



College of Education and the Distance Education Unit

Certificate in Teaching English as a Second Language (CERTESL)

Regular Session 2017-2018

Check out our Program Web site at: certesl.usask.ca

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 the Regular Session 2017-2018.

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CERTESL is recognized by: TESL Canada



www.tesl.ca



www.teslsask.com



www.teslontario.net

Distance Education Unit

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Important Dates

August 1, 2017	* Fall Term 1 admission deadline (beginning September 2017)
August 1	Deadline to submit a TESL 42 (Supervised Practicum) Supervisor Approval Form for Fall Term 1
August 15	** Fall Term 1 (beginning Sept 2017) course registration deadline for international residents
August 23	Deadline to apply for Spring and Summer Session 2017 deferred examinations
August 31	Deadline to apply to graduate at Fall 2017 Convocation
September 3	Deadline to apply for K-12 (Saskatoon) school placement for Fall Term 1
September 4	Labour Day – University closed
September 6	** Last day for online registration for students residing within Canada for Fall Term 1 courses (beginning Sept 2017)
September 6	Fall Term 1 classes begin
September 8	Deadline to apply for Spring and Summer Session 2017 supplemental examinations
September 9	Spring and Summer Session 2017 deferred examinations
September 19	Deadline for Registration changes for Fall Term 1 classes with 100% tuition credit
September 26	Last day to withdraw from Fall Term 1 classes with 75% tuition credit
September 29	Tuition payment deadline for Fall Term 1 classes
October 2 – 6	Spring and Summer Session 2017 supplemental examinations
October 3	Last day to withdraw from Fall Term 1 classes with 50% tuition credit; withdrawal after this date results in no tuition credit
October 9	Thanksgiving – University closed
October 28	Fall Convocation
November 11	Remembrance Day – University closed
November 13	University closed in lieu of Remembrance Day
November 13 – 18	Fall Midterm Break – no classes, University open
November 15	Last day to change from credit to audit or audit to credit for Fall Term 1 courses
November 15	Last day to withdraw from Fall Term 1 classes
November 19	Deadline for students registered with DSS to request accommodations for Fall Term 1 final examinations
December 1	Deadline to submit a TESL 42 (Supervised Practicum) Supervisor Approval Form for Winter Term 2
December 1	* Winter Term 2 (beginning Jan 2018) admission deadline
December 8 – 22	Fall Term 1 Final Examinations
December 15	** Winter Term 2 (beginning Jan 2018) course registration deadline for international residents
December 25 – Jan 1	University closed
January 3, 2018	** Last day for online registration for students residing within Canada for Winter Term 2 courses (beginning Jan 2018)

January 3	Winter Term 2 classes begin
January 5	Deadline to apply for K-12 (Saskatoon) school placement for Winter Term 2
January 16	Deadline for Registration changes for Winter Term 2 classes with 100% tuition credit
January 17	Deadline to apply for Fall Term 1 deferred and supplemental examinations
January 23	Last day to withdraw from Winter Term 2 classes with 75% tuition credit
January 30	Last day to withdraw from Winter Term 2 classes with 50% tuition credit; withdrawal after this date results in no tuition credit
January 31	Tuition payment deadline for Winter Term 2 classes
February 19	Family Day – University closed
February 19 – 24	Midterm Break – no classes, University open
February 20	Fall Term 1 deferred and supplemental examinations begin
March 15	Deadline to change from credit to audit or audit to credit for Term 2 courses
March 15	Last day to withdraw from Winter Term 2 classes
March 19	Deadline for students registered with DSS to request accommodations for Term 2 final examinations
March 30	Good Friday – University closed
March 31	Deadline to apply to graduate at Spring 2018 Convocation
April 1	* Spring and Summer Session 2018 admission deadline
April 1	Deadline to submit a TESL 42 (Supervised Practicum) Supervisor Approval Form for Spring and Summer Session 2018
April 9 – 28	Winter Term 2 Final examinations
April 15	** Spring and Summer Session 2018 course registration deadline for students residing outside of Canada
May 4	Deadline to apply for Saskatoon school placement (adult placements only) for Spring and Summer Session 2018
May 9	** Spring and Summer Session 2018 course registration deadline for students residing within Canada
May 9	Spring and Summer Session 2018 classes begin
May 10	Deadline to apply for deferred and supplemental examinations for Winter Term 2 courses
May 21	Victoria Day – University closed
June 4 – 7	Spring Convocation
June 7	Deferred and supplemental examinations begin for Winter Term 2 classes
August 31	Deadline to apply to graduate at Fall 2018 Convocation

* **We respectfully request that you submit your complete application for admission (including transcripts) 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 21). Information on how to access PAWS will be sent to you by email in your admission letter.

**** All students are strongly encouraged to register in their course(s) by August 15 (Term 1) and December 15 (Term 2) to ensure that course materials arrive before the start of classes. This is particularly important for Term 2 courses because University services (including the Bookstore) will be closed on December 25, 2017 and will not re-open until January 2, 2018 (see page 27 for information on how to order your textbooks). Students residing outside of Canada are not permitted to register in courses after August 15 (Term 1) and December 15 (Term 2).**

The CERTESL Program

Program Availability

Courses in the CERTESL program are offered at a distance in either a print-based, computer-enhanced, or online 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 2017-2018. The Handbook for the Spring and Summer Session 2018 will be available in March, 2018 and will be posted to the CERTESL website at that time.

Program Curriculum

Six CERTESL courses must be successfully completed with an **overall** average of at least 60% to be awarded the CERTESL Certificate (see Promotion, Certification and Graduation).

1. ECUR 291.3 – An Introduction to the Teaching of English as a Second Language (ECUR) formerly TESL 21 – Overview of Teaching English as a Second Language
2. ECUR 391.3 – Theory of Second Language Learning and Methods of Skills Development formerly TESL 31 – TESL Theory and Skill Development
OR ECUR 375.3, formerly 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 333.3 – The Structure of Language formerly TESL 33 - English Grammar and Phonology
5. ECUR 393.3 – Advanced Methods in TESL formerly TESL 35 - Approaches to Language Teaching
6. TESL 42 - Supervised Practicum
OR TESL 43 - Professional Project

Note: K-12 teachers who have been admitted to the CERTESL Program may substitute ECUR 415.3, Current Issues in English as an Additional Language, in lieu of TESL 32 or TESL 36. Permission from the CERTESL Program Office and the ECUR 415.3 instructor is required.

