Dishonesty Rules. Students should be aware that they are considered responsible adults and will be treated as such in regard to both academic dishonesty and non-academic offenses against staff or fellow students. The results in such cases can be serious, and may lead to suspension or expulsion from the University.

The University is committed to providing all students and employees with an environment that is free of discrimination and harassment. The Discrimination and Harassment Prevention Policy and Procedures are available at: www.usask.ca/dhps/ Students with physical disabilities should consider registering with the Disability Services Office at 306-966-7273 or visit the website at: <http://students.usask.ca/support/disability/dss/contact/>

Transfer Credit of U of S Degree Credit Courses

As outlined on page 13, the following degree courses are available by Independent Study during the Regular Session 2009-2010 and are transferable to the CERTESL program (within the maximum of three courses transfer allowance). K-12 teachers planning to apply for a Saskatchewan Additional Qualifications Certificate (AQC) or benefits available to K-12 teachers in other jurisdictions must take these classes in lieu of TESL 21, 31 and 35. CERTESL courses are not transferable to the College of Education. Please note that these degree courses carry a prerequisite. The registration procedure is outlined at: <http://students.usask.ca/academic/registration/>

ECUR 291.3 X01 (T1) CRN: 81610 or EDCUR 291.3 X02 (T2) CRN:22236
An Introduction to the Teaching English as a Second Language.
Prerequisite: ENG 110 or equivalent
CERTESL Equivalent: TESL 21

ECUR 391.3 X01 (T1) CRN: 81611 or EDCUR 391.3 X02 (T2) CRN:22237
Theory of Second Language Learning & Methods of Skills Development.
Prerequisites: ECUR 291.3 or equivalent and permission of the Department
CERTESL Equivalent: TESL 31

ECUR 393.3 X02 (T2) CRN:22240
Advanced Methods of Teaching English as a Second Language
Prerequisite: ECUR 391.3 or equivalent and permission of the Department
CERTESL Equivalent: TESL 35

To register for ECUR classes, follow the admission and registration procedures for degree courses. Information is available at: <http://explore.usask.ca/admission/> **(This path is necessary if you are a Saskatchewan K-12 teacher planning to use CERTESL as the base for an Additional Qualification Certificate.)**

Course Descriptions & Textbook Requirements

You are reminded that it is your responsibility to find access to ESL or EFL learners to complete these courses. It is suggested that these learners be identified prior to commencing your course. Prices of textbooks are available online at the Bookstore's website. See page 27 for ordering information. Textbook costs shown are approximate.

TEFL 11 Communicative Language Teaching I

This course will introduce teachers of children, adolescents, and adults to the field of Teaching English as a Foreign Language communicatively. Participants will learn theory and apply it to real contexts. The following topics will be covered: teaching and learning styles; language acquisition; the teaching process; skills integration; teaching listening and speaking; teaching grammar and phonology.

- Access to English-language learners is recommended.
- TEFL 11 is a prerequisite to all courses in the TEFL stream.
- Access to a DVD player is required.
- A \$50.00 materials fee is required with submission of tuition fees.

Textbooks/Resources:

1. Harmer, Jeremy (2007). *How to Teach English: An Introduction to the Practice of English Language Teaching*. Longman. ISBN: 978-1-4058-5309-5 (Incl. DVD), \$40.95
2. Scott, W.A. & Ytreberg, L.H. (1998). *Teaching English to Children*. Essex: Addison Wesley Longman. ISBN: 978-0-582-74606-0, \$31.95
3. TESL Live: Inside the Communicative Classroom, 1998, University of Saskatchewan. (DVD, used in most CERTESL courses). ISBN: 4-000-00776-20, \$12.50

TEFL 12 Communicative Language Teaching II

Prerequisite or co-requisite: TEFL 11

This course is a continuation of TEFL 11 for teachers of English as a Foreign Language to children, adolescents, and adults. Participants will learn theory and apply it to real contexts. The following topics will be covered: lesson planning; teaching reading and writing communicatively; addressing culture; testing and evaluation; and management issues such as teaching to large classes, heterogenous groups, and non-native speakers as teachers of English; ongoing professional development.

- Access to English-language learners is recommended.
- Access to a DVD player is required.
- A \$50.00 materials fee is required with submission of tuition fees.

