

International Education Department

**Teaching English to Speakers of Other Languages (TESOL)
Program Policy**

DATE(S):		
1.	Next Policy Review:	2022-06-01
2.	Admissions & Standards Committee Approval:	2017-03-14
3.	Education Council Approval:	2017-03-21
4.	Effective:	2017-09-01
5.	Previous Revision(s):	
CREDENTIAL(S):		Advanced Diploma Advanced Certificate

PROGRAM OUTCOMES (previously program objectives)

- *Select and generate learning materials that meet course outcomes and support learners' goals.*
- *Create, develop and deliver effective language lessons based on knowledge of SLA theory, curriculum design and best practice methodology.*
- *Demonstrate familiarity with a range of approaches, strategies and techniques for teaching listening, speaking, reading, writing, pronunciation and grammar.*
- *Manage classrooms that foster a stimulating and inclusive learning environment.*
- *Exhibit intercultural competence, and cultural awareness and sensitivity.*
- *Recognize and utilize the central concepts and conventions of the English language (phonology, morphology, syntax, semantics, pragmatics and discourse).*
- *Reflect critically on teaching practices and demonstrate professional conduct.*
- *Utilize appropriate technology in lesson planning and delivery.*
- *Design and conduct assessments linked to learning outcomes.*

Students in the TESOL/TESL Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca).

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following TESOL/TESL Program requirements to be considered fully-qualified:

1. Academic

Advanced Diploma and Advanced Certificate

- a) Applicants must have successfully graduated from a degree or diploma program from a recognized institution or completed at least two years of post-secondary education.
- b) Entrance requirements include an average of C+ in prior course work.
- c) Applicants who are speakers of other languages must provide evidence of a minimal TOEFL score of 213 (CBT), an IELTS score of 6.5, or have completed the Selkirk Advanced English Language program and English 051 or EASL 067 with a B+ or higher average.

NOTE: To be eligible for TESL Canada Professional Standard One or Two Certification, applicants who are speakers of other languages must have an IELTS score of 7.0 or equivalent.

Extended Practicum

- a) Applicants must have successfully completed Selkirk's Advanced Diploma program and received a B- or higher in their Practicum Course and Seminar (TSOL 110) to be eligible for this additional program option.

Visiting Practicum

- b) Successfully completed a minimum of 100 hours of coursework at a TESL Canada Certified institution and have previous education-related work or volunteer experience.

International Practicum

- d) Applicants must be graduates of Selkirk College's TESOL Advanced Diploma program.

Teaching English to Young Learners

- a) Applicants must have TESOL training completed or in progress.

2. General

- a) Prior work or volunteer educational experience, preferably with second language learners, and/or coursework in education.

B. APPLICATION PROCESS

1. The following must be received:

- a) All post-secondary transcripts
- b) English proficiency test scores (Refer to Part 1, A.1, c, above)
- c) Current resumé
- d) Letter of reference
- e) Letter of intent

2. When file is complete, interviews will be arranged. Where circumstances make a personal interview impractical, a Skype or telephone interview will be conducted.

C. RE-ENTRY INSTRUCTION

1. Students in good standing, who must interrupt their program, may apply to re-enter within one year of departure.
2. Re-admission is dependent upon sufficient places being available in the semester for which re-entry is being sought.
3. Exceptional cases will be considered individually, at the discretion of the School Chair.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Grading will be based on Grading Table 1. See *Policy 8612: Grading*.

2. Types of Assessments

a) Assignments

- (i) Students are evaluated and graded in each subject or course topic as

indicated in the respective course outline. Evaluative events will include exams, assignments, individual and group projects, micro-lessons, practicum teaching lessons, and presentations.