Prerequisites/co-requisites

- Prerequisite(s) for ECUR 291.3: ENG 110 or 6 credit units from ENG 111, 112, 113, 114, and 115.
- ECUR 291.3/TESL 21 is prerequisite or co-requisite to all other 30-level TESL courses.
- ECUR 391.3/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 (ECUR 291.3/TESL 21, ECUR 391.3/TESL 31 or 34, and one other 30-level CERTESL course).

IMPORTANT:

- **For TESL Ontario accreditation, you must complete ECUR 291.3/TESL 21, ECUR 391.3/TESL 31, TESL 32, TESL 33, ECUR 393.3/TESL 35, TESL 42, a supplementary Practicum Additional Hours module, and one additional course (either TESL 36 or TESL 43) (7 courses in total). See the CERTESL website for the Practicum Additional Hours Module Application.**
- **For TESL Canada Professional Standard I certification, you must take TESL 42 and not take EIND 375.3/TESL 34. For TESL Canada Professional Standard II eligibility, you will take one additional course in CERTESL (7 courses in total), selecting from among TESL 32, ECUR 375.3/TESL 34, TESL 36, and TESL 43. Starting in September 2017, Standard II certification candidates will also have to complete a supplementary Practicum Additional Hours module. See the CERTESL website for the Practicum Additional Hours Module Application.**

During the next two years, all CERTESL courses not currently offered as degree-credit sections are intended to be reclassified as degree-credit. We anticipate that as the transition proceeds, this status will be made retroactive at least to Fall 2016 and possibly earlier for students who are currently enrolled in the program.

The Certificate in Teaching English as a Second Language (CERTESL) Program is a university-based, non-degree program that prepares people to teach the English language professionally. It 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 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, First Nations, Métis and Inuit students, Hutterian and Francophone Canadian students, and international students;
- Individuals who plan to become employed overseas as instructors in English as a Foreign Language (EFL) programs.

Six courses must be successfully completed for a student to be awarded the CERTESL Certificate. Additional courses are available to meet specific accreditation or professional development needs.

Both adult educators and K-12 teachers may enrol in CERTESL. However, if an experienced K-12 teacher is seeking Additional Qualification (AQ) status for salary and promotion purposes in Saskatchewan or Ontario elementary or secondary schools, he or she may prefer to apply to CERTESL's 10-course sister program, the Post Degree Certificate in EAL Education (PDCEAL).

All CERTESL courses are delivered via distance education. Some courses utilize CDs and/or DVDs, necessitating access to CD/DVD playback equipment. You will have the option to take some CERTESL courses totally online, aside from textbooks that you will need to purchase, and others with fewer online features but weekly interactivity via bulletin-board style computer conferencing (computer-enhanced).

The Certificate is usually completed through part-time study. Full-time status requires special permission. The distance-delivered supervised practicum is available during the Fall, Winter, or Spring and Summer sessions. Students may choose to do a professional project (TESL 43) in lieu of the practicum, but please note that CERTESL students who do not have prior teaching experience or a B.Ed. degree 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 (TESL 42) and the project (TESL 43).

Prior to registering in TESL 42 or 43, a student must complete a minimum of three courses and must also complete, document and report on ten hours of English language classroom observations. Prior to registering in TESL 42, the student must also nominate an appropriate local practicum supervisor/sponsor teacher who meets both CERTESL and regional accreditation requirements for the supervisor's role.

Schedule of Course Offerings

The courses listed below are offered by distance delivery during the Regular Session 2017-2018. Courses with insufficient enrolment, i.e. fewer than 5 students, are subject to cancellation. Tuition fees listed below are for Canadian citizens and permanent residents. See page 23 for international student fee rates.

T1T1 indicates courses offered in Term 1 (September-December); T2T2 indicates courses offered in Term 2 (January-April).

Note: When searching for classes, an ECUR class is listed under “Curriculum Studies”; a TESL class is found under “Teaching English as a Second Language.”

An Introduction to the Teaching of English as a Second Language

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
ECUR 291.3	W03	T1T1	84233	\$613.50	Nil	Online
ECUR 291.3	W04	T2T2	23211	\$613.50	Nil	Online

Theory of Second Language Learning and Methods of Skills Development

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
ECUR 391.3	W01	T1T1	86696	\$613.50	Nil	Online
ECUR 391.3	W02	T2T2	20762	\$613.50	Nil	Online

Advanced Methods in TESL

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
ECUR 393.3	W01	T1T1	86697	\$613.50	Nil	Online
ECUR 393.3	W02	T2T2	27294	\$613.50	Nil	Online

Current Issues in English as an Additional Language

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
ECUR 415.3	W01	T1T1	86698	\$613.50	Nil	Online

Note: K-12 teachers who have been admitted to the CERTESL Program may substitute ECUR 415.3 in lieu of TESL 32 or TESL 36. Permission required. Call 306-966-6488; Email: certificates.admin@usask.ca

Materials Selection and Development in Language Teaching

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 32	W01	T1T1	80619	\$613.50	\$45.00	Computer Enhanced
TESL 32	W02	T2T2	20772	\$613.50	\$45.00	Computer Enhanced

The Structure of Language

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 333.3	W01	T1T1	TBA	\$613.50	Nil	Online
TESL 333.3	W02	T2T2	TBA	\$613.50	Nil	Online

Literacy in TESL/TESD

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 36	W01	T1T1	81985	\$613.50	Nil	Online
TESL 36	W02	T2T2	21832	\$613.50	Nil	Online

Supervised Practicum

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee	Delivery Mode
TESL 42	X01	T1T1	80623	\$613.50	\$150.00	Print Based
TESL 42	X02	T2T2	20776	\$613.50	\$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	80624	\$613.50	\$60.00	Print Based
TESL 43	X02	T2T2	20777	\$613.50	\$60.00	Print Based

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

Key to Course Abbreviations

Course Abbrev. (e.g., ECUR or TESL)

Course Number (e.g., 291 or 32)

Class Section Number (e.g., X01 or W01)

Term (e.g., T1T1 or T2T2)

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

Program Recognition

CERTESL is an award-winning program officially recognized by TESL Canada. It is also accepted by the two provincial professional organizations that provide teacher accreditation or certification services: TESL Saskatchewan and TESL Ontario. Many, 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, TESL Ontario and TESL Saskatchewan is open only to holders of a university degree, and if you are a non-native speaker, you may need to demonstrate very advanced levels of English language proficiency when you apply to TESL Canada or TESL Ontario. Also note that government-funded programs for immigrants as well as public postsecondary institutions and private institutions belonging to Languages Canada increasingly must engage teachers who are eligible for certification or accreditation by TESL Canada, TESL Saskatchewan or TESL Ontario.

