



# Supervisor Approval Form

## TESL 42 - Supervised Practicum (Distance Delivered)

The College of Education and the Distance Education Unit

### Instructions for Practicum Students

As outlined in the CERTESL Program Handbook (located on our website at [certesl.usask.ca](http://certesl.usask.ca)), students wanting to register for the distance delivered practicum need to find a qualified supervisor to observe their teaching for ten hours. The supervisor must hold a four-year university degree and have specific training (preferably a diploma or certificate) in TESL/TEFL, and must have at least three years of ESL, ESP or EFL teaching experience. The supervisor must read the opposite side of this page, complete the required information below and sign the form indicating willingness to supervise a TESL Practicum.

**You must identify your supervisor by August 1 (for Term 1), December 1 (for Term 2), and April 1 (for Spring & Summer session).** When your prospective supervisor has been identified, please submit this form to the **CERTESL Program Office, Rm 467 Williams Building, University of Saskatchewan, 221 Cumberland Avenue N, Saskatoon, SK S7N 1M3. Fax: 306-966-5590.**

Once your supervisor has been approved by the CERTESL Academic Advisor, you will be notified and your supervisor will receive instructions on how to observe you.

\* If the student plans to apply for TESL Ontario certification, the supervisor must have TESL Ontario certification or have training equivalent to the TESL Ontario Standard.

### To be completed by the Student

Name		U of S Student #	Year and Term of TESL 42 Registration
Address – Apt. Number, Street, Box Number		City/Town	Postal/Zip Code
Email	Phone (work)	Phone (home)	
Are you applying for the following certification upon completion of the CERTESL Program?      TESL Canada      TESL Ontario			

### To be completed by the Supervisor

Supervisor's Name (Mr., Miss., Mrs., Dr.)			
Address – Apt. Number, Street, Box Number		City/Town	Postal/Zip Code
Email	Phone (work)	Phone (home)	

#### 1. Supervisor's Degrees

Name of Degree	Name under which degree was granted (if different from name above)	Major	
Institution (contact name and e-mail address required)		Year of Graduation	Student #

#### 2. Supervisor's TESL/TEFL Training

Degree, Diploma, Certificate or Minor	Institution (include contact information, phone and email)	Year of Graduation	Student #
If you have not taken credit courses in TEFL/TESL, how have you obtained expertise and how can we verify this? (provide phone number and/or email address)			

#### Please return to: CERTESL Program Office

Room 467 Williams Building ■ 221 Cumberland Avenue North ■ University of Saskatchewan ■ Saskatoon, SK S7N 1M3 Canada  
 ■ Fax: 306.966.5590 ■ Email (**NO PHOTOS PLEASE**): [certificates.admin@usask.ca](mailto:certificates.admin@usask.ca)

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### 3. Supervisor's current or most recent ESL/EFL teaching experience

Institution	Location
Phone or email contact	Dates employed

### 4. Other significant language teaching experience

Institution	Location
Phone or email contact	Dates employed

## Overview of the Role of the Practicum Supervisor

Thank you for considering the supervision of a student teacher enrolled in TESL 42–Supervised Practicum for the CERTESL program. We believe that the participation of practicing ESL and EFL instructors in this type of activity enriches our profession by ensuring that upcoming teachers are prepared to work independently with English language students.

CERTESL is a six-course distance-delivered certificate program in teaching English as a second language offered by the University of Saskatchewan in Canada. Before taking the practicum, the CERTESL student teacher should have completed at least 3 of these classes: TESL Overview, TESL Theory and Skill Development, and one of TESL Materials Development, Approaches to Language Teaching or English Grammar and Phonology.

For your participation, you will receive a modest stipend (\$75.00 Canadian), our sincere appreciation, and the rewards of assisting a colleague. Should you agree to become a practicum supervisor, you will receive a package which provides greater detail of your role. Please indicate your acceptance by signing the form at the bottom of this page.

We expect that this will be a time commitment of about 12 to 15 hours. By the time the students get to the practicum, they should have some grounding in TESL theory and practice. However, they may have never been in front of a class before. Because of this, please allow the practicum student one or two practice classes (about 4 hours) before you begin evaluating his or her teaching.

#### Your role is as follows

- To observe the student teacher for 10 hours of practice teaching during the practicum period, taking notes or using checklists as mutually agreed upon beforehand by you and the student teacher (a prepared checklist is included in the package of materials sent to supervisors, but you may choose another format if you wish).
- To offer constructive feedback to the student teacher.

- To submit two brief written reports based on your observations of the CERTESL student teacher to the University of Saskatchewan TESL practicum instructor: one at the midpoint (4–6 hours) and one at or near the end of the teaching period.
- To discuss any concerns with the practicum instructor during the term.
- If the student needs Practicum Additional Hours in order to fulfill TESL Ontario certification requirements, please see that form.

The CERTESL student teacher is expected to observe as well as teach English language classes. He or she should have already identified ESL/EFL students or a class to work with during the practicum. It is not your responsibility to do this for them, although you may facilitate the process if you wish by arranging to have them use your classroom or a class in your school or language program. The student teacher is also expected to arrange his or her own opportunities for the required classroom observations. Again, you may facilitate this process if you wish.

The CERTESL student teacher may ask to discuss lesson plans, the contents of the language class, teaching strategies and so on with you as part of the process. We encourage you to participate in these discussions as it will help you identify the student teacher's level of awareness, knowledge, and skill as he or she strives to apply theory to practice. The illumination of these aspects of the practicum is certainly within your role of practicum supervisor. However, you are not expected or required to help interpret, write, or grade student assignments. You should direct the student teacher's inquiries regarding assignments to the practicum instructor based at the University of Saskatchewan.

You will not be expected to give the student teacher a final grade. That is the role of the instructor. However, you should share your documented feedback with the practicum student teacher to ensure that he or she knows areas of strength and weaknesses in order to improve as the practicum progresses.

Once again, thank you for your participation.

### Please read the following statements and sign each as indicated:

I have read the Overview of the Role of Practicum Supervisor and I agree to supervise _____ teach for 10 hours during the registration period of this course. I agree to complete two supervision reports and to return them within one week of having assessed the student's teaching.	
<b>Supervisor's Signature</b> _____	<b>Approved by CERTESL</b> _____
<b>Date</b> _____	<b>Date</b> _____

I hereby give permission to my past employers, educational institutions and professional certification organization to confirm information that I have voluntarily provided on this form.

**Supervisor's Signature** \_\_\_\_\_