Textbooks/Resources:

1. Harmer, Jeremy (2007). *How to Teach English: An Introduction to the Practice of English Language Teaching*. Longman. ISBN: 978-1-4058-5309-5 (Incl. DVD), \$40.95
2. Scott, W.A. & Ytreberg, L.H. (1998). *Teaching English to Children*. Essex: Addison Wesley Longman. ISBN: 978-0-582-74606-0, \$31.95
3. TESL Live: Inside the Communicative Classroom. 1998, University of Saskatchewan. (DVD, used in most CERTESL courses.) ISBN: 4-000-00776-20, \$12.50

The following recommended resource may also be purchased at this time. This book is required in TESL 33 but is a useful lesson planning aid for TEFL 12:

Azar, Betty S, (2002). *Understanding and Using English Grammar*, 3rd edition **with answer key**. Pearson Education. ISBN 978-0-13-193305-7, \$43.95
(Please note that as of September 2010, the 4th edition of Azar will be used for TESL 33; it cannot be ordered from the U of S Bookstore at this time.)

TESL 21 Overview of Teaching English as a Second Language

This course is designed to introduce teachers of children, adolescents, and adults to the field of teaching of English as a second language or foreign language or standard dialect. The various contexts of ESL and EFL teaching are considered. An introduction to learner variables, second language acquisition, the teaching process, and classroom management are also presented as well as an introduction to teaching the skill areas, types of curricula, and communicative language teaching.

- This course is also available in a computer-enhanced format.
- Access to English-language learners is required.
- TESL 21 is a prerequisite to all TESL courses.
- Access to a DVD player is required.
- A \$65.00 materials fee is required with submission of tuition fees.

Textbooks/Resources:

1. Ur, Penny. *A Course in Language Teaching: Practice and Theory*. 1996. US: Cambridge University Press ISBN 978-0-521-44994-6, \$42.00
2. Brown, H. Douglas. *Teaching by Principles: An Interactive Approach to Language Pedagogy*. 2007. Pearson Education. ISBN 978-0-13-612711-6, \$46.95 (also used in TESL 31)
3. Richards, J.C. and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESL courses)
4. TESL Live: Inside the Communicative Classroom, 1998, University of Saskatchewan. (DVD, used in most CERTESL courses.) ISBN: 4-000-00776-20, \$12.50

TESL 31 Teaching English as a Second Language: Theory and Skill Development

Prerequisite or co-requisite: TESL 21

This course is designed to prepare teachers of children, adolescents, and adults to teach ESL or EFL. The focus is on developing skills for the English-language classroom. Development of a detailed lesson plan for English-language teaching is provided, as well as theory and practice in teaching listening, speaking, reading, writing, pronunciation, vocabulary and grammar. Assessment and evaluation are considered as well as ethical issues in the teaching of English.

- This course is also available in a computer-enhanced format.
- Access to an English-language classroom is required.
- Access to a DVD player is required.
- A \$70.00 materials fee is required with submission of tuition fees.

Textbooks/Resources:

1. Brown, H. Douglas. *Teaching by Principles: An Interactive Approach to Language Pedagogy*. 2007. Pearson Education. ISBN 978-0-13-612711-6, \$46.95 (also used in TESL 31).
2. Richards, J.C. and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESE courses).
3. TESL Live: Inside the Communicative Classroom. 1998, University of Saskatchewan. (DVD, used in most CERTESE courses.) ISBN: 4-000-00776-20, \$12.50

The following recommended resource may also be purchased at this time. This book is required in TESL 33 but is also a useful lesson planning aid for TESL 31:

Azar, Betty S, (2002). *Understanding and Using English Grammar*, 3rd edition **with answer key**. Pearson Education. ISBN 978-0-13-193305-7, \$43.95 (Please note that as of September 2010, the 4th edition of Azar will be used for TESL 33; it cannot be ordered from the U of S Bookstore at this time.)

TESL 32 Materials Selection and Development in Language Teaching

Prerequisite or co-requisite: TESL 31 or TESL 34; or TEFL 12

Students will learn how to evaluate, select, and adapt materials for teaching ESL. They will be exposed to various media used in developing ESL materials, including print, video, audio cassette, blackboard, overhead, felt board, and visual aids. Approaches to involving students in materials development are discussed.

- This course is also available in a computer-enhanced format.
- A \$40.00 materials fee is required with submission of tuition fees.