Information regarding the national standards for adult ESL instructors can be obtained by contacting TESL Canada, 376 Churchill Avenue N, Suite 208, Ottawa, ON K1Z 5C3 or www.tesl.ca. At this site you will also find links to the provincial affiliate organizations. TESL Ontario information is provided at www.teslontario.net and TESL Saskatchewan information is online at www.teslsask.com.

Currently, students wishing certification or accreditation 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, and starting in September 2017 will also be required to complete a Practicum Additional Hours Module. Students seeking TESL Ontario accreditation must complete a total of seven courses, including the Practicum, and must also complete a Practicum Additional Hours Module.

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 during your practicum teaching time). If you plan to seek certification or accreditation through either of these two bodies, make sure that your placement enables you to work with the appropriate age groups. TESL Saskatchewan accredits teachers of both adults and children, so if you are planning to teach in Saskatchewan you may work with your choice of age group during your practicum. If you are planning to seek recognition by any other professional body, in or out of Canada, please check these and other requirements carefully before choosing your practicum location.

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 certesl.usask.ca

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 the English language 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). However, if K-12 teaching is your objective, you should also consider the Post Degree Certificate in EAL Education discussed in the following section.

CERTESL and Additional Qualifications for Saskatchewan and Ontario K-12 Teachers

In the Saskatchewan pre-K-12 education system, CERTESL's core six-course program is recognized as an 18-credit Integrated Program Component of the 30-credit Additional Qualification Certificate (AQC) which moves Saskatchewan K-12 teachers in salary classification 4 and sometimes 5 upwards on the salary grid. In addition, a ten-course extended version of CERTESL is recognized as a complete 30-credit AQC.

Ontario K-12 teachers may also achieve the Ontario College of Teachers (OCT) ESL Part I Additional Qualification by taking **ECUR 291.3, 391.3 and 393.3** through CERTESL.

Commencing Fall 2016, the University of Saskatchewan also offers a ten-course Post Degree Certificate in EAL Education (PDCEAL) which also has AQC status and which overlaps substantially though not completely with the current CERTESL-based AQC in TEAL. Eventually, the intent is to phase out the current K-12 TEAL AQC in favour of PDCEAL, although the overlap between the programs will remain.

Ultimately, we believe that Ontario students will also be able to earn their OCT – ESL Part II and Specialist designations through this ten-course distance program, as more degree-credit options are added to the menu of TESL/TEAL courses available in distance mode over the next two years. If you are an Ontario K-12 teacher interested in ESL Part II and Specialist endorsements, you should discuss this option with an OCT representative before making any registration decisions.

If you are a K-12 teacher interested in starting the PDCEAL now in order to earn the AQC salary step, you will find the PDCEAL application pathway online at <https://explore.usask.ca/programs/colleges/education/english-additional-language/index.php> Please note that you must have one year of K-12 teaching experience prior to starting the PDCEAL. If you wish to start your TESL training prior to obtaining that year of experience, you will need to start via CERTESL and later pay a program transfer fee to be admitted to the PDCEAL.

You may obtain further information about the salary and other benefits of AQC status and the requirements for completing an AQC in a variety of specializations from the website of the Saskatchewan Professional Teachers Regulatory Board (sptrb.sk.ca).

K-12 student-teachers who have already started their TESL training in the current AQC may wish to consider incorporating into their program two new courses that will be offered for the first time in the 2017-18 academic year: ECUR 490 – Content and Language in EAL, and ECUR 492 – Assessment in EAL.

These two would serve as replacements for TESL 32 and one other course in the current Saskatchewan AQC program.

Applicants who teach in public elementary or secondary schools in other provinces or outside of Canada should consult the teacher licensure or certification bureaus in their provincial or state ministries of education in order to find out if either CERTESL or the PDCEAL carries a similar advantage in their own jurisdictions.

Computer-Enhanced Courses (W sections)

Some CERTESL courses have a limited interactive computer-enhanced component (the W sections) and others are delivered in traditional paper-based mode (the X sections). During the next two years, current paper-based and computer-enhanced options will be phased out in favour of a more richly developed online model. For W courses that have not yet been through this transition, you will receive the print-based course guide and you will be able to interact with your instructor and peers via asynchronous computer conferencing (you log on at times convenient to you every week and participate in discussion via a bulletin board model). For courses that have completed the transition, course materials other than textbooks (which still have to be purchased from the bookstore) will be provided online, and there will be an increased emphasis on interactive tools in addition to our current asynchronous online conferencing. This type of interaction will deepen your knowledge of the content and help you bridge theory and practice. **Online participation is mandatory, not optional in the computer-enhanced sections of CERTESL courses. Participation will be part of your grade for the course (weighted from between 15-20% of your grade). You will still be required to do assignments and the final examination for the course.**

Computer connectivity for those who are enrolled in the computer-enhanced courses requires:

- some basic experience clicking your way through web sites and sending electronic messages (e-mail);
- regular access to a computer and the Internet;
- a computer capable of running a web browser that is supported by the Blackboard online learning system.

For an in-depth description of the computer-enhanced courses, consult the FAQ page on the CERTESL website.

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 courses plus Practicum Additional Hours; and those planning Standard II TESL Canada certification will have completed 290 hours. TESL-AQC completers will have 400 hours of training.

Each CERTESL course is equivalent in study hours to one 3-credit-unit degree course (around ten hours per week).

For most of our students, we recommend that the six or seven courses in your core 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.

Students wishing to take longer than five years to complete the Certificate will have their program and relevant experience reviewed before an extension is granted to ensure that their knowledge is current.

Currently, for AQC completion, an additional one year is allowed following completion of the core six-course program which means some AQC completers do so over a six-year period. However, in the new PDCEAL program, only five years rather than six are allowed.

On rare occasions, AQC candidates with relevant teaching experience have been able to complete the full AQC program in two academic terms (8 months) by arranging educational leaves from their employers and obtaining special permission from the CERTESL Academic Coordinator to complete five courses per term. Within the new PDCEAL program, this permission will have to be discussed with an appropriate advisor within the Department of Curriculum Studies, College of Education.

Most CERTESL students study on a part-time basis, taking one or two courses per term. As in degree programs, you must be registered in three courses per term to be considered a full-time student by the University and by most student loan programs.

