

# TIMELINE FOR COMPLETING THE MA TESL PROGRAM

(revised August 2019)

## YEAR ONE

### 1. August, before beginning first year of studies

- Make contact with your advisor
- Register for the following required first semester courses:

**EDUC 623 Applied Human Development (not 4+1 students)**

**EDUC 672 Teaching English as a Second Language**

**LING 677 Structure of English**

Part time students or students transferring credits into the program: see your Advisor regarding which courses to take.

- Attend School of Education graduate student orientation
- Attend MA TESL student orientation

### 2. October, first year

- Register for Livetext for your 18 credit portfolio, EDUC 647, and LING 624 assignments. Their main website is: [www.livetext.com](http://www.livetext.com). However, UD students have exclusive discounts by registering through: <https://www.livetext.com/misk5/c1/purchase/special/UDel>  
Membership rates are: \$55 for 1 year; \$65 for 2 years; \$75 for 3 years.
- Students considering K-12 Certification Track may want to attend Education MeetUp - Tuesday, 10/29/19, 5-7pm, Trabant University Center, MPRs. An opportunity for all students to network with employers and/or alumni to make connections and learn more about careers in education. Representatives from schools, school districts, and other education-related organizations from a variety of geographic locations will attend to talk with students/alumni about hiring needs and answer questions about this career field. For details visit: [https://events.udel.edu/event/education\\_meetup#.XUBki-hKg2w](https://events.udel.edu/event/education_meetup#.XUBki-hKg2w)

### 3. November, first year

- Students register online for spring courses

**EDUC 740 Literacy Instruction for English Language Learners**

**LING 676 Second Language Acquisition and Bilingualism (not 4+1 students)**

**LLCU 622 Language Syllabus Design (not 4+1 students)**

**EDUC 741 Diversity in ESL Classrooms** (can be taken year two if **not** seeking teaching certificate). International students should also defer to year two, spring.

Part time students or students who transferred credits into the program: see your advisor or Dr. Stevens regarding which courses to take.

4 + 1, Part time students, or those who have transferred credits into the program: you must turn in a portfolio of work at the completion of 18 credits of study (including UD transferred credits)

- 4 + 1 students register for winter session course **EDUC 623: Applied Human Development (4 + 1 students only)**
- Information meeting on Student teaching with Victoria McHugh and Marie Peters, Friday, November 1, at 2:00 PM, Room 201, 108 E. Main Street
- **Early Field Placements** K-12 Teaching Certification track students need to refer to the Field Experiences checklist on the Office of Clinical Studies website (<http://www.ocs.udel.edu/field-experiences/checklist/>). In addition to the Child Protection Registry clearance and the filled out Professional Dispositions of Effective Educators Form, all students must show proof of TB, MMR, and CBC clearance before they can participate in a field placement. To find out whether your previous CBC is still valid, visit <http://www.ocs.udel.edu/clearances/background-check/>. **Those completing a CBC for the first time, must be certain to have it done by December 7<sup>th</sup> prior to the spring semester.** Please visit <http://www.ocs.udel.edu/clearances/tb-test/> for more information on TB clearance. For information on the MMR clearance, you can contact Student Health services at 831-2666

#### 4. December, first year

- K-12 Teaching Certification track students: take the **Praxis Core Academic Skills for Educators Test** (for general information as well as to schedule the test see <https://www.ets.org/praxis>).

Students with strong GRE scores may qualify for exemption of some sections of the test.

University contact: Victoria McHugh, Delaware Center for Teacher Education  
200 Academy St.  
Phone: 831-3000, Email: [victoria@udel.edu](mailto:victoria@udel.edu)

#### 5. February, first year

- **Student Teaching**

Any MA-TESL student who wishes to student teach **MUST** submit an application by **February 21** if they wish to be placed in the public schools for the fall semester or spring semester. The MA TESL Student Teaching Application Form must be submitted to Dr. Stevens and it can be obtained by emailing him at [sstevens@udel.edu](mailto:sstevens@udel.edu). Don't forget to attach your Praxis Core scores to the application.

