Portfolio Requirement for Candidacy to the MA TESL Degree

(Revised Guidelines, June 10, 2020)

The School of Education requires all its graduate programs, including the MA TESL program, to have performance-based means for measuring student learning. Thus, in addition to exams you may have taken, we rely on your papers, projects, and teaching demonstrations to verify your mastery of the content, communication skills, teaching skills, critical thinking, lesson planning, etc.

As a result, all MA TESL students who have completed *eighteen credits* (18) of course work must submit a portfolio to demonstrate their eligibility to continue in the graduate program and qualify for degree candidacy. The portfolio must be submitted within a month following an admitted student's completion of eighteen credits. It may not be submitted prior to the student's having completed a second semester of study as an MA TESL candidate.

The portfolio will be reviewed by two members of the MA TESL graduate committee who will evaluate the submission based on the attached scoring rubric. For each of the relevant domains and standards addressed in the rubric, the candidate must provide a one-page (double-spaced, typed) self-evaluation of how well he or she has met the standard. The candidate should reference specific documents (or sections of larger documents) contained in the portfolio as further evidence of having met the standard; however, the written justification regarding the degree to which the candidate believes he or she has met the standard should be contained within one-page self-evaluations. These self-evaluations will be examined closely by the committee reviewing the portfolio.

Students who have followed the regular course sequence will address domains 1, 3, and 5, and the specific standards 1a, 1b, 3a, 3b, 3c, 5a and 5b. The supporting evidence to the self-evaluations might include copies of major projects and papers completed in the following core MA TESL classes:

EDUC 623: Applied Human Development in the Schools

EDUC 672: Teaching English as a Second Language

LING 677: The Structure of English

EDUC 740: Literacy Instruction for English Language Learners

LING 676: Second Language Acquisition

FLLT 622: Language Syllabus Design

Students who have taken EDUC 741 (Diversity in ESL Classrooms) or FLLT 624 (Second Language Testing) prior to submitting the portfolio can address all of domain 2, standards 2a, b, c, d, e, f, and g (for EDUC 741) and/or domain 4, standards 4a, 4b, 4c (for FLLT 624) as a substitution for one or two of standards 3 and/or 5, depending on whether one or both of these courses was taken. The total number of standards responded to is always 7. Where possible, your submission should include one or more examples from at least four of the following six categories:

*a sample lesson plan you developed,

*any portfolio you might have completed for a previous course,

*a video of a presentation or teaching performance,

*any assessment instrument you might have developed,

*a compilation of research papers you might have completed, and

*a sample of teaching materials developed by you as part of or a result of your MA TESL program.

For all individual submissions of papers, projects, or other entries, *be sure* to include the professor-graded copy, along with the professor's comments and any rubric the professor used in assessing your work. In addition, precede each paper or project with the initial description of the assignment provided by the professor, either as a handout or in the course syllabus.

VERY IMPORTANT! Your portfolio must be uploaded and submitted through LiveText. It cannot be evaluated any other way. Please go to the LiveText's website (www.livetext.com) and register to use the site. Discounts are available if you register through: https://www.livetext.com/misk5/c1/purchase/special/UDel

Once you have purchased LiveText, follow these instructions to 'create' your MA TESL 18 credit portfolio:

* Click on the heading titled "LiveText Docs"

* From the 'My Work' screen, click on 'Create'

* Choose Folder 'University of Delaware - Portfolio'

* Choose Template 'TESL 18 Credit Portfolio'

* Give it a name and click on 'Create Document'

* To enter your self-evaluation, click on the menu of Domains on the left. You will be able to add your self-evaluation to each section (click the edit icon to do so).

* To upload documents under a domain click on the edit icon, then in the top left, click on file attachments. Here you can upload your supporting documents. Keep in mind that you are only able to use 10 docs per domain. Once you have uploaded a document, it is in LiveText. Therefore, if you want to use one document for multiple domains, you can choose it from a list at the bottom of the file attachment screen once you have uploaded it.

Now you are ready to begin editing your document. If you have problems, try the Help button in the upper right corner of every screen or email 'help' using the link at the lower right corner of every screen.

Once you have set up your LiveText account and have uploaded your portfolio, you need to grant me, the chair of the committee, (Dr. Stevens, sstevens@udel.edu), as well as other MA TESL committee members access to see and review your submission. You can do this by clicking Send this document for review and Share this document. Type the names of the committee members in and select them to Share. Other committee members include: Dr. Karen Asenavage (kasen@udel.edu); Dr. Nigel Caplan (nacaplan@udel.edu); Joseph Matterer (jwm@udel.edu); Dr. Adrian Pasquarella (apasq@udel.edu); and Michael Fields (mrfields@udel.edu).

A student whose portfolio earns an overall rating of "acceptable" or "exemplary" will be eligible to continue toward degree completion. It is possible to receive an unacceptable rating in two of the seven categories and still qualify to continue toward your degree. Should you earn a rating of "unacceptable" in three or more areas or an overall average of score of less than 2.0 out of 3.0, you will be asked to meet with a member of the committee and the program coordinator to determine a course of action that will be in your best interest.

I wish you every success on this project.