If you are planning to take more than one course per term, here are some factors you may wish to consider:

- Amount of time available. As noted above, you should allow for ten hours of study per week per course.
- Your background. Students with some or all of the following characteristics tend to manage more than one course per term better than 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, or holders of Master's-level credentials of other types, or to other degreed students with good academic records who are not employed more than half-time and who need full-time status for student loan or EI funding purposes.

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, and who have not yet reached a very advanced level of proficiency. To be able to complete courses in the CERTESL

program, you must have access to English-language learners and teachers because some assignments need to be related to real people.

You will be required to observe learners in classrooms where English is being taught as a language – not in English Literature classes, and not in English Language Arts classes, but in classes for students who are becoming able to understand and use English **as a language**. If you plan to work with Indigenous students to whom so-called “standard” English is effectively an additional language (EAL/ESL) or dialect (English Skills Development, or ESD), you may also work with that type of learner for course purposes. It is your responsibility to locate learners whom you can observe and work with, and we advise you to identify your learners as ESL (second language – learning English within Canada or another English-using country for everyday life, work, and study), EFL (learning English while living in a place where English is not the everyday language), EAL (in Saskatchewan, English as a second language for students in the K-12 school system), or ESD in your course assignments.

If you are unable to gain access to such learners, your instructor or Academic Coordinator may be able to help you locate agencies that work with learners 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 adult ESL classroom setting or in a K-12 EAL setting (not a classroom in which most learners are not additional-language speakers of English) that contains at least five learners.

Observation Across CERTESL Requirement

You must complete ten hours of observation in an English language 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 document detailing this requirement will be sent as an attachment to your admission email by the CERTESL Program Office. These hours should be spread throughout 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. Ontario students planning to certify with TESL Ontario will complete a Practicum Additional Hours module along with TESL 42 in order to meet TESL Ontario’s more extensive practicum expectations, unless they have already completed an approved practicum located in Canada in a TESL Canada-recognized program for which they have been awarded transfer credit into CERTESL.

A document entitled “Protocol: CERTESL Observations” which guides you through the process of connecting with EAL delivery agencies, practitioners and learners will be sent to you with your letter of admission by email. 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, and they must also observe in adult ESL venues housing at least two different types of programs (government-funded, EAP, ESP, private ESL, etc.). Also, if you are planning to work in a K-12 setting, please note that observers tend not to be welcome in the months of May and June unless they are employees of the school division who are able to work around the pressures of the final weeks of the school year, or regular volunteers.

Application for TESL 42 (Practicum) Supervisor Approval (see page 33 for when this becomes applicable)

The TESL 42 Supervised Practicum application for Supervisor Approval must reach the CERTESL Program Office by August 1 (Term 1) , December 1 (Term 2), and April 1 (Spring and Summer Session).

We are not able to make an exception to this deadline. Please submit your approval form early to avoid disappointment.

Please note that TESL Ontario accreditation and TESL Canada certification candidates must complete TESL 42 in adult settings. Also note that TESL Ontario certification candidates must complete the Practicum Additional Hours Module concurrently with registration in TESL 42 and submit the special registration form for these hours with their Supervisor Approval Form. Forms can be downloaded from the CERTESL website. Students who begin CERTESL courses in or after September 1, 2017 with the intent of seeking TESL Canada Standard II accreditation must also plan to complete Practicum Additional Hours concurrently with TESL 42.

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. Requirements for CERTESL entry are the same as or slightly higher than those for regular university undergraduate entry. Written assignments are marked for content, presentation and organization, as well as for mechanics. If your instructor 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 instructor's expectations for improvement in order to pass the course. Regardless of whether you are a first-language or additional-language speaker of English, please be prepared to rewrite assignments if your English does not meet appropriate standards, and please be prepared to accept an instructor's recommendation that you work with the special writing centre we have available to support your academic writing needs. If you want to improve your writing skills, you don't need to wait for an instructor's recommendation; the Writing Centre is open to all of our distance students.

Our proficiency expectations will rise as you proceed through the CERTESL program. Both first-language and additional-language speakers of English may be failed in their later courses if their English does not meet a standard suitable for a teacher of English. If you are a non-native speaker of English, your spoken and written English skills will be carefully considered by your instructor during the practicum (TESL 42) and Project (TESL 43). If any concerns arise with regard to your speaking or writing abilities in English, you may be required to improve to a level equivalent to CanTEST Band 5 before a pass mark will be given for TESL 42 or TESL 43. CanTEST descriptors are located online at <http://cantest.uottawa.ca/en/score-interpretation-requirements-and-reporting>

Please see the English Proficiency Requirements for admission to the CERTESL Program on page 16. Students requiring assistance in writing effective essays, reports, etc. may contact either the DEU Writing Centre or the University Learning Centre (ULC) Online Writing Help. For full details, visit their websites at <http://distanceeducation.usask.ca/support/writing-centre.php> or www.usask.ca/ulc/onlinewritinghelp

An English language teacher must be an excellent model for his or her students. If you are not such a model by the end of your CERTESL studies, you will not be capable of meeting your students' needs.

Transfer Credit

Course work successfully completed within the last ten years and deemed to be equivalent to our TESL courses may be transferable into the CERTESL Program. You may transfer credits into the CERTESL Program up to a maximum of 50% of the program (the equivalent of three TESL 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.

Formerly, the following U of S distance-delivered degree credit courses were considered transferable in lieu of their respective TESL twin 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 courses require prior completion of six first-year university English credits (three credits = one university course of one term's duration).

Although there is no transfer of certificate (TESL) courses to degree courses, in practice, the College of Education accepts TESL 21 and 31 as prerequisite waivers should a student who has completed TESL 21 and TESL 31 need the degree credit sections of subsequent courses because the TESL courses were identical in every way to their ECUR equivalents.