For general information on Student Teaching go to: [www.ocs.udel.edu](http://www.ocs.udel.edu)

- **Stewards of Children Program**

Public school teaching candidates must complete the Steward of Children Program, an online course that will teach you “how to prevent, recognize, and react responsibly to child sexual abuse.” This training is important to complete prior to participating in the field experiences in your education courses. The program costs \$10 and takes approximately two hours to complete. You can register for it online at: <https://www.d2l.org/get-trained/>. A certificate is provided upon successful completion of all sections and the test questions during the program.

An electronic copy of the certificate must be submitted to Marie Peters in the Office of Clinical Studies **by the end of February**. You will not be permitted into the field until she receives your certificate verifying that you completed the Stewards of Children training.

- To provide Marie Peters with an *electronic copy* of the certificate, click on the “Print” button, go to the “PDF” pull-down menu in the bottom left-hand corner, select “Save As...”, and save the certificate as a pdf to your computer. Then, email the pdf to Ms. Peters at [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu). You can also scan a hard copy of your certificate and email the scanned copy to her.

#### **6. April, before beginning second year of studies**

- Register for the following required Year Two fall courses:

**LLCU 624 Second Language Testing**

**EDUC 647 Advanced ESL Teaching Methods, Design and Strategies**

Part time students or students who transferred credits into the program: see your advisor regarding which courses to take.

**EDUC 742 EDUC Practicum in Teaching ESL\***

\* Required of all full-time students not doing fall student teaching.

**EDUC 750 Graduate Teaching Internship\*\***

\*\*Required of students with assistantships seeking certification. Students who do not have GA-ships **must** wait until the spring.

- Obtain new criminal background check and TB clearance prior to June 1<sup>st</sup> if you are planning to student teach during the second year if CBC and TB were obtained prior to November 1<sup>st</sup>.
  - Check the web page at <http://www.ocs.udel.edu/clearances/tb-test/> to see if you need to complete a new TB test prior to student teaching. This page provides dates by which the TB test needs to be completed.

#### **7. June 20, end of first year**

Submit your portfolio of materials to all MA TESL Program committee members via LiveText at the completion of 18 credits of study. The portfolio should include completed lesson plans, tests or test items you have written, course projects, and a selected sample of term papers. See ***Portfolio Requirement for Candidacy to the MA TESL Degree*** and instructions for submission at <http://www.education.udel.edu/masters/tesl/info-for-current-students/18-credit-tesl-portfolio/>

## **YEAR TWO**

#### **1. August, second year of studies.**

- Students seeking a student teaching placement but have not yet received confirmation of their assignment should contact Marie Peters, [mlpeters@udel.edu](mailto:mlpeters@udel.edu), 831-3562.

## 2. October, second year of studies.

- Students not seeking teacher certification: see Professor Nigel Caplan ([nacaplan@udel.edu](mailto:nacaplan@udel.edu)) to plan their spring semester teaching practicum
- Students considering K-12 Certification Track may want to attend Education MeetUp - Tuesday, 10/29/19, 5-7pm, Trabant University Center, MPRs. An opportunity for all students to network with employers and/or alumni to make connections and learn more about careers in education. Representatives from schools, school districts, and other education-related organizations from a variety of geographic locations will attend to talk with students/alumni about hiring needs and answer questions about this career field. For details visit:  
[https://events.udel.edu/event/education\\_meetup#.XUBki-hKg2w](https://events.udel.edu/event/education_meetup#.XUBki-hKg2w)
- **! All MATESL students** must register for PRAXIS II, ESL test date in late November or early December. The test is called *English to Speakers of Other Languages* and the test code is 5362. See: [www.ets.org/praxis](http://www.ets.org/praxis) or call (800) 772-9476. Students are required to submit their test score to Dr. Stevens at the time of filing their Application for Advanced Degree or before. They must achieve a score of **150** on the new test to qualify for the degree.

