

TEACHING ENGLISH AS A SECOND LANGUAGE (TESOL) CERTIFICATE

PROGRAM HANDBOOK

2008-2009



KUYPER  COLLEGE
Bringing God's Grace into Today's Culture

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Introduction

Teaching English to Speakers of Other Languages (TESOL) Certificate Program

Welcome to Kuyper College's TESOL Certificate Program

What is TESOL?

TESOL or *Teaching English to Speakers of Other Languages* is the name given to instruction given to people who do not speak the English language natively. Often TESOL is used to describe the specific types of methods used by English language teachers to provide language instruction.

ESL stands for *English as a Second Language*. TESOL is what students at Kuyper College learn by studying language and methods for teaching language. ESL refers to what students learn to teach.

Knowledge of how to teach English to people who do not speak the language is a very useful skill to acquire. This ability enables students to feel confident in reaching out to non-English speaking immigrants in the United States and/or to teach English in an international setting. Christian English as a Second Language teachers have the opportunity to use their knowledge of TESOL.

The purpose of this manual is to provide an overview of the TESOL program and its place within the college setting. This will include information about the mission, goals and educational philosophy of the TESOL program. It will also include the content, methods and responsibilities of student practicum instruction within the TESOL program. This information will aid in defining roles for the student, faculty and those responsible for practicum supervision.

The practicum manual is a reference for everyone involved in the practicum. If additional information is needed about Kuyper College's TESOL program, the reader is to refer to the TESOL program coordinator.

Kuyper College's emphasis on developing people's gifts in service and leadership often places students and graduates on the mission field, either in overseas positions, or in social and community service positions throughout the United States. These students often are asked to teach English as a second language as part of the outreach efforts of either these community or church agencies. In order to prepare students thoroughly for teaching English, Kuyper College has designed a 17-hour Teaching English as a Second Language (TESOL) Certificate Program. The program is an emphasis area minor offered within the Professional Education Department.

The TESOL Certificate program prepares students to understand the second language acquisition process, to acquire skills and methods for teaching speaking, listening, reading, and writing skills to their ESL students, and to obtain intercultural communication skills.

Those who wish to obtain a B.S. degree in Cross-Cultural Studies, Youth Ministry, Educational Ministry, Pre-Seminary or Social Work may incorporate the TESOL Certificate program into their professional degree requirements. Students who already have a college degree are also encouraged to take courses in the Certificate Program to enhance their teaching and ministry skills.

Kuyper College and Accreditation

Kuyper College was founded in 1939 in Grand Rapids, Michigan, as Reformed Bible *Institute* by a group of pastors and lay people to provide biblical and theological training for students interested in missions, evangelism and church education. In 1972, Reformed Bible Institute was changed to Reformed Bible College. In 2006, Reformed Bible College became Kuyper College to better reflect the growing emphasis on leadership training in a variety of service areas. Kuyper College's approximately 300 students are preparing and training for occupations in pastoral ministry, church education, youth ministry, social work, cross-cultural missions, urban ministry, communications and child development. Kuyper College also has consortium programs with Grand Rapids Community College in child development, computer applications, accounting and business; with Cornerstone University in accounting, business management, computer information systems, elementary and secondary education and electronic media and with Calvin College in nursing. Kuyper College cooperates in selected semester-long international studies programs with various institutes and universities around the world.

Kuyper College is a four-year Bible college approved and regulated by the Board of Education of the State of Michigan. The college is accredited by two accrediting agencies: AABC (the Accrediting Association of Bible Colleges in 1964 and NCA (the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools) in 1995. The college is also a member of NACCAP (the National Association of Christian College Admissions Personnel) and holds membership with the Council for Christian Colleges and Universities.

Teaching English to Speakers of Other Languages (TESOL) Program Overview

Mission Statement

The mission of Kuyper College's TESOL certificate program is to equip students with the knowledge, skills and values to teach English as a Second or Foreign Language within the framework of a biblical, Reformed world and life view in a variety of faith-based or educational agencies in local and international settings. The program strives to enable students to integrate their biblical, Reformed world and life view and their approach to education and language learning during their TESOL studies.