Textbooks/Resources:

1. Epstein, R. and Ormiston, M. (2007) *Tools and Tips for Using ELT Materials, A Guide for Teachers*. ISBN: 978-0-472-03203-7, \$29.95
2. Richards, J.C. and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESE courses).

The following recommended resource may also be purchased at this time. This book is required in TESL 33:

Azar, Betty S, (2002). *Understanding and Using English Grammar*, 3rd edition **with answer key**. Pearson Education. ISBN 978-0-13-193305-7, \$43.95 (Please note that as of September 2010, the 4th edition of Azar will be used for TESL 33; it cannot be ordered from the U of S Bookstore at this time.)

Also, you will require the following publication: *Canadian Language Benchmarks 2000: English as a Second Language for Adults*. Ottawa: Centre for Canadian Language Benchmarks. Completers of TESL 31/ECUR 391 receive this as part of their course materials package. If you received transfer credit for one of these courses and hence did not receive this publication, you may download it free of charge from the Centre at www.language.ca

TESL 33 English Grammar and Phonology

Prerequisite or co-requisite: TESL 31 or TESL 34; or TEFL 12

Elements of English grammar, discourse structure, sound system, and suprasegmental features will be examined in some depth. The focus is on Standard Canadian English. Techniques of instruction will be discussed.

- A \$70.00 materials fee is required with submission of tuition fees.

Textbooks/Resources:

1. Avery, P. and S. Ehrlich, eds. (1992) *Teaching American English Pronunciation*. Oxford University Press. ISBN 978-0-19-432815-9, \$47.95
 2. Azar, Betty S, (2002). *Understanding and Using English Grammar*, 3rd edition **with answer key**. Pearson Education. ISBN 978-0-13-193305-7, \$43.95
 3. Yule, George (1998) *Explaining English Grammar*. Oxford. ISBN 978-0-19-437172-8, \$53.50
 4. Ur, Penny. *Grammar Practice Activities*. 2nd edition, Cambridge University Press. ISBN 978-0-521-73232-1, \$42.00 (CD included)
 5. Richards, J.C and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESL courses).
 6. TESL Live: Inside the Communicative Classroom (1998) University of Saskatchewan. (DVD, used in most CERTESL courses.) ISBN: 4-000-00776-20, \$12.50
- Recommended but not required:
Chalker, S. (1992) *A Student's English Grammar Workbook*. Longman Group UK, ISBN: 978-0-582-08819-1, \$26.95
Greenbaum, S., and Quirk, R. (1990) *A Student's Grammar of English*. Essex, U.K.: Longman Group. ISBN: 978-0-582-05971-9, \$71.95

TESL 34 Teaching English as a Second Language/Teaching English as a Second Dialect for Aboriginal People

Prerequisite or co-requisite: TESL 21

This course presents information, concepts, and skills intended to assist teachers of Indian and Metis students. Topics include an overview of Indigenous languages in Canada, the educational needs of minority students, models of bilingual/bicultural education, instructional approaches and techniques, and assessment of minority students.

- An \$85.00 materials fee is required with submission of tuition fees.
- This course focuses on Canadian Indians and other Canadian First Nations and Metis learners. However, those working with American Indians will also find the course very relevant.

Textbooks/Resources:

1. Law, B. Eckes, M. (2000) *The More Than Just Surviving Handbook: ESL for Every Classroom Teacher*. 2nd edition. Portland & Main Press. ISBN: 978-1-894110-53-2, \$32.00
2. Kitsakik School Staff (1998). *The Map Unit: Activities and Ideas*. Holland-Dalby Educational Consulting, LaRonge, SK. ISBN 978-0-921848-24-0, \$6.00

3. Richards, J.C and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESE courses).

TESL 35 Approaches to Language Teaching

Prerequisite or co-requisite: TESL 31 or TESL 34; or TEFL 12

This course encourages teachers to critically examine the many approaches and methods of teaching second languages through a solid understanding of the principles behind each approach. Topics include the development of materials; techniques used in the various methods; and the assessment, development and evaluation of language skills in the ESL classroom. Teachers are encouraged to develop a personal, eclectic approach.

- This course is also available in a computer enhanced format.
- Access to an audio cassette recorder and a DVD player is required.
- A \$65.00 materials fee is required with submission of tuition fees.
- Access to Aboriginal students who are in the process of mastering standard English is highly recommended.

