

## **LING 5110.001: TESOL Practicum Fall 2014**

**Instructor:** Traci Weast

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**Office Hours:** by appointment for in-person, phone, and/or virtual meetings

**Time and Place of Class Meetings:** We will not meet regularly for this class. Instead, students' class time will be spent teaching their own classes. Students should submit all work via Blackboard by the dates specified in the course schedule. In addition, each student will be expected to meet with the instructor at least 2 times during the semester. Students are encouraged to additionally contact Dr. Weast regarding any issues, problems, or triumphs that they wish to discuss, but this is not strictly required. Dr. Weast is available for appointments in person as needed (afternoons). Because students are teaching in various parts of town, and we do not have a set time when everyone is on campus, instead of regular office hours, Dr. Weast is available to meet via email, phone, in person or virtual/online (Google Hangouts, Skype, FaceTime). Please email to arrange appointments as needed.

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

In observing ESOL classes or in teaching