Emphasis is placed on preparing students with the practical skills needed to administer and teach in an ESL program. An understanding of the English language, the process of language learning and language teaching enables students to provide the very best design and methods for teaching to individuals, families, native groups and in a variety of settings both in the United States and internationally. Students who complete the TESOL program are prepared to teach English as a Second Language.

The TESOL program is consistent with and a natural extension of the mission, vision and core values of Kuyper College. Within a biblical, Reformed world and life view the TESOL program seeks to "equip students to bring grace to Christ's church and the world." College Catalog 2006-08) The TESOL program builds upon the solid Bible major and Communications minor educational programs of the college to give students a well rounded education.

Professional Education Program Goals

The TESOL program at Kuyper College is part of the Professional Education Department which seeks to fulfill the mission of the college by providing both the theoretical and professional knowledge and practical experience necessary to effectively serve in God's kingdom through their chosen profession. All students wishing to complete a TESOL program as part of their bachelor's degree program must also take a core of professional education courses which support the specialized courses within the TESOL program.

Upon completion of the Professional Education Courses students will

1. articulate the historical perspectives of their chosen profession.
2. know the profession's systems, policies, organizations and structures.
3. demonstrate the practice skills required of the chosen profession.
4. develop a "professional self" which demonstrates the values, ethics, codes of conduct and behaviors within a variety of diverse contexts and peoples.
5. communicate and synthesize an integration of Reformed worldview and faith within the student's chosen profession.

TESOL Program Objectives

Teaching English as a Second Language Program (TESOL):

Upon completion of the TESOL program the students will be able to

- Provide leadership in the design of ESL programs and courses both in the U.S. and abroad.
- Teach English to learners whose primary language is not English using a variety of methods.
- Understand the variables affecting second language acquisition and apply this knowledge in the ESL classroom.
- Use their knowledge of English language grammar, sound system, and syntax to teach the English language.
- Articulate the relationship between Christian English language teaching to the Reformed world and life view.
- Understand the relationship between language and culture and use this knowledge to enhance English language learning.

Description of TESOL Program at Kuyper College

The TESOL program at Kuyper College offers two options to best meet student goals.

Option A TESOL Certificate and Minor

- this option best serves those who major in cross cultural studies, youth ministry, social work or educational ministries and want to round out their education with a very practical skill.
- This option also serves those who already have a college degree but wish to or are working in the area of TESOL and wish to earn a certificate to augment their professional skills.
- For students whose goal is to work internationally or in community based programs in the U.S.

Option B ESL Endorsement

- This option best serves students majoring in elementary or secondary education who wish to be endorsed in ESL and who wish to make ESL their teachable minor. All Kuyper College required courses are transferable to the concurrent enrollment education program at Cornerstone University.

Required Courses for Option A (TESOL Certificate and Minor)

CO 206	Introduction to Linguistics	3 credits
CO 240	Second Language Acquisition.	3 credits
CO 348	Methods and Techniques of ESL/EFL	3 credits
FE 263	Tutoring in ESL	1 credit
CO 350	Curriculum and Materials Development for ESL/EFL	3 credits
CO 441	ESL/EFL Practicum	3 credits
CO 442	ESL/EFL Seminar (taken in conjunction with C0441)	1 credit
	Total	17 credits

Recommended Course

CO 320	Advanced Grammar	3 credits
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Required Courses for Option B (ESL Endorsement and Teacher Certification offered in conjunction with Cornerstone University)

CO 206	Introduction to Linguistics	3 credits
CO 240	Second Language Acquisition.	3 credits
CO 348	Methods and Techniques of ESL/EFL	3 credits
FE 263	Tutoring in ESL	1 credit
CO 320	Advanced Grammar	3 credits
CO 370	Sociolinguistics	3 credits

*Students in the endorsement program fulfill the practicum requirement through the student teaching requirement at Cornerstone.

Admission Requirements and Process

Student choosing to complete the requirements for a TESOL certificate during their time at Kuyper College should begin taking TESOL classes during their sophomore year. The formal admission process to the minor normally takes place during the winter semester of the sophomore year.

All students interested in a minor and certificate in TESOL must complete the process. Eligibility requirements include maintaining a G.P.A of 2.2 in all courses and a G.P. A. of 2.5 in TESOL classes. Students who fail to maintain their grades to these levels will not be allowed to complete their practicum in TESOL.

