

### Instructions for Practicum Students

As outlined on [certesl.usask.ca](http://certesl.usask.ca), students who are ready to complete the Supervised Practicum course must locate suitable host venues and qualified supervisors to observe their practice teaching. Supervisors must meet the following minimum criteria:

1. Possess a university degree
2. Have completed substantial specific training in TESL/TEFL
3. Have at least three years (2400 classroom hours) of ESL, ESP, or EFL teaching experience
4. Meet or exceed the level of professional accreditation or certification that the student-teachers are themselves pursuing
5. Not be relatives of, close personal friends of, equal colleagues of, or reside at the same addresses as the student-teachers

Potential supervisors must review the Overview of the Role of Supervisors (Practicum and Additional Hours) section, provide the required information in

the appropriate sections, and endorse their willingness to supervise the practica of the named student-teachers.

All potential supervisors will be assessed by the CERTESL Academic Coordinator to ensure they meet or exceed the minimum criteria. Only once supervisors have been approved and Observations Across CERTESL received (if appropriate) will students be given registration permission for ECUR 446.3 and ECUR 447.1. Supervisors will be provided practicum instructions at the beginning of the academic term.

**You must identify your ECUR 446.3 and ECUR 447.1 supervisor(s) by August 1 (Term 1) or December 1 (Term 2). Submit the approval form(s) to the CERTESL Program Office. NO PHOTOS.**

### To be completed by the Student

Name	U of S Student Number	Year and Term of Practicum Registration
<p>The ECUR 446.3–Supervised Practicum for English Language Teaching includes an academic component equivalent to 20 academic contact hours plus 10 hours of classroom observations and 10 hours of supervised teaching. The required classroom components necessary for some professional certifications or accreditations necessitate registration in ECUR 447.1–Practicum Additional Hours (noted below by an asterisk) for an additional 10 hours of observation and 10 hours of supervised teaching.</p> <p>Identify the professional certification(s) or accreditation(s) that you will be applying for after completing CERTESL.</p> <p> <input type="checkbox"/> TESL Canada Standard 1             <input type="checkbox"/> TESL Saskatchewan Introductory             <input type="checkbox"/> TESL Canada Standard 2*             <input type="checkbox"/> TESL Saskatchewan Competency*             <input type="checkbox"/> TESL Ontario OCELT*         </p>		
<p>Identify the purpose of this Supervisor Approval Form.</p> <p> <input type="checkbox"/> ECUR 446.3 only – <b>10 hours of supervision</b>  <small>(additional form required for 447.1)</small> </p> <p> <input type="checkbox"/> ECUR 447.1 only – <b>10 hours of supervision</b>  <small>(additional form required for 446.3)</small> </p> <p> <input type="checkbox"/> ECUR 446.3 and 447.1 – <b>20 hours of supervision</b>  <small>(only one form required)</small> </p>		

### To be completed by the Supervisor

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

#### 1. Supervisor's Degree(s)

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

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

Name of Diploma, Certificate, or Minor	Name under which training was completed (if different from previous)	Year of Graduation
Institution (contact name and email address required)		Practicum Teaching Hours
		Academic Training Hours
		Student Number
<p>If you have not taken credit courses in TEFL/TEFL, how have you obtained expertise and how can we verify this? (provide contact phone number, email address, website, etc.)</p>		

**Please return to: CERTESL Program Office**

Rm 3021 Education Building = 28 Campus Drive = University of Saskatchewan = Saskatoon, SK S7N 0X1 Canada  
 Email: [certesl.inquiries@usask.ca](mailto:certesl.inquiries@usask.ca) (NO PHOTOS – SCANS ONLY)

### 3. Supervisor's Current or Most Recent ESL/EFL Teaching Experience

Institution	Location
Phone or Email Contact for Reference	Employment Dates

### 4. Other Significant Language Teaching Experience

Institution	Location
Phone or Email Contact for Reference	Employment Dates

### Overview of the Role of Supervisors (Practicum and Additional Hours)

Thank you for considering the supervision of a student-teacher enrolled in ECUR 446.3–Supervised Practicum for English Language Teaching in the CERTESL program and/or ECUR 447.1–Practicum Additional Hours.

The CERTESL program is a 23-credit unit distance-delivered certificate in teaching English as a second language offered online by the University of Saskatchewan in Saskatoon, Saskatchewan, Canada. Before registering in the practicum, student-teachers should have completed at least three foundational courses: Introduction to Teaching ESL; The Structure of English for Language Teaching; and Theory of Second/Additional Language Learning and Methods of Skills Development. They may have already completed Materials and Assessment in ELT and/or Teaching ESL for Adult Literacy. They will also have already conducted 10 hours of guided classroom observation. As standard components of the practicum, the student-teachers will complete a further 10 hours of observation, 10 hours of supervised practice teaching, and extensive academic coursework in ECUR 446.3. The student-teachers will also register in ECUR 447.1 to complete an additional 10 hours of observation and 10 hours of supervised practice teaching.

We estimate practicum supervision to require a time commitment of about 12 to 15 hours for each component. For your participation and supervision of the student-teacher, you will receive a modest stipend (\$75.00 CAD for the practicum and \$50 CAD for the additional hours), our sincere appreciation, and the rewards of assisting a colleague. You will also be assisting to meet the need for well-trained TESL professionals. Should you become a supervisor, you will receive a Practicum Supervisor's Guide that will provide greater detail on your role and our expectations of the student-teachers.

By the time CERTESL students are ready to undertake the practicum and additional hours, they should have grounding in TESL theory and practice. However, they may have never been in front of a classroom before. Please allow practicum students one or two practice teaching classes (a total of about four hours) before you begin evaluating teaching performance.

As the Supervisor, your role consists of the following:

- To formally observe the student-teacher practice teaching for 10 hours during the practicum period and/or 10 hours during the additional hours

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 that provides similarly rich data).

- To offer constructive feedback to the student-teacher throughout the practicum and additional hours. In particular, to offer constructive feedback prior to and following the lessons that are formally reported to CERTESL.
- To discuss any concerns that you may have regarding the student-teacher's conduct or performance with the practicum instructor.
- To submit two written reports based on your observations of the student-teacher during the practicum period and/or to submit one such report based on the additional hours period to the University of Saskatchewan CERTESL practicum instructor. If you are serving as both the student-teacher's ECUR 446.3 and ECUR 447.1 supervisor, three reports are required.

Most supervising teachers choose to host the student-teachers in their own ESL classrooms or language programs, although some supervise in classes the student-teacher is employed or has volunteered to teach.

The CERTESL student-teacher should discuss lesson plans, the contents of the language class, teaching strategies and so on with you as part of the process. This will help you identify the student-teacher's level of awareness, knowledge, and skill as he or she strives to apply theory to practice. 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 student-teacher throughout the practicum to ensure that he or she knows areas of strengths and weaknesses in order to improve.

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 \_\_\_\_\_ hours during the registration period(s) of the Supervised Practicum (10 hours) and/or Additional Hours (10 hours) course(s). I agree to complete two supervision reports during the practicum and/or one report during the additional hours and return each within one week of have assessed the student-teacher.

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

Approved by CERTESL \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

I hereby give permission to my past employer(s), educational institution(s), and professional certification organization(s) to verify information that I have voluntarily provided on this form.

Supervisor's Name \_\_\_\_\_

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