Textbooks/Resources:

1. Richards & Rodgers. *Approaches & Methods in Language Teaching: A Description and Analysis*. (2nd Edition) Cambridge University Press. ISBN 978-0-521-00843-3, \$35.00
2. Richards, J.C and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESE courses)
3. TESL Live: Inside the Communicative Classroom (1998) University of Saskatchewan (DVD, used in most CERTESE courses.) ISBN: 4-000-00776-20, \$12.50

TESL 36 Literacy in TESL/TESD

Prerequisite: TESL 31 or TESL 34; or TEFL 12

Methods and issues in teaching literacy and numeracy to second language/second dialect learners of English, in either ESL or content-area classes. Examines immigrant, refugee and indigenous Canadian learners in adult, K-12 and family literacy contexts. Defines literacy; skills involved in literacy acquisition; mechanics and techniques for teaching reading, writing and basic numeracy; existing resources and materials development; evaluation and testing of literacy learners; short- and long-term strategies for improving literacy ability; key social and cultural issues in literacy learning.

- This course is also available in a computer-enhanced format.
- A \$70.00 materials fee is required with submission of tuition fees.

Textbooks/Resources:

1. Johansson, Linda et. al. *Canadian Language Benchmarks 2000: ESL for Literacy Learners*. Ottawa: Centre for Canadian Language Benchmarks (2000). This resource can be downloaded for free from the Centre at www.language.ca or ordered for \$15.00 plus shipping and handling, using the order form found on the website.

TESL 42 Supervised Practicum (distance delivered)

Prerequisites: Completion of three CERTESL courses. TESL 21, TESL 31 or 34, and one other course; OR TEFL 11, TEFL 12, and one other course. Prior completion of at least four courses is strongly recommended if you have no previous English-language teaching experience.

This course is designed to provide teacher trainees with the opportunity to apply theory and practice in the field of English as a second language. During the practicum, trainees will observe experienced teachers and discuss classroom applications and needs of various types of students. Students will plan lessons, teach in an observed situation, and receive feedback and guidance on their teaching.

- You must demonstrate 10 hours of observation in an ESL/EFL classroom prior to registering for TESL 42. Please review the Observation Across CERTESL requirement outlined in your course guides.
- This course is a pass/fail course. There is no final examination.
- English proficiency will be reassessed during the practicum. Excellent oral and written proficiency is required to obtain a pass mark in the practicum. If you are a non-native speaker of English, your instructor must be satisfied that your proficiency is equivalent to or better than CanTEST 5.0 at the end of your practicum (described in Module 0 of your previous course packages); otherwise, you may be required to have your proficiency re-assessed via one of the approved tests listed earlier in this Handbook before you can be given a passing grade on your practicum. If you are a native speaker of English, you may fail the practicum if you do not demonstrate a high standard of English usage.
- **Access to a DVD or VHS camcorder is required.**
- A \$150.00 materials fee is required with submission of tuition fees.

During the practicum, students are required to conduct an additional 10 hours of in-class observations and teach for 10 hours (or 20 observation and 20 teaching hours in the case of TESL Ontario certification candidates). Students must locate suitable learners before selecting this option. In addition, you will be required to find a qualified practicum supervisor to observe you teach two classes. This supervisor must hold a university degree and have at least three years of EAL teaching experience. The supervisor must also have substantial training as an English-language teacher. The supervisor should not be a relative, close personal friend, or person residing at the same address. You may carry out your teaching and observing in your supervisor's own classroom if this is appropriate in your situation.

If you choose this distance-delivered option for your practicum, you will be required to complete an application form for the CERTESL Supervised Practicum (Distance-Delivered). The CERTESL Academic Program Coordinator will review the application and advise you regarding the approval of the suggested supervisor. If the supervisor is not acceptable to the CERTESL Program, then you will be required to choose the on-campus summer practicum or, if you are qualified, to register for TESL 43 Professional Project. During the distance practicum, you will be required to submit a practicum plan, observation reports, lesson plans, post-teaching reflections, a short research report, video recording and final practicum report, an audiotape and a 30-minute video recording (VHS

or DVD) of your teaching. You should tape a portion of one lesson, probably closer to the end of your practice teaching so that you have gained experience and confidence.