Process and Timeline for Admission:

By February 10

- Submit an **Application Form** including a written paragraph on your reasons for studying TESOL (found in the appendix of this booklet or available in the academic office.
- **Reference** (provide 1 personal reference) (form found in appendix of this booklet)
- **Transcript**

By March 1

- **Interview** with TESOL program coordinator.
- **Completion of arrangements for fall practicum. Winter practicum deadline is Nov. 1. (see Practicum Manual for details)**

By April 30

- Submit to program coordinator **Interest Inventory for TESOL/Field Education** tutoring component. (form found in appendix of this booklet and/available from the academic office)*

Field Education Tutoring Requirement*

Once the student has been admitted to the minor/certificate program, he/she should also make arrangements for completing the field education tutoring requirement. While this credit is in Field Education, the TESOL program coordinator will make the arrangements for this component in consultation with the Field Education Director. This should be done after the advising date has passed so that students know when they are available for tutoring. Summer work to complete this requirement is also encouraged.

There are many opportunities for ESL tutoring in the Grand Rapids area. Tutoring an ESL student in an organized ESL program gives TESOL students an opportunity to practice what they are learning soon after beginning TESOL studies. Many times having the opportunity to meet, share and teach ESL gives insight on how practice and theory come together in the classroom. This dynamic relationship is what TESOL students need to become aware of during this semester.

Practicum Requirements: see *practicum handbook attached.*

Class Schedule and Course Rotation Rationale

TESOL classes at Kuyper College are scheduled in the late afternoon twice a week for 15 weeks during the fall and winter semesters. This schedule is to facilitate the participation of guests who wish to take only the TESOL classes and/or those who have jobs during the day.

All TESOL classes are taught at least once in a two year cycle, so students can easily plan to finish taking the classes during their 4 year stay at Kuyper College. It is beneficial however, for students to begin classes in their sophomore year so that there is plenty of time to complete the practicum during their senior year, or if they wish to go abroad to do their practicum, there is plenty of time to take the other required courses. While it would be ideal for all students to begin their TESOL courses with C0 240, it is not necessary as each course builds a different area of the body of knowledge. Students, with specific questions in this area should consult with the program coordinator.

Program Coordinator

Teresa Renkema M.A.; Assistant Professor of Intercultural Communications

Course Descriptions

CO 206 Introduction to Linguistics

3 credit hours

This course is a study of the nature and structure of language including phonetics, phonology, morphology, syntax and semantics. It also includes applications to language acquisition and procedures for implementation of theory into practice in the ESL classroom and in other areas of modern linguistics. (Fall 09)

CO 240 Second Language Acquisition

3 credit hours

This course serves as an introduction to the theories of first and second language acquisition relevant to ESL/EFL teaching and learning, with emphasis on the variety of factors influencing language learning. Field trips to observe a variety of local ESL programs and classrooms are a part of this course. (Fall 08, 10)

CO 320 Advanced Grammar

3 credit hours

The focus of this course is a review of the fundamentals of English grammar for the purpose of teaching English as a Second Language or for the teaching of language arts or English in Michigan. Discussions will include the place of grammar in teaching, as well as different models of grammar and how they can be used in teaching. (Winter 10, or independent study)

CO 348 Methods and Techniques of Teaching ESL/EFL

3 credit hours

This course is an introduction to the methodology of teaching English as a Second Language and is designed to provide an understanding of the principles underlying second or foreign language teaching. This class is for those who have no past experience in teaching and also those who have teaching experience, but not in the area of English as a Second Language. Focus will be on different methods, approaches and techniques used in teaching the four basic language skills: listening, speaking, reading and writing. Integrated lesson planning, multi-level classroom teaching and appropriate techniques for different age levels will be topics of discussion. FE 263 should be completed in conjunction with this course so that the student has an opportunity to experience some of the theory and methods in a tutoring situation. (Winter 10, 12)

CO 350 Curriculum and Materials Development for ESL/EFL

3 credit hours

This course includes a study of the essential elements in program development and implementation. Tools for placement and assessment as well as curriculum design and evaluation will be discussed. (Winter 09)