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. The post-secondary institution must declare English to be the only language of instruction and examination throughout the institution, not just in select departments.
- c) Successful completion of the University of Saskatchewan English for Academic Purposes (EAP) course at the UP2 (University Preparation 2) 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.
- d) Test of English-language proficiency according to the following tests and scores:
 - Test of English as a Foreign Language (TOEFL) (paper-based: 580) (computer-based: 220) (ibT 88 with a minimum of 20 in each skill area);
 - Michigan Test of English Language Proficiency (MELAB) (85);
 - International English Language Testing System (IELTS) (Band 6.5 or higher in each skill area on the Academic version);
 - Canadian Test of English for Scholars and Trainees (CanTEST) (minimum Band 4.5 in all four skill areas);
 - Canadian Academic English Language (CAEL) Assessment (score of 60 or higher);
 - University of Cambridge Certificate of Proficiency in English (CPE) (grade level C1 or C2).
 - Cambridge English Advanced (CEA) (minimum score of 65);
 - Pearson Test of English Academic (overall score of at least 60 with at least 62 in each skill area)

Only the above tests will be accepted by the University as proof of academic English proficiency. Test scores must be from one exam date, not to be combined with other exam dates. Tests are valid for two years after the testing date. Scores must be valid (no more than two years old) at the beginning of the student's first term of registration in the program. 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.**

Notwithstanding the nature of the proof of proficiency provided by an applicant, if the quality of English demonstrated by an applicant provides CERTESL program advisors with significant reason for doubt about the adequacy of the applicant's academic English language skills, a second form of proficiency proof may be required.

TESL Canada and TESL Ontario require proof of higher levels of English language skill for non-native speakers applying for national certification or provincial accreditation than the University requires for initial CERTESL admission. Therefore, you should continue improving your English language listening, speaking, reading and writing skills during your time as a student in the CERTESL program and be prepared to complete a new TOEFL or IELTS test prior to applying for TESL Canada certification or TESL Ontario accreditation. For exact details, please consult the TESL Canada or TESL Ontario website.

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 and may also be used for academic advising purposes.

If the entrance essay or any course assignments generate concerns about your English language skills, regardless of whether you are a native speaker of English or a non-native speaker of English, your application may be rejected, or you may be required to submit assignments to our writing support centre in advance of due dates to receive assistance in improving your writing skills. If problems with the quality of your English (written or spoken) continue, you may not be able to graduate from the program.

((Sharon, I'm not sure if this is the best spot, but I want to re-stress the skill issue, and that it's not a concern only of non-native speakers.))

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 CERTESL Program 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.

If you want transfer credit on the basis of a transcript from a non-Canadian institution that does not habitually issue additional copies, a notarized "true" copy may be submitted instead of an original. If the transcript is not in English, a notarized translation of the transcript and associated course descriptions will also be needed unless the original language is French.

Permanent Resident Status

If you have permanent resident status in Canada, you must submit a copy of your card (both sides) 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 23).

Educational Requirements

Please note: In addition to the educational requirements listed below, a student must have completed English 110.6 or 6 credit units from English 111.3, 112.3, 113.3, 114.3, and 115.3, or equivalent coursework from another postsecondary institution, in order to be eligible to register in the program's introductory course, ECUR 291.3, An Introduction to the Teaching of English as a Second Language.

Applicants to the CERTESL program are granted admission only to this program at the University. Remember that although a degree is not required for CERTESL acceptance, it will be required if you later need provincial accreditation 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 with credit and grades of at least 70% for Grade 12 English (English 30 A and B), 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 <http://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school>

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 for 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 a mark of 60% or better in each course will then be deemed to have met the regular admission requirements.

Application for Admission Procedures

To apply for admission to the CERTESL Program, please submit the application form (can be downloaded from the CERTESL website), together with the applicable transcript documentation, a 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 page 17 for complete details):

By mail: CERTESL Program, Distance Education Unit
 University of Saskatchewan
 467 Williams Building

221 Cumberland Avenue North
Saskatoon, Saskatchewan S7N 1M3

By fax: (306) 966-5590 Attn: CERTESE Program
By email: certificates.admin@usask.ca

If you are new to the University of Saskatchewan, you must submit a \$75.00 application admission fee with the application form. Make your cheque or money order payable to “The University of Saskatchewan.” Previous U of S students who are new to the CERTESE 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 course registration deadline dates, and to enable any course materials to reach you before the start of classes.**

Application for Admission Deadlines

The application deadlines are as follows:

Term 1: August 1, 2017

Term 2: December 1, 2017

PAWS: Personalized Access to Web Services

Once you have been admitted to the program, you will receive an admission package by email that will include your University of Saskatchewan Student number, Network Services ID (NSID) and a temporary password, which will provide you with access to PAWS, the University of Saskatchewan’s web portal that provides Personalized Access to Web Services. All registered students have access to email, personal calendars, and administrative services through PAWS. The website is:

<http://paws.usask.ca>

To access online services, you will need to set a permanent password; to do so you must call the ICT Service Desk by phone at 306-966-2222 or toll-free in Canada at 1-800-966-4817 for assistance.

Once you have completed this, use your NSID and permanent password to log into PAWS to register for classes, check e-mail, view your grades or tuition and make payments.

Registration Procedures

Online Registration

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

<http://students.usask.ca/academics/classes.php>

In-Person Registration

You may register in person at: Distance Education Unit
University of Saskatchewan

464 Williams Building
221 Cumberland Avenue North
Saskatoon SK S7N 1M3

Office Hours: Monday – Friday; 8:30 am – 12:00 noon; 12:30 pm – 4:30 pm

Please see the Schedule of Course Offerings on page 9 for the Course Reference Number (CRN) for ECUR/TESL classes.

Changes in Registration

Please note: If you register in a course(s), withdraw, and then register for the course(s) again in the same term or the next term, you may be sent two course packages for the same course and charged twice for materials fees (if they apply). Please notify the CERTESL Program Office immediately if you do either of the above.

Registration Deadline Dates

Term 1: August 15, 2017 for students residing outside of Canada*
September 6, 2017 for students residing in Canada*

Term 2: December 15, 2017 for students residing outside of Canada*
January 3, 2018 for students residing in Canada*

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

Students residing outside of Canada are NOT permitted to register after August 15 (Term 1) and December 15 (Term 2). Additionally, a shipping and handling fee of \$95.00 per course will be assessed to your student account prior to the materials being shipped.

Late Registration

You must contact the CERTESL Program Office to be granted late registration (after September 6, 2017 for Term 1 and after January 3, 2018 for Term 2).

Spring and Summer Session 2018 (May – August)

Application and registration information for the Spring and Summer Session 2018 will be available in March, 2018.

Audit Provisions

You may elect to take a **TESL** course 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 making these changes is November 15, 2017 for Term 1 courses and March 15, 2018 for Term 2 courses.

Please note that the rules are slightly different if you wish to audit an **ECUR** course. Auditing an ECUR class means that you will receive course materials, but are not entitled to participate in class discussions, hand in assignments or write the final examination. You do not receive any credit for the classes you audit.