Requirement of your supervisor: Your supervisor will be required to observe your teaching for at least ten hours during the practicum period (twenty in the case of TESL Ontario certification candidates), offer constructive oral feedback, and submit two written reports to your University of Saskatchewan TESL Practicum Tutor/Marker. A detailed guide will be provided to your supervisor upon their approval. A modest honorarium (\$75.00 CDN) will be paid to your supervisor at the end of the term on submission of the reports. The form included in the centre of this handbook details requirements of your supervisor and must be completed in full by your prospective supervisor. Students choosing this TESL 42 option will be required to pre-register and submit the application form for approval of the local supervisor no later than August 1 for Term 1 classes and December 1 for Term 2 classes. **Under no circumstances will an application for supervisor approval be accepted beyond these dates.**

Note that TESL Ontario certification will require an additional 10 hours of observation and 10 hours of practicum teaching obtained through registration in the Practicum Additional Hours module.

Your approved local practicum supervisor must be present for all required practicum teaching hours. If it is necessary for a second individual to assist, for instance if the approved supervisor is ill, the alternate person must also be approved by the Academic Program Coordinator of CERTESL. If you are not supervised by an approved individual for the required number of hours, you will be placing your TESL Ontario or TESL Canada certification at risk.

Textbooks/Resources:

1. Richards, J.C and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESL courses).
2. TESL Live: Inside the Communicative Classroom (1998) University of Saskatchewan. (DVD, used in most CERTESL courses.) ISBN: 4-000-00776-20, \$12.50

TESL 42 Supervised Practicum (on-campus; Summer 2010)

Prerequisites: Completion of three CERTESL courses: TESL 21, TESL 31 or 34, and one other course; OR TEFL 11, TEFL 12 and one other course.

Designed to provide teacher trainees with the opportunity to apply theory and practice in the field of English as a second language. Trainees will have the opportunity to observe experienced teachers, and to discuss classroom applications and needs of various types of students. Students will plan lessons, teach in an observed situation, and receive feedback and guidance on their teaching.

- You must demonstrate ten hours of observation in an EAL classroom prior to registering for TESL 42. Please review the Observation Across CERTESL requirement outlined in your course guides.

- English proficiency will be reassessed during the practicum. Satisfactory oral and written proficiency equivalent to or greater than CanTEST Band 5 in all skills is required to obtain a pass mark in the practicum.
- During the practicum, students are required to spend a minimum of 20 hours in an EAL classroom, to teach for a minimum of ten hours, and to be observed by a qualified EAL teacher who has been approved by the Academic Program Coordinator for a minimum of ten hours. Students learn through a combination of lectures, discussions, practice-teaching, observing, and reading. The on-campus practicum is an intensive four-week course (offered if numbers of students warrant). EAL students are provided for CERTESL students to teach.
- Note that TESL Ontario accreditation requires an additional ten hours of observation and ten hours of practicum teaching. These additional hours can be carried out in the on-campus practicum only if total on-campus registration is below the maximum of 16. If the on-campus practicum is full, you may need to arrange your Practicum Additional Hours at a different venue with the approval of the Academic Coordinator.

TESL 43 Professional Project

Prerequisites: Completion of three CERTESL courses: TESL 21, TESL 31 or 34, and one other course; OR TEFL 11, TEFL 12 and one other course.

Note that this option will not meet accreditation requirements of TESL Canada or TESL Ontario (need TESL 42 and 43), which require the completion of a practicum.

This course is designed for students who are interested in academic research or in developing a project such as a curriculum, program or materials for use in a real English as an Additional Language program. Students will be required to do library research related to their individual projects. Students will discuss or reflect on the readings and submit response papers to their University-based instructor.

- You must demonstrate 10 hours of observation in an English-language classroom prior to registering for TESL 43. Please review the Observation Across CERTESL requirement outlined in your course guides.
- A \$40.00 materials fee is required with submission of tuition fees.
- There is no final exam in this course.
- Students are required to identify an EAL-related project. Students will be asked to set up a contract with a campus-based instructor who will also serve as the supervisor/advisor for the project. This contract will involve: setting objectives for the project; defining learning resources and access to them; detailing methods of evaluation; detailing timelines, frequency of communication, etc.