## 3. November, second year of studies, registration for spring semester

- Students *not* seeking teacher certification should register for: **EDUC 742 (3 cr.) TESL Practicum: plan with Professor Caplan**
  - Students seeking teacher certification should register for:  
**EDUC 750 (6 cr.) Graduate Teaching Internship (Student Teaching)**  
**EDUC 741 (3 cr.) Diversity in the ESL Classroom** (if not taken in first year)
- \* International K-12 certification track students will need to complete **the Graduate CPT Application**, which can be accessed at  
[http://www1.udel.edu/oiss/resources/forms\\_students.html](http://www1.udel.edu/oiss/resources/forms_students.html).

The application is filed and processed electronically. For Part II, select Dr. Stevens as the person providing a recommendation.

For any questions regarding completing the electronic CPT application or requirements, contact the International Graduate Student Advisor, Rachael Selway [rselway@ude.edu](mailto:rselway@ude.edu)

## 4. December, second year of studies

- All candidates wanting to become ESL teachers must pass the *Praxis* Subject Assessment - English to Speakers of Other Languages (ETS Test # 5362). This test is required by the state of Delaware and the passing score for MA TESL candidates specifically is 150.
- If your first language is a language other than English, your successful completion of University of Delaware's MA in TESL degree satisfies the state requirement for working with ESL learner. If you are seeking a Bilingual Teacher certificate to teach in a classroom where a language other than English is used, you need to satisfy the following requirements in addition to earning your MA in TESL degree:
  - \* Demonstrated oral and written proficiency in the target language of the

bilingual classroom or bilingual program by:

- Achieving a minimum level of Advanced Mid based on the ACTFL Proficiency Guidelines on the ACTFL OPI in the target language, and
- Achieving a passing score on the ACTFL WPT in the target language.

For additional information visit:

<http://regulations.delaware.gov/AdminCode/title14/1500/1561.shtml>

- Nonnative speakers of English who wish to use their MA TESL degree in the United States must see Mr. Joe Matterer to schedule two tests: UDIA and SPEAK, scoring at least 255 and 55, respectively on the tests. They do NOT have to take the ACTFL in English prior to qualifying for a public school teaching position if they successfully complete their UD MA TESL degree.
- Candidates seeking public school certification need to complete edTPA, which is to be submitted online for national scoring at <http://edtpa.com>
- **All students planning to graduate by May: complete the “Application for Advanced Degree” form**, available on the web at [http://www1.udel.edu/gradoffice/forms-new/Advanced\\_Degree.pdf](http://www1.udel.edu/gradoffice/forms-new/Advanced_Degree.pdf). December 15 is the deadline for May degree conferral.
- Submit form to Dr. Stevens for his signature (Include copy of Praxis II ESL test score results and your unofficial TESL transcript when emailing/bringing him the application for the advanced degree). Use the form at [commerce.cashnet.com/UD-GPE](http://commerce.cashnet.com/UD-GPE) to pay your degree application fee. After submitting your payment, enter the receipt number on your degree application or attach a copy of the payment receipt to your application. You can also attach a personal check to the application.
- If you have credits to transfer from your undergraduate career, from Professional and Continuing Studies taken as a CEND student, or at another institution, you must complete the [Transfer of Graduate Credit](#) form. All 4+1 and ARTC students must complete this form.

#### **5. April, second year of studies**

- Greater Philadelphia Teacher Job Fair - Wednesday, 4/1/20, 9:30am-2:30pm, Expo Center at Oaks, PA. A recruiting fair for graduating students and alumni seeking teaching opportunities for Fall 2020. Over 150 school districts/organizations from across the country will attend. Pre-registration is required via Career Services (which opens in December, 2019). For event info, visit [www.dvec.net](http://www.dvec.net).
- Delaware PK-12 Recruitment Fair - Monday, 4/20/20, 9am-1pm, Trabant University Center, MPRs. For graduating students/alumni interested in teaching in Delaware. Representatives from Delaware public and charter schools will talk with and/or interview candidates seeking immediate/long-term positions, or positions to begin Fall 2019.

#### **7. May, second year of studies**

- Attend your May graduation. Congratulations!