Schedule of Fees, Regular Session 2017-2018

	Canadian Citizens/Permanent Residents	International Students
*Admission Fee (previous U of S students are exempt)	\$75.00	\$75.00
Fees per Course		
Tuition or Audit fee for non-degree		
TESL courses	\$613.50	\$920.25
Tuition fee for ECUR courses	\$613.50	\$1595.10
Audit fee for ECUR courses	\$306.75	\$797.55
*Materials Fee		
ECUR 291.3	Nil	Nil
ECUR 391.3	Nil	Nil
ECUR 393.3	Nil	Nil
ECUR 415.3	Nil	Nil
TESL 32	\$45.00	\$45.00
TESL 333.3	Nil	Nil
TESL 36	Nil	Nil
TESL 42	\$150.00	\$150.00
TESL 43	\$60.00	\$60.00

*The Admission fee and the Materials fees are non-refundable.

Other Fees

• 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. This fee is to partially offset the costs of sending materials overseas. This fee will be assessed to your student account.	\$95.00 per course

Tuition for International Students

If you are not a Canadian citizen or permanent resident of Canada, 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

For full details on payment of tuition and fees, please go to <https://students.usask.ca/money/tuition-fees/pay.php>

Once registered, you are responsible for the payment of all assessed fees. An electronic statement of tuition, materials fees, and other balances owing will be made available to students in PAWS on a regular basis. However, **payment is due regardless of whether or not you receive a statement**. In fact, depending on when you register and/or add classes, you may not receive a statement. It is important to check your account balance in PAWS if you have made any class changes.

To determine the current amount owing and view your account:

- Log in to PAWS (www.paws.usask.ca)
- Under the ACADEMICS tab, select the Tuition and Fees channel
- Select Account Summary by Term.

Payment Due Dates, Regular Session 2017-2018

- September 29, 2017: All Term 1 fees due and payable
- January 31, 2018: 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. In addition, accounts that remain past due will be sent to a collection agency.

Canada Student Loans

CERTESL students are eligible for student loans under the same terms as students in other university programs.

For details, please consult <https://students.usask.ca/money/loans.php>

Income Tax Information

The university issues [tax slips](#) for tuition, transit fees, scholarships and other employment income as required by the Canada Revenue Agency (CRA).

Tax slips are available in late February for the preceding tax year. Some tax receipts are available online. To access your tax receipts, please choose **Get Your Tax Receipts** in the [Tuition & Fees channel](#) in PAWS.

Dropping Courses During the Term and Fee Adjustments

You are able to drop classes after the deadline for registration changes date (see schedule below), but must do so before the withdraw deadline. Depending upon the withdrawal date, the course will appear on your official transcript and you will be charged a portion of the tuition for the course. Withdrawals after the add/drop deadline (Sept 19, 2017 for Term 1 and Jan 16, 2018 for Term 2) but prior to or on the day of the withdraw deadline (Nov 15, 2017 for Term 1 and Mar 15, 2018 for Term 2) are assigned a grade of W (withdrawal).

Registration automatically results in a financial obligation. Non-payment of fees, non-participation or non-submission of assignments does not constitute cancellation of a course. **If you wish to cancel a course or make ANY changes to your course registration, you MUST do so online through PAWS and not through your instructor.** If you cease to participate in classes without officially withdrawing, you will not be eligible for any refund of fees, nor exemption from fees in the event that you have not paid them. Your record will show a failing percentage grade, along with a grade comment of INF (Incomplete Failure) in any class taken for credit from which you have not officially withdrawn. **If you withdraw from classes during the term, you should do so prior to the deadline of Nov 15, 2017 for Term 1 and Mar 15, 2018 for Term 2 to avoid academic penalty.**

Regular Session 2017-2018

Term	Deadline for Registration Changes 100% Tuition Credit *	Withdraw with 75% tuition credit	Withdraw with 50% tuition credit **	Withdraw with no tuition credit **	Withdraw Deadline ***
T1T1 courses	Sept 19, 2017	Sept 20-26, 2017	Sept 27 – Oct 3, 2017	After Oct 3, 2017	Nov 15, 2017
T2T2 courses	Jan 16, 2018	Jan 17-23, 2018	Jan 24-30, 2018	After Jan 30, 2018	Mar 15, 2018

* Last day to drop class to avoid financial penalty. Classes will not appear on a student's permanent record if dropped by this date and all tuition fees will be refunded (materials fees are exclusive of refunds). You will be assigned a grade of withdrawal (W) if you drop after this date but before the end of the Withdrawal Deadline date.

** Cancellation fees for audit classes are subject to the cancellation fee schedule, with the exception that the fee is non-refundable if a student switched to audit after the 50% cancellation period.

*** Last day to drop a class and to change from credit to audit or audit to credit.

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 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/resources/forms/index.php#student Credit balances will be refunded to the original method of payment (i.e. Canada Student Loans, credit card).

If you have to withdraw from a class due to extenuating circumstances, you can request to have your tuition reviewed and possibly reduced. **Please note that Student Central is empowered to adjudicate appeals of centrally assessed fees, not the CERTESL Program Office.** Information on the appeal process, deadline, and support services for students is available at <http://students.usask.ca/money/tuition-fees/refunds.php>

Course Materials and Resources

Once you have registered, course materials will be sent to you if the course is print-based or computer-enhanced (no materials will be sent for online courses). Course materials will be shipped beginning mid-April. 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, CDs or DVDs, self-testing materials, and computer-conferencing information. **You are required to have Internet access to download some digital readings and other course materials.**

Information regarding the course instructor, including contact information will also be provided with the course materials. Instructors will be available at the times specified on the course syllabus either by telephone or by email. 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 both the final examination (50% or better) and the assignments to pass the course.** Details regarding submission of assignments are included in the course syllabus sent to you as part of the course materials package.

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.

Online classes or classes with a computer-enhanced (Blackboard) component will be activated and available online in PAWS on the start date of each term.

Textbooks

Information on the required and recommended textbooks will be included in the course syllabus and with the course package (unless it is an online course). 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 can be purchased from the University's Bookstore. For full details on searching for books or information on ordering, please visit the Bookstore website at www.usask.ca/bookstore

You are encouraged to register for your course(s) and order textbooks early. Registering late may result in textbook shortages and delays. **Overseas students in particular are encouraged to order textbooks as soon as they are informed of acceptance, since delivery to some locations can take up to six weeks.**

Final Examination Dates

Term 1: December 8 – 22, 2017, 9:00 a.m. and 2:00 p.m.

Term 2: April 9 – 28, 2018, 9:00 a.m. and 2:00 p.m.