CO 370 Sociolinguistics

3 credit hours

This course involves a study of social and cultural aspects of language including age, gender and social status as they affect language learning, language use and the educational process. Specific areas of study include bilingualism, multilingualism, standard and non-standard language and dialectology as they relate to approaches in English as a Second Language education. (Winter 09, or by independent study)

CO 441 TESOL Practicum I

3 credit hours

This course provides supervised practical experience in classroom instruction, including observation, tutoring and teaching. Special attention is placed on the student's ability to integrate ESL theory and practice. Prerequisite: Admission into the TESOL program and completion of 3 TESOL courses. (every semester)

CO 442 TESOL Seminar

3 credit hours

The Seminar is a companion course to the practicum in which the students' field practicum experiences are reviewed and analyzed. Special attention is placed on the student's ability to integrate ESL theory and practice. Prerequisite: Admission into the TESOL program and completion of 3 TESOL courses. Concurrent registration with the practicum. (every semester)

TESOL Program Non-Discrimination Policy for Students

The TESOL program at Reformed Bible College is committed to creating a caring, diverse and accepting environment for all its students. The program upholds the moral teachings of Jesus Christ and consequently affirms the worth and right to personal dignity of all persons. The program forbids any acts of illegal discrimination in its admission or educational policies and practices, in accordance with biblical principles and the laws of the State of Michigan

Policy of Student Diversity

1. In keeping with a biblical, Reformed world and life view, the TESOL program provides equal educational opportunity. Committed to the belief that all human beings are created equal in the image of God, all must be afforded worth, dignity and respect. In regards to recruitment, admission, financial aid, retention and graduation policies and practices, the program does not discriminate against any person or group on the basis of class, culture, ethnic or national origin, gender, sex, age, race, color, political orientation, disability, sexual orientation, marital status, family structure, or veteran status. The TESOL program reserves the right to discriminate on the basis of religion under Title VII of the Civil Rights Act of 1964, as amended.
2. The program upholds the guidelines of the Americans with Disabilities Act (ADA) and is responsible for making reasonable accommodations to the limitations of qualified persons with a disability and to provide them with educational opportunities to the extent practical.
3. The program is committed to equal educational opportunities for minorities, women and persons with disabilities. Active recruitment, advertising and scholarship efforts are set in motion to remove barriers that may discourage interest.
4. The TESOL program is committed to open access to all educational, organizational and social and religious activities for every member of the student body.
5. Any student in the TESOL program who believes unlawful discrimination has occurred will have access to due process as outlined in the TESOL program admission procedures.

Kuyper College

TESOL Program

Application for Admission

Please return your application to Prof. Teresa Renkema by February 10.

PERSONAL DATA

Name: _____

Date of Birth: _____

Local Address: _____

Local Phone: _____

Email: _____

Permanent Address: _____

Reference (please circle one): pastor, elder, church volunteer coordinator or teacher.

Reference's Name: _____

Have you ever been convicted of a felony? (please circle one) YES NO

Have you ever been convicted of a misdemeanor

involving children or substance abuse? (please circle one) YES NO

If you have answered yes to any of the above questions, please explain the circumstances of your conviction(s) on an attached sheet.

ACADEMIC DATA

Faculty Advisor: _____

Total Hours Completed _____

Cumulative GPA: _____

TESOL Minor GPA: _____ (use only for courses taken)

Please attach a copy of your Kuyper College transcript to this application form. Contact Sarah Behm with any questions about retrieving your transcript from the Kuyper College Student Portal.

PERSONAL STATEMENT OF GOALS RELATING TO TESOL

Write a paragraph describing your goals and interests and how they relate to your reasons for studying in the area of TESOL Please type your one-two single-spaced paragraph and attach it to your application form.

Kuyper College

TESOL (Teaching English As A Second Language) Program

Reference for Admission Form

Applicant's Name: _____ Date: _____

The *Family Educational Rights and Privacy Act* of 1974 allows the student the right to review this reference form. The student has indicated below his/her wish to waive or not waive this right.

_____ I waive my right to access this recommendation.

_____ I do not waive my right to access this recommendation.

Student's Signature: _____ Date: _____

Thank you for taking the time to complete and return this reference form by February 10. Your input is vital to the evaluation of this student. Your thoughtful responses are appreciated.