- (ii) Assignments must be handed in on the due date or the assignment mark may be penalised as stated on the course outline. Exceptions to due dates must be negotiated with the instructor as per the expectations stated in the individual course outlines.

b) Examinations

- (i) Exams and other evaluative activities are weighted and averaged as indicated in the respective course outline.
- (ii) Examinations will be scheduled as described in course outlines.
- (iii) Assignments and exams must be written and submitted at the scheduled time. Exceptions will only be considered when the instructor has been supplied with satisfactory evidence of personal illness, disability, extenuating circumstances or prior arrangements have been made with the instructor. Students who do not apply for such permission to reschedule and who fail to write an examination will receive a mark of zero on the exam.

B. PROMOTION

1. Practicum Criteria

- a) Students must successfully complete all course work during the first four weeks of the program and receive recommendation from the practicum supervisor to be eligible for the teaching practicum. Recommendation requires a student demonstrates professional commitment to the program and preparedness.
- b) If a student does not meet the above requirements, they may be asked to defer their practicum to a later date.
- c) If a student does not pass all course work, he/she is not eligible for the deferred or extended practicum.

C. GRADUATION

- 1. The requirements for graduation include the successful completion of the following courses with a minimum grade of "C" in each course.
- 2. Credentials:
 - a) TESOL Advanced Diploma see C.3.a

b) TESL Advanced Certificate see C.3.b

3. Requirements: (see *Policy 8617: Graduation*)

a.

TESOL Advanced Diploma		
Semester 1		
Course Code	Course	Credit
TSOL 101	Introduction to Teaching English Language Learners	3
TSOL 103	Teaching Listening and Speaking	3
TSOL 105	Teaching Reading and Writing	3
TSOL 107	Topics in English Language Learning	1
TSOL 109	Teaching Pronunciation	2
TSOL 110	Practicum Experience and Seminar	4
TSOL 112	Grammar for Teachers	2
Total Semester Credits		18
Total Year Credits		18
Total Program Credits		18

b.

TESL Advanced Certificate		
Semester 1		
Course Code	Course	Credit
TSOL 101	Introduction to Teaching English Language Learners	3
TSOL 103	Teaching Listening and Speaking	3
TSOL 105	Teaching Reading and Writing	3
TSOL 107	Topics in English Language Learning	1
TSOL 109	Teaching Pronunciation	2
TSOL 112	Grammar for Teachers	2
Total Semester Credits		14
Total Year Credits		14
Total Program Credits		14

c. Additional Course Offerings

- TSOL 121 Extended Practicum (1 credit)
- TSOL 122 Visiting Practicum (1 credit)
- TSOL 123 Practical Studies in TESOL (1 credit)
- TSOL 120 International Practicum (2 credits)
- TSOL 100 Teaching English to Young Learners (2 credits)

PART III STUDENT CONDUCT (See also College *Policy 3400: Student Code of Conduct*)

A. ATTENDANCE

1. Students are expected to attend all classes. If a student misses more than 25% of classes or course responsibilities, he/she will not qualify for graduation.
2. Students absent for illness or compassionate reasons must contact the instructor prior to the class, in person, by phone or in writing. Students may be required to provide a letter from a doctor to verify claims of illness longer than two days.

B. PROFESSIONAL REQUIREMENTS

1. Attendance and punctuality are considered important elements of professionalism. Student teachers are expected to demonstrate professionalism as they make the transition into the workplace.

C. PROBATION (See also College *Policy 8619: Probation Policy*)

D. DISMISSAL AND EXCLUSION (See also College *Policy X*)

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

- Policy 3400: Student Code of Conduct
- Policy 6550: Protection of Privacy
- Policy 8400: Student Appeals
- Policy 8600: Pre-Admissions Basic Skills Assessment
- Policy 8611: Admission
- Policy 8612: Grading
- Policy 8613: Evaluation of Student Learning
- Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
- Policy 8615: Standards of Academic Progress
- Policy 8616: Student Withdrawals and Refunds
- Policy 8617: Credentials and Graduation
- Policy 8618: Cheating and Plagiarism
- Policy 8619: Student Probation
- Policy 8620: Interdisciplinary Studies