

LING 4395.001: Internship (Practicum)
Fall 2013

Instructor(s): Naoko Witzel

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Office Hours: Wednesday 3-5pm (or by appointment)

Section Information: LING 4395 Section 001

Time and Place of Class Meetings: We will not meet on a regular weekly basis for this class. Instead, students' class time will be spent teaching their own classes. Students should submit all work via Blackboard (elearn.uta.edu) by 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.

Descriptions of major assignments and examinations:

60 Hours of Volunteer Teaching

You will be collaborating with an approved organization to teach ESL classes. Your hours must include at least 45 hours of classroom instruction, but the rest of your hours can be observation, lesson planning, training/orientation, etc. You should record your hours on a log that includes date, time, place, and what class you taught/observed. At the end of the semester, you will submit a document with verification from your organization/supervisor.

Weekly Journal Entries

You will log into Blackboard weekly to reflect on your teaching experiences during that week. Journal entries can be entirely new topics or can be responses and/or insights to classmates' topics. Entries must be a minimum of 200 words. (Note: The Blackboard course will have both undergraduate and graduate students contributing to the conversation.) Please also indicate how many hours you taught that week.

Video Recording and Reflection

As a requirement for this course you will be asked to video record yourself teaching at your partner organization. This video should contain at least 30-45 minutes of continuous recording. In addition to video-taping yourself, you will be expected to watch the video and reflect on things you learned about yourself as a teacher from watching the video. The video recording should be submitted to the instructor

on a CD or a flashdrive. Both the recording and the reflection will be turned in no later than 9/25. After submitting the recording, please set up a scheduled appointment with the instructor no later than at the end of week 8 to discuss your teaching.

Resume and Teaching Statement

You will be asked to submit a copy of your resume and teaching statement. You may follow any resume format you choose, as long as your resume is focused and informative. The length of your resume will depend on your experience, but try to keep it within two pages. The teaching statement should be a concise statement of your teaching experience and teaching philosophy (max 1 page, single-spaced). (Note that many teaching positions require you to submit a teaching statement along with your resume.) Both the resume and teaching statement will be turned in no later than 10/23.

Teaching Observation Reflections

On two separate occasions, you will be expected to 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 should observe at least an hour of class time and then reflect on the experience. The observations should each be approximately 500 words, and are due no later than 10/9 and 11/6.

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 gleaned. The summary reflection should be 600-800 words and must be submitted no later than 12/4. Because of the nature of this reflection, please do NOT submit this assignment until all your teaching hours have been completed.

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

% of Final Grade Assignment:

40%	60 hours of Teaching
15%	Weekly Journal Entries
15%	Video Recording and Reflection
10%	Resume and Teaching Statement
10%	Two Teaching Observation Reflections (5% each)
10%	Summary Reflection

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/aao/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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity: 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.

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.

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, or view the information at 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 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 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.

Course Schedule.

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Naoko Witzel

Week #	Dates	Assignments Due
1	Aug 22,23	No assignments due
2	Aug 26-30	Email the instructor with the details of your volunteer teaching placement by Friday, Aug 30
3	Sep 3-6	No assignments due
4	Sep 9-13	Online Journal Entry (#1) due by Friday, Sep 13
5	Sep 16-20	Online Journal Entry (#2) due by Friday, Sep 20
6	Sep 23-27	Video Recording & Reflection due by Wed., Sep. 25 @ 5pm Online Journal Entry (#3) due by Friday, Sep 27
7	Sep 30-Oct4	Online Journal Entry (#4) due by Friday, Oct 4
8	Oct 7-11	Teaching Observation #1 due by Wed., Oct. 9 @ 5pm Online Journal Entry (#5) due by Friday, Oct 11
9	Oct 14-18	Online Journal Entry (#6) due by Friday, Oct 18
10	Oct 21-25	Resume and Teaching Statement due by Wed., Oct 23 @ 5pm Online Journal Entry (#7) due by Friday, Oct 25
11	Oct 28-Nov 1	Online Journal Entry (#8) due by Friday, Nov 1
12	Nov 4-8	Teaching Observation #2 due by Wed., Nov. 6 @ 5pm Online Journal Entry (#9) due by Friday, Nov 8
13	Nov 11-15	Online Journal Entry (#10) due by Friday, Nov 15
14	Nov 18-22	Online Journal Entry (#11) due by Friday, Nov 22
15	Nov 25-29	Online Journal Entry (#12) due by Wednesday, Nov 27 **note change of day because of Thanksgiving holiday**
16	Dec 2-4	No Online Journal Entry Summary Reflection and Verification Form due by Dec. 4 @ 5pm