Some of the CERTESL and ECUR-TESL courses include mandatory final examinations. The day and time of your final examination will be listed in your PAWS account.

Your final exam will be in Saskatoon unless you reside more than 110 km from Saskatoon. For those students who reside more than 110 km from Saskatoon, you will need to complete the Application for Final Examination form available at: <https://students.usask.ca/academics/exams.php#Distanceclasses>

Examination 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 date** and the University's policy on deferred examinations. You are expected to write the final examination for all courses on the regular examination date immediately following the term in which you registered for the course and in accordance with the normal invigilation procedures for Independent Studies degree courses.

Final examinations will be held at selected centres in Saskatchewan 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 CERTESL Program 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). Academic staff and venues are preferred although other options may be accepted.

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 Office **within three (3) business days of the missed examination**. Upon receipt of this request, an application form will be emailed to you. The application form as well as detailed documentary evidence outlining the reason for the request must be returned to the CERTESL Program Office **by January 17, 2018 for Term 1 and May 10, 2018 for Term 2**. The applicable fees will be charged directly to your student account.

Deferred examinations are considered either to be "Regular" or "Special." **Regular deferred examinations begin on February 20, 2018 for Term 1 and June 7, 2018 for Term 2**. 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% and have completed and passed all course work, you may apply to write a supplemental examination. You will be notified of this option by email and will be sent an application form. The application form must be returned to the CERTESL Program Office **no later than January 17, 2018 for Term 1 and May 10, 2018 for Term 2**.

Supplemental examinations are considered either to be "Regular" or "Special." **Regular supplemental examinations begin on February 20, 2018 for Term 1 and June 7, 2018 for Term 2**. 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 U of S account if your request is approved. If you miss a deferred or supplemental examination, you must notify the CERTESL Program Office in writing within three business days; the rule is the same as it is for missing a regularly scheduled examination. Satisfactory evidence of inability to be present at the deferred or supplemental examination must be provided.

Final Grades

To access your grades:

- Log in to PAWS (www.paws.usask.ca)
- Select ACADEMICS tab
- Select a term in the My Final Grades channel.

Ordering Transcripts

Official transcripts are issued only upon request of the student. You can order transcripts online through PAWS with a credit card. You can also order transcripts by completing the downloadable Transcript Request form at <http://students.usask.ca/documents/transcript-request.pdf>

Be sure to check the information at <http://students.usask.ca/academics/grades.php#Grades> before ordering a transcript. Outstanding accounts must be cleared with Student Accounts and Treasury before transcripts will be issued.

Promotion, Certification and Graduation

CERTESL Program Graduation is held twice per year as part of the University's Spring or Fall Convocation. The CERTESL parchment is issued during convocation periods only. Once you have completed the academic requirements of the program, **you must submit an online Application to Graduate by March 31 if you wish to be awarded the certificate at Spring Convocation, or by August 31 to be awarded the certificate at Fall Convocation.** To access the online application to graduate:

- Log in to PAWS
- Select the ACADEMICS tab
- Select Graduation Application. If this box doesn't appear at first, scroll down the left side of the screen and click on the "Browse Channels" tab and the "Graduation Application" box will appear.

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 and pass 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 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 Standard I Certification. Students with university degrees who have completed seven courses in CERTESL are eligible for TESL

Canada Standard II certification. Students with university degrees who have completed seven courses in CERTESL including the extended version of the practicum are eligible for TESL Ontario Accreditation; starting in September, 2017, the extended version of the practicum will also be required for TESL Canada Standard II certification. Students with university degrees who have completed the core 6-course program, with either TESL 42 or TESL 43, are eligible for TESL Saskatchewan accreditation. Please contact the accrediting/certifying body most relevant to you for more details.

Student Rights, Appeals, Academic Dishonesty, Discrimination and Harassment

Honesty and integrity are expected in class participation, examinations, assignments, and other academic work. It is your responsibility, as a student, to become informed as to how to conduct yourself in both academic and non-academic matters related to your studies. You also have the right to appeal if you believe you have been assessed unfairly. For more information, consult Student Conduct and Appeals at <http://www.usask.ca/secretariat/>

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 <http://working.usask.ca/wellnessandsafety/dhps.php/>

Students with physical disabilities should consider registering with the Disability Services Office at 306-966-7273 or visit the website at <http://www.students.usask.ca/disability>

Course Descriptions

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. Textbook requirements are available online at the University of Saskatchewan Bookstore website www.usask.ca/bookstore

ECUR 291.3 An Introduction to the Teaching of English as a Second Language (formerly TESL 21 Overview of Teaching English as a Second Language)

Prerequisite(s) for ECUR 291.3: ENG 110 or 6 credit units from ENG 111, 112, 113, 114, and 115.

This course is designed to introduce teachers of children, adolescents, and adults to the field of teaching English as a second or additional language. The various contexts of English language 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.

- Access to English-language learners is required.
- ECUR 291.3/TESL 21 is a prerequisite to all TESL courses.

Textbooks:

1. Brown, H. Douglas and Lee, Heekyeong (2015) *Teaching by Principles: An Interactive Approach to Language Pedagogy*. Pearson Education ISBN 978-0-13-392585-2, \$70.00 (also used in ECUR 391.3)
2. Saville-Troike, M. and Barto K. (2016) *Introducing Second Language Acquisition* (3rd ed.). Cambridge University Press ISBN 978-1-316-60392-5

ECUR 391.3 Theory of Second Language Learning and Methods of Skills Development (formerly TESL 31 Teaching English as a Second Language: Theory and Skill Development)

Prerequisite or co-requisite: ECUR 291.3/TESL 21

This course is designed to prepare teachers of children, adolescents, and adults to teach ESL. 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.

- Access to an English-language classroom is required.
- There is no final exam in this course.

The following recommended resource may be purchased. This book may be useful to balance language purpose and language structure.

Azar, Betty S. (2009) *Understanding and Using English Grammar*, 4th edition **with answer key**.
Pearson Education ISBN 978-0-132-46450-5, \$58.50

ECUR 393.3 Approaches and Principles for English Language Teaching (formerly TESL 35 Approaches to Language Teaching)

Prerequisite or co-requisite: ECUR 391.3/TESL 31 or TESL 34; or TEFL 12 or equivalent

Upon completion of this course, students should be able to explain the principles that underpin a variety of approaches to English language teaching and assessment, explain factors key to the development and selection of an approach or approaches for particular contexts, articulate their own preferred complex of approaches and the reasons such a complex will enable them to appropriately address the needs of their anticipated learners, and apply these reasoned preferences to short-, medium-, and long-term planning.

