

LING 4354-001: Materials and Methods for TESOL  
Spring 2016

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**Description of Course Content:**

This course will introduce students to methods and materials for TESOL, with particular attention paid to the teaching of different skills within a Communicative Language Teaching framework. In addition, the course continues building the skills in LING 4353, including effective lesson planning, needs analysis, goals & objectives, lesson procedures, task facilitation, materials development, and assessment/evaluation tools. Much of the course will include hands-on experience, discussion, and practical application of course topics. A required component of the course is participation in a minimum of 10 hours of practical training that includes observation of master teachers and practice in teaching English in the local community.

**Student Learning Outcomes:**

After successfully completing this course, students should be able to:

1. Critically evaluate existing ELL lesson materials and plans in terms of communicativity and effectiveness
2. Modify existing lesson plans to increase communicativity without sacrificing effectiveness
3. Create communicative ELL materials and activities
4. Implement effective methods in teaching Grammar, Vocabulary, Reading, Writing, Pronunciation, Speaking, and Listening
5. Construct a realistic integrated lesson from start to finish, justifying each part/activity
6. Integrate theory and practice to generate effective rubrics for ESL

**Required Textbooks and Other Course Materials:**

There is no required textbook for this course. Instead, each week you will be provided with readings and resources that will further your knowledge and thinking about course content.

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### **Grading:**

Your course grade will be determined in the following manner:

Course community and participation	20%
Reading and Resources activities	20%
Practical classroom experience	20%
Learning activities and teaching	20%
Final Project	20%

#### *Course community and participation*

Your level of course community and participation will comprise 20% of your grade in this course. This refers to participation in group, paired, and full-class activities, including involvement in online discussions. Generally, we will meet together face-to-face as a class on Mondays from 4-5:20, and then students will be expected to check in online no fewer than 2 non-consecutive days throughout the week. This will allow students to post initial questions and responses (no later than Wednesdays), and then respond to other students' questions and comments (no later than the following Monday).

Please note that courtesy and respect are expected in all interactions, even if you are in disagreement with another poster. You are welcome to disagree with someone's point of view and question their conclusions, but please do so courteously and respectfully. Participation and work that do not show common courtesy will not receive credit.

#### *Reading and Resources Activities*

Successful completion of reading and resources activities will comprise 20% of your grade. These activities may take a variety of forms, including discussion, reflection, outlining, etc. Each module may have several assignments within it, generally due toward the end of a module. Due dates will be clearly posted within the description of each assignment on Blackboard.

#### *Practical Classroom Experience*

As a requirement for this course and 20% of their grade, students will participate in observing, assisting, and/or teaching no fewer than 10 hours over the course of this semester. In addition to completing 10 hours of practical classroom experience, students will be expected to submit 1 reflection of their practical and reflective teaching within each unit. Reflections should be clear and concise, with well-organized thoughts, no shorter than 1/2 single-spaced typed page, and no longer than the front side of a single page. These responses should *not* simply summarize what happened, but should instead raise a question or issue, discuss a problematic teaching situation (and offer suggestions for solving it!), make connections to class

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material and other scholarly work related to either pedagogy or language acquisition, or illustrate a lightbulb moment for the student. In other words, these responses should give some insight into what the student (you, the student enrolled in 4354, not the students you are working with) learned from the experience.

In addition, the practical classroom experience is meant to help you reflect on who you are as a teacher, so you will also complete an early survey/synopsis of who you are as a teacher (week 1), and a final one as well (week 15)

### *Learning Activities and Teaching*

Learning activities and teaching will comprise 20% of the course grade. All enrolled students will be expected to produce a clearly defined teaching activity for each different unit throughout the course. Each activity must be distribution-ready and include a teacher instruction page as well as a student worksheet. Toward the end of the semester we will also work together to fit several different activities together to create full lesson plans.

In addition, students will prepare 2 teaching activities during the semester. One of these will be in the form of a screencast, where students will explain, in ESL-appropriate terms, how to complete some online task (create an account, how to use a social media venue, visuals with description, etc), ideally in preparation for an activity they will do in class. The second may take one of several forms, depending on what the students are comfortable with, but will be expected to demonstrate appropriate presentation techniques, clear diction, and rate, pace, and vocabulary appropriate for ESL students.

### *Final Project*

The final project for this course will be a proposal for an ESL or EFL class targeted to a particular population. We will work on related skills throughout the course, leading up to the course proposal, which should include the following:

- (1) A complete syllabus, including goals and description of student population
- (2) A detailed schedule for at least 10 classes that follows a logical sequence and includes an appropriate topic and language goal
- (3) Revision of the 2 detailed lesson plans that were written for this class, with changes noted and highlighted within final version
- (4) An assessment guide (a rubric, point break-down, etc) for at least one activity included in one of the lesson plans

**Attendance:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of

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evaluating students' academic performance, which includes establishing course-specific policies on attendance.

As the instructor of this section, I realize that this course is online and therefore attendance will not be counted other than for the required discussion sections. However, participation in this course is crucial. Because we do not have a textbook, understanding of the course material will require participation in both activities/assignments and online class discussions, which will provide you with the skills and knowledge needed in order to successfully complete the work in this course.

**Make-up Exams:** Make-up exams and assignments will only be provided in the case of verifiable emergencies.

**Expectations for Out-of-Class Study:** This class will not meet together at all, but enrolled in this course should expect to spend at least an additional 6-10 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current Catalog at <http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

**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. 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://www.uta.edu/aao/fao/>).

**Disability Accommodations:** UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting The Office for Students with Disabilities, (OSD) at

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[www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364, or by contacting Counseling and Psychological Services, (CAPS) at [www.uta.edu/caps/](http://www.uta.edu/caps/) or by calling 817-272-3671.

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 by calling the Office for Students with Disabilities at (817) 272-3364 or online at [www.uta.edu/disability](http://www.uta.edu/disability).

**Title IX:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Academic Integrity:** Students enrolled in all UT Arlington courses 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.

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

**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 an online 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

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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.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located to the right as you exit the classroom. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**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 <http://www.uta.edu/universitycollege/resources/index.php>

**The English Writing Center** (411LIBR) is available to aid students in improving their writing. Hours are 9am-8pm Mondays-Thursdays, 9am-3pm Fridays, and 12-5 pm Saturdays and Sundays. Walk In Quick Hits sessions are available during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information.

**Librarian to Contact:** The librarian contact for Linguistics and TESOL is Jody Bailey. She can be reached at [jbailey@uta.edu](mailto:jbailey@uta.edu) or 817-272-7516.