What is your relationship to the applicant? _____

How long have you known the applicant? _____

How well would you say you know the applicant?

Quite Well _____ Fairly Well _____ Not Well at All _____

For each of the areas of evaluation below, please circle the most appropriate rating for this applicant using the following scale. Please comment on your rating.

1 -- 2 -- 3 -- 4 -- 5

Low Average High

EMOTIONAL STABILITY: 1 -- 2 -- 3 -- 4 -- 5

Comments:

MORAL CHARACTER AND SOUND JUDGMENT: 1 -- 2 -- 3 – 4 -- 5

Comments:

INTELLECTUAL ABILITIES: 1 -- 2 -- 3 – 4 -- 5

Comments:

CHRISTIAN SERVICE: 1 -- 2 -- 3 – 4 -- 5

Comments:

INTERPERSONAL SKILLS: 1 -- 2 -- 3 – 4 -- 5

Comments:

RESPONSIBILITY, MATURITY, AND SELF-DIRECTION: 1 -- 2 -- 3 – 4 -- 5

Comments:

COOPERATION AND TEAM WORK: 1 -- 2 -- 3 – 4 -- 5

Comments:

SENSITIVITY TO MULTICULTURAL ISSUES: 1 -- 2 -- 3 – 4 -- 5

Comments:

Based on your experience and knowledge of this applicant what would be your recommendation for admission into the TESOL Program at Kuyper College?

_____ I recommend this applicant be admitted with no reservations.

_____ I recommend this applicant with some reservations.

_____ I do not recommend this applicant.

Please share any additional thoughts or concerns you may have about the applicant's admittance to the TESOL (Teaching English As A Second Language) Program.

Reference Signature: _____ Date: _____

Reference Name (printed): _____

Title: _____

Agency, Church, or Organization: _____

Telephone: _____ Email: _____

Please send to: Professor Teresa Renkema, Program Coordinator

3333 East Beltline NE

Grand Rapids, MI. 49525

TESOL/ Field Education Tutoring Placement Application

Due Date: April 30

The TESOL/Field Education Tutoring component ideally comes after the student has taken **one** TESOL course. This allows the student to draw from real experience so as to better blend theory and practice. Immediately after advising day, scheduling FE263 students should turn in this form Prof. Renkema.

Please provide the information below so that the best possible match can be made for you to complete the requirements for Field Education/ESL tutoring as required for the TESOL certificate minor.

Name: _____

Academic Level Fr _____ Soph _____ Jr _____ Sr _____ Other _____

Address: _____ **Phone #** _____

What kind of TESOL do you think your future might hold? :

- a. Teaching abroad
- b. Teaching locally
- c. Teaching in a K-12 school and get an endorsement
- d. Teaching adults
- e. Teaching children
- f. Teaching teenagers

Type of ESL placement you are most interested in. Choose any that would apply.

- a. Strictly organized. All lesson planning is done for you.
- b. Open arrangement – plan own lessons using materials provided
- c. Adults
- d. Children
- e. Church ESL program
- f. K-6 school ESL program
- g. High school or Jr. High program
- h. Adult /refugee program

Schedule: Generally placements are for once a week for two- three hours. The field education office requires 30 contact hours. However, you should be prepared to teach/tutor for the term/semester so that your placement provider is not short of tutors.

Indicate 2-3 hour time blocks when you are free during the day and evening

A.M. _____ P.M. _____ Evenings _____

TESOL File Maintenance Check Sheet

- Admission application (by Feb. 10)
- Admission reference (by Feb. 10)
- Transcript (by Feb 10)
- Admission interview rubric (by Feb. 10)
- Field Education Tutoring Placement Application (after Advising)
- Letter of acceptance to the program (immediately after interview)
- Application for practicum (by Feb. 10 or Nov. 1 of the semester before)
- Letter of referral to the field placement agency
- Practicum Objectives Form
- Student self-evaluation of practicum
 - Midterm
 - Final
- On Site Field Supervisor Teaching Evaluations (2)
- Field Supervisor's Reports
 - Midterm
 - Final
- Practicum Debriefing Worksheet
- Field Supervisor's Evaluation Checklist
- Signed permission from student that faculty and administration of Kuyper can provide reference for graduate school or jobs
- Timesheets of hours completed in the internship