Textbook:

1. Larsen-Freeman, D. and Anderson, M. *Techniques & Principles in Language Teaching*, 3rd edition.
Oxford University Press ISBN 978-0-19-442360-1

ECUR 415.3 Current Issues in English as an Additional Language

(Note: K-12 teachers who have been admitted to the CERTESL Program may substitute ECUR 415.3 in lieu of TESL 32 or TESL 36. Permission required.)

With globalization and the increase in migration in today's world, English is spreading rapidly as a global language. This course examines the pedagogical, social, and political issues pertaining to learning English as an additional language and other languages within a school environment. Emphasis is placed on how to prepare teachers to address linguistic and cultural diversity more effectively in today's classrooms.

Textbooks:

1. Coelho, E. (2012). *Language and Learning in Multilingual Classrooms: A Practical Approach*. Multilingual Matters. Bristol. ISBN-13: 978-1-84769-719-6
2. Helmer, S. & Eddy, C. (2012). *Look at Me When I Talk to You: EAL Learners in Non-EAL Classrooms*. Pippin. ISBN: 978-0-88751-122-6

TESL 32 Materials Selection and Development in Language Teaching

Prerequisite or co-requisite: ECUR 391.3/TESL 31 or TESL 34; or TEFL 12 or equivalent

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, computer-assisted, video, audio, blackboard, overhead, felt board, and visual aids. Approaches to involving students in materials development are discussed.

- A \$45.00 materials fee is required with submission of tuition fees.

Textbooks:

1. Epstein, R. and Ormiston, M. (2007) *Tools and Tips for Using ELT Materials, A Guide for Teachers*. ISBN 978-0-472-03203-7, \$43.00

The following recommended resource may also be purchased. This book may be useful to balance language purpose and language structure.

Azar, Betty S. (2009). *Understanding and Using English Grammar*, 4th edition **with answer key**. Pearson Education ISBN 978-0-132-46450-5, \$58.50

TESL 333.3 The Structure of Language

This course, in combination with ECUR 291.3 (Introduction to Teaching English as a Second Language), introduces students to the study of linguistics as it relates to the teaching of English language learners. Topics will include morphology, phonology, syntax, semantics and pragmatics. Classroom techniques will also be discussed.

Prerequisite or co-requisite: ECUR 291.3

Textbook:

1. Avery, P. and S. Ehrlich, eds. (1992) *Teaching American English Pronunciation*. Oxford University Press. ISBN: 978-0-19-432815-9

TESL 36 Literacy in TESL/TESD

Prerequisite: ECUR 391.3/TESL 31 or TESL 34; or TEFL 12 or equivalent

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.

TESL 42 Supervised Practicum

Prerequisites: Completion of three CERTESL courses: ECUR 291.3/TESL 21, ECUR 391.3/TESL 31 or 34, and one other course; OR TEFL 11, TEFL 12 (or equivalent), 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.**
- This course is a pass/fail course. There is no final examination.
- English proficiency for both native and non-native speakers of English 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 the course syllabus); 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 one of the following formats is required: CD-ROM/DVD or USB memory stick.**
- 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 local practicum supervisor who must observe you teach during all of the required hours. This supervisor must hold a university degree and have at least three years of EAL teaching experience. The supervisor must also have substantial formal academic training as an English-language teacher that meets or exceeds TESL Canada or provincial ESL instructor accreditation standards as appropriate to the student teacher's professional plans. 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.

You will be required to complete a Supervisor Approval Form for the CERTESL Supervised Practicum. The CERTESL Academic 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, you will be required to select a different supervisor and submit another supervisor approval form 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, a final practicum report, and a 30-minute recording (CD-ROM/DVD or USB memory stick) of your teaching. You should record 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 10 hours during the practicum period (20 in the case of TESL Ontario certification candidates), offer constructive oral feedback following every teaching session, and submit two (three in the case of TESL Ontario certification candidates taking Practicum Additional Hours) written reports to your University

of Saskatchewan TESL Practicum Instructor. A detailed guide will be provided to your supervisor upon their approval. A modest honorarium (\$75.00 CDN or \$125.00 CDN in the case of TESL Ontario certification candidates taking Practicum Additional Hours) will be paid to your supervisor following the end of the term on the condition that all required supervision reports have been submitted. The Supervisor Approval Form detailing requirements of your supervisor must be completed in full by your prospective supervisor. **Students will be required to submit the application form for approval of the local supervisor no later than April 1 for Spring and Summer session classes, August 1 for Term 1 classes, and December 1 for Term 2 classes. Under no circumstances will an application for local supervisor approval be accepted beyond these dates except as a replacement for a previous nominee who cannot serve in the supervisor's role.**

Note that TESL Ontario accreditation will require an additional 10 hours of observation and 10 hours of practicum teaching obtained through simultaneous registration in the Practicum Additional Hours module for an additional cost of \$155.00 (unless you have already completed an approved 20-hour practicum in a TESL Canada-recognized program.) TESL Ontario accepts only practica completed in Canadian locations.

For students who begin their TESL studies in or after September 2017, TESL Canada will require the same Practicum Additional Hours for Standard II national certification.

As noted above, 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 CERTESL Academic Coordinator. **If you are not supervised by an approved individual for the required number of hours, you will be placing your TESL Ontario accreditation or TESL Canada certification at risk.**

Textbooks/Resources:

1. TESL Live: Inside the Communicative Classroom (2004) University of Saskatchewan. (DVD, used in other CERTESL courses.) ISBN 4-000-00776-20, \$16.50

TESL 43 Professional Project

Prerequisites: Completion of three CERTESL courses: ECUR 291.3/TESL 21, ECUR 391.3/TESL 31 or 34, and one other course; OR TEFL 11, TEFL 12 (or equivalent) and one other course, and 10 hours of documented ESL classroom observations.

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 \$60.00 materials fee is required with submission of tuition fees.
- There is no final exam in this course.
- Students are required to identify a topic for a project that will be useful in their real or anticipated English language teaching context. 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:

1. Richards, Jack C. and Lockhart, Charles (1994) *Reflective Teaching in The Second Language Classroom*. Cambridge University Press ISBN 978-0-521-45803-0, \$50.00
2. TESL Live: Inside the Communicative Classroom (2004) University of Saskatchewan. (DVD, used in most CERTESL courses.) ISBN 4-000-00776-20, \$16.50