

# LING 4395.001: Internship

## Spring 2013

**Instructor:** Cindy Kilpatrick

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Office Phone: 817-272-3133

Office: Hammond Hall 128

Lab: Trimble Hall 301

Office Hours: Tuesday 3:00 - 5:00 or by appt

### **Time and Place of Class Meetings:**

We will not meet regularly for this class. Instead, students should submit all work via Blackboard on the dates specified in the course schedule.

### **Description of Course Content:**

Internship (paid or unpaid) supervised by a faculty internship coordinator, with the student performing duties related to the academic curriculum of linguistics and/or TESOL. Students are required to submit an approved academic project related to the work performed. May be repeated with approval of the Undergraduate Advisor.

### **Student Learning Outcomes:**

By the end of this course, students will be able to:

- (1) Critically evaluate their own teaching in order to refine their individual teaching styles and to develop the skill of self-assessment
- (2) Develop problem-solving strategies for real-world classroom situations in order to practically prepare themselves for the workplace
- (3) Critically evaluate more experienced ESL teachers in order to learn and benefit from those who are already in the workplace
- (4) Receive relevant feedback from the instructor regarding their individual teaching strengths and growth-areas in order to have an objective perspective on their own workplace readiness

### **Required Textbooks and Other Course Materials:**

No textbook is required for this course.

**Attendance:** Students are expected to be actively engaged in the class activities and to participate in online discussions.

**Other Requirements:** Students are also expected to attend all of their required volunteer teaching hours. If you have committed to a specific organization, it is your responsibility to make arrangements to notify the organization should you not be able to meet your agreed-upon appointments. (Remember that you are representing UTA in our community. No-showing not only reflects poorly on you, but also on our department and university as a whole.)

### **Grading**

This class is graded. Below you will find the weighted percentage of each of the course components. Students are expected to keep track of their performance

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throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

## **% of Final Grade Assignment**

50%	Completion of 60 hours of teaching and teaching-related duties
8%	First and Fourth Reflections (4% each)
10%	Two Teaching Observations (5% each)
10%	Video Recording of Teaching & Written reflection of viewing
10%	Final reflection of what you've learned about yourself as a teacher
12%	Resume and Statement of Teaching Philosophy

## **Descriptions of Major Assignments:**

60 Hours of Teaching (including 45 hours of classroom instruction and 15 hours of lesson planning). You will be collaborating with an approved organization to teach ESL classes. If you do not already have a location in mind, I will provide a list of organizations that we have collaborated with in the past.

Fifteen of your teaching hours are dedicated to lesson planning and preparation. The remaining 45 hours should include actual classroom teaching or tutoring, as well as any training that is required by your partner organization.

## **Reflections**

You will have 6 reflections due over the course of the semester. Each of these should be submitted on Blackboard by the date indicated in the course schedule.

## **Video Recording of Teaching & Analysis**

You will be asked to video record yourself teaching at your partner organization. The video needs to contain at least 30-45 minutes of continuous recording. You will then watch the video and reflect on the lesson's strengths and weaknesses. You will also be asked to respond to a series of questions meant to help you analyze the lesson itself, student interaction, and your general teaching style. Both the recording and the analysis must be turned in to the instructor by the specified date. This analysis will constitute the third of your six reflections.

## **Teaching Observations**

On two separate occasions, you will seek out an ESL course that is conducted by an experienced instructor. These courses can either be at the same location where you are teaching or at another approved location. You will observe at least an hour of class time and then reflect on the experience. The observations must each be approximately 500 words, and will constitute the 2nd and 5th of your 6 reflections.

## **Summary Reflection**

At the end of this course, you will be asked to synthesize the things you have learned throughout the semester and to comment on the new insights you have

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gleaned. The summary reflection must be 600-800 words and will constitute the last of your six reflections.

### **Resume and Teaching Statement**

Two of the most common items requested for teaching positions are a resume and a statement of teaching philosophy. As a requirement for this course, you will think through, create, and revise your teaching statement. You will also submit a resume that you have created with the help of the university career center.

### **Course Schedule: Subject to change as needed**

- Week 1** By Wed, Jan 16, make sure that you have made an appt with Cindy to go over the requirements of the course
- Week 2** By Wed, Jan 23, provide Cindy with the details of your selected teaching assignment. This should include the organization name, address, supervisor, and contact information. In addition, it should include the days and hours you will be teaching each week, and a note about whether you will be teaching a class, tutoring, team-teaching, etc.
- Week 3** Jan 28-Feb 3 Keep teaching
- Week 4** By Wed, Feb 6, submit 1st reflection (initial feelings/questions/problems)
- Week 5** By Wed, Feb 13, submit an initial statement of your teaching philosophy
- Week 6** By Wed, Feb 20, submit your video and second reflection (over video)
- Week 7** Feb 25-Mar 3 Keep teaching
- Week 8** By Wed, Mar 6, submit your third reflection (first observation)
- Spring Break is Mar 11-17!***
- Week 9** Mar 18-24  
The TESOL International Convention begins in Dallas on Wed, Mar 20!
- Week 10** By Wed, Mar 27, submit your fourth reflection (changes since video?)
- Week 11** Apr 1-5 Keep teaching
- Week 12** By Wed, Apr 10, submit your fifth reflection (second observation)
- Week 13** By Wed, Apr 17, submit your resume
- Week 14** By Wed, Apr 24, submit revised and updated statement of teaching philosophy
- Week 15** By Wed, May 1, submit your final reflection
- Finals:** By Wed, May 8, submit final verified report of hours

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**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule 50101, §2.2*, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct.

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Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.