Textbooks/Resources:

1. Richards, Jack C. and Charles Lockhart. (1994) *Reflective Teaching in Second Language Classrooms*. Cambridge University Press ISBN 978-0-521-45803-0, \$33.00
2. Richards, J.C and Schmidt, R. (2002) *Longman Dictionary of Language Teaching and Applied Linguistics*,. Longman. ISBN 978-0-582-43825-5, \$46.95 (used in all CERTESL courses).
3. TESL Live: Inside the Communicative Classroom. 1998, University of Saskatchewan. (DVD, used in most CERTESL courses.) ISBN: 4-000-00776-20, \$12.50

Appendix 1

Computer-Enhanced CERTESL Courses

This FAQ on computer-enhanced courses has been provided to explain the value of this mode of study and to encourage you try to study on line. If you have further questions about computer-enhanced courses, contact the Centre for Continuing and Distance Education Office at certificates.CCDE@usask.ca or call 306-966-5563.

What are computer-enhanced courses?

Computer-enhanced courses allow you to interact with other students and with the instructor on course content. Educators believe that learners deepen their knowledge and analytical abilities through discussion. In addition to the required interaction for each course, you can connect on a social basis and network with each other, developing a community of English-language teachers that may extend beyond the duration of the course. In addition, you will further develop your comfort with information technology. This will help you participate in other computer-enhanced or Web-based courses in this program and elsewhere.

How are computer-enhanced courses different from the print-based courses?

You will receive a print-based course package as well as instructions for linking to the course Web site that includes directions for participating on line. Computer-enhanced courses also include links to Web sites related to course content to supplement your studies. Also, being linked via computer allows you to submit your assignments electronically. Computer requirements are listed in your Registration Handbook.

Will I need to be at the computer at a specific time?

No, you will not. As an adult learner, you have a busy life with responsibilities in addition to your studies. For this reason, interactions in your computer-enhanced courses are time and place independent. That is, you can participate in the interaction anywhere that you have access to a computer and at times of the week convenient for you. The required discussions are asynchronous, meaning that you can read others' comments and then add your own; you will not be participating in live chats or synchronous events that demand you be at your computer at a specific time. We do ask, however, that you log on to the required discussion forum at least three times weekly, reading messages and responding appropriately.

Will the discussion be guided?

Each module in the computer-enhanced course has one or two assigned discussion questions or activities. These questions replace the study questions in the print-based courses. However, you can still use the discussion questions to prepare yourself for the final exam.

Will my participation be graded?

Yes. We believe that learning is a communal activity that is enhanced by dialogue with others. Discussion is such an important part of your learning experience that you

participation in course discussions will be weighted from between 15-20% of your grade. Of course, this means that the weight of assignments and final exam will be less.

What if I need help with computer-enhanced learning?

In order to participate in a computer-enhanced course, you should have the computer requirements outlined in your Registration Handbook. You should have a basic familiarity with how to use the Worldwide Web and e-mail. Your instructor will guide you in the interactive discussions if you have problems. A technical person is available to help you with difficulties related to the conferencing system (software), and your Internet Service Provider (ISP) should be available to help you with any problems in connecting to the internet. See the latest CERTESL Handbook to find out which courses are being offered online!

Acronyms in the English-Language Teaching Field

This FAQ on the acronyms in common use to describe various types of courses in the English-language teaching field is designed to help you decide whether to take the TEFL or the TESL stream of CERTESL and whether to take the CERTESL or the TEFL Program. Note that these acronyms are in very general use in the English-language teaching field; they are not copyright-protected, and the use of any or all of them by a program of study does not imply any particular range or quality of instruction. If you have further questions on this topic, contact the Academic Advisor.

What is TEAL?

TEAL or Teaching English as an Additional Language is the preferred acronym for the whole field of English Language Teaching in many professional circles. It is often preferred to TESL and TEFL as a label because it is more inclusive and respectful of the learner, in that it recognizes that he or she may be acquiring English not as a mere second language, but as one of several other languages. TEAL is for teachers in a wide range of teaching contexts, in both English-speaking and non-English-speaking communities. In CERTESL, you will be prepared to teach either in English-speaking countries or abroad. However, you will always need to adapt what you learn in teacher education courses to the context in which you are teaching. Although TESL has traditionally been used in most Canadian contexts, TEAL is in the process of replacing it (especially but not only in K-12 education) because of its greater inclusivity.

What is TESL?

TESL or teaching English as a second language is for teachers in English-speaking countries who may find themselves working in other countries as well. Often, students in ESL classes are from a wide variety of cultural and linguistic backgrounds and are learning English to communicate in an English-speaking country such as Canada. Some of the varieties of ESL contexts include:

- teaching adult newcomers to Canada often in immigrant settlement agencies
- teaching non-English speaking children and adolescents in the school system
- teaching in special high school programs for students from abroad
- teaching adults in special focus English programs such as English for academic purposes, business English, English for specific professions and

trades, preparation for taking the Test of English as a Foreign Language (TOEFL)

- skill-specific courses such as writing improvement or conversation classes. The TESL-stream courses in CERTESL are a little heavier than the TEFL-stream courses partly because both Canadian and international situations need to be covered, and partly because international students enrolled in the TEFL courses benefit from slightly lower levels of language requirements in the early stages of their training. Hence the TEFL-stream courses can best be equated to first year university courses, whereas the TESL-stream courses are written at upper-year levels.

What is TEFL?

TEFL or teaching English as a foreign language focuses particularly on teaching in countries where English is not the first language. TEFL courses emphasize the foreign language context. The courses are designed especially for those who only want to teach outside of an English-speaking country and really have no intention to teach in English-speaking settings. Thus, information on Canadian government programs, etc. is de-emphasized and foreign context situations are emphasized. For example, in foreign language contexts, students usually all speak the same language. Also, there are particular challenges such as teaching in large classes and finding appropriate materials. However, as with TESL courses, you will always need to adapt what you learn in teacher education courses to the context in which you are teaching, so even if you eventually find yourself teaching in Canada you will not be at a loss because you will be able to adapt what you have learned in TEFL courses to TESL contexts. Some of the variety of EFL contexts include:

- teaching students of all ages in private-language schools or for companies
- teaching children or adolescents in the school system
- teaching adults in special-focus English programs such as English for academic purposes, business English, English for specific professions and trades, test preparation for taking the Test of English as a Foreign Language (TOEFL)
- skill-specific courses such as writing improvement or conversation classes

What is TESOL?

TESOL means teaching English as a second or other language. The terms TESL and TEFL tend to be used in Canada, while TESOL is used in the USA. Like TEAL, TESOL covers both TESL and TEFL. The rest of the world will understand all four terms.

What is TOEFL?

TOEFL stands for Test of English as a Foreign Language. It is a test often required by non-English speakers to enter academic study. Often teachers find themselves teaching in TOEFL preparation programs. We include it here because often it is confused with the acronym “TEFL” above. Other proficiency tests are listed in the section on Admissions above.

What is the TOEFL iBT?

This is the new internet-based TOEFL, which is scored quite differently from the traditional paper- or computer-based TOEFL.

Should I take the TESL or the TEFL stream of CERTESL?

This depends upon where you most likely will be teaching and how you want to focus your learning. You will learn most of what you need to know to teach in both TEFL and TESL contexts no matter which stream you choose. However, it is a matter of context and how much you will need to adapt what you learn. Note that TESL Ontario certification and ATESL accreditation require the TESL stream because of the TEFL stream's lower-level initial orientation. The Saskatchewan K-12 AQC not only requires the TESL stream, but requires completion of the ECUR section options within the TESL stream.

Should I take CERTESL or the TEFL Program?

CERTESL is a six-course certificate-level program and covers much more than the two-course TEFL Program. The TEFL program has a lower language proficiency entrance requirement than CERTESL. The TEFL Program was developed primarily for non-English speakers. Non-Canadians pay higher fees for CERTESL courses that are equivalent to the fees of the TEFL Program courses. If you do decide to take the TEFL Program, you will receive a certificate at the end of the two courses. If you write and pass the examinations for the TEFL Program courses, you can transfer the two courses into the CERTESL Program if you meet the entrance requirements. You will also receive a document of progress once you complete the first two courses in the CERTESL Program. Note that completion of the two TEFL courses does not put you on the path to TESL Ontario certification; TESL Ontario requires the TESL stream.

The distance version of the TEFL program is intended solely for international students whose first language is not English. The on-campus TEFL Intensive version is intended for both native and non-native speakers of English. In both versions, successful completers may transfer their grades into CERTESL provided they pass the final examinations, earn averages of at least 60% in both courses, and meet CERTESL's slightly higher entrance standards.

Getting a Job Teaching English

Many applicants to the CERTESL or TEFL Programs ask if they can get a job with a certificate. If you have further questions on this topic, contact the Academic Advisor.

Do I need a Bachelor's degree to get a job teaching English?

The higher the level of education you have, the better job and salary you will get and more employment options you will have in the world of teaching English as a second or foreign language.

In Canada and in most developed countries, a bachelor's degree is usually required. Poorer countries cannot always be so particular, although some have placed limits on the right of the non-degreed to accept long-term teaching positions. In some developed countries you may find employers willing to hire teachers without degrees; however, you may not be able to get a work visa without a Bachelor's degree. Often an employer can get around this, especially if you get the job while you are in that country rather than by

applying while you are still in Canada. Investigate such employers very carefully, and be aware of possible legal punishments if you are found to be teaching without a legal visa.

Can I get a job with just a certificate?

Most CERTESL graduates, even those without a Bachelor's degree, are able to find jobs abroad, especially if they go to the country and knock on the doors of EFL employers and if the country in question is less developed. In fact, as an English speaker you could probably get a job right out of secondary school. However, without the knowledge you acquire by taking a certificate, you may find yourself unprepared for the job. This leads to personal frustration and lack of satisfaction among students that is passed on to both you and your employer. As previously noted, the higher your education level, the higher the job level. In addition, employers who prefer qualified teachers may be more reliable than others.

Where can I find a job in Canada?

If you want to find a job in Canada, search the yellow pages. Employers in Canada are usually universities, colleges, private language schools, or immigrant settlement agencies. To teach in the public K-12 schools, Bachelor of Education degrees or Post-Graduate Diplomas in Education are usually required. Most adult programs are more open about types of degrees, but most do require degrees and may also require certification by TESL Canada (www.tesl.ca) or one of its provincial affiliates. Many paid positions are found via personal contacts in the TEAL field, which means that volunteers in settlement agencies and other EAL venues often have an advantage in the job market. Substitute teaching lists are also a great way to break into paid employment.

Where can I find a job abroad?

Whether you are seeking a job abroad from Canada or when you actually arrive in your target country, networking is invaluable. Ask people who you think or know are involved in education about possible employers. Often the best way to find a job is to go to the country and ask about local language schools. People at “foreigner” pensions, hostels, or hotels tend to talk to each other and may know of local opportunities. If you are looking for a job from within Canada, you should contact agencies such as WUSC. There are also a number of Web sites that advertise for teachers or that you can explore to find out the kinds of jobs available, educational requirements, salaries and benefits and so on.

A Few More FAQ's

Is CERTESL Accredited?

More complete information on this topic can be found in the Accreditation Manual located online at www.ccde.usask.ca/go/certesl. The following is a summary of the Manual information.

In combination with a university degree, CERTESL is recognized as a qualification for Professional Standard I by TESL Canada, the national organization in Canada representing ESL teachers. This national recognition is sufficient for most employers in adult programs in Canada. CERTESL completers can meet TESL Canada's Professional Standard II requirements by adding one course to the core CERTESL program. Saskatchewan and Alberta's TESL associations have their own standards, which

CERTESL meets. CERTESL has an arrangement with TESL Ontario which enables CERTESL students to qualify for TESL Ontario certification by adding one course and a Practicum Additional Hours module.

In combination with a B.Ed. degree and College of Education TESL degree credits, CERTESL is recognized as an 18-credit Integrated Program Component toward Saskatchewan's Additional Qualification Certificate (AQC) for the public and Catholic elementary and secondary school systems. In an extended ten-course format, CERTESL is also accepted as a full 30-credit Additional Qualification Certificate. CERTESL may be accepted by other provincial and U.S. state education ministries as a TESL specialization credential, but not by all. Please consult your provincial or state education ministry if you are planning to use CERTESL as a credential in the elementary or secondary school context. Saskatchewan teachers considering an AQC should consult the CERTESL academic coordinator for academic advising.

How long does it take to complete CERTESL?

We recommend that the six courses in the core CERTESL Program be spread over one to two years, but it is possible to complete the program in two semesters (eight months) with special permission from the Academic Coordinator. Such permission may be granted to experienced ESL/EFL teachers, to B.Ed. holders, or to holders of advanced degrees who can provide a strong rationale for quicker completion. Each CERTESL course is intended to be approximately equivalent in study hours to one 3-credit-unit degree course (ten hours per week). Students wishing to take longer than five years to complete the Certificate will have their program reviewed to ensure that it is current. Students planning to apply for TESL Ontario certification or TESL Canada Standard II certification may need more time in order to complete additional course and practicum requirements.

Can I transfer credits?

Yes. Please refer to the details outlined in this Registration Handbook. You should be able to find the answers to many other questions in the Registration Handbook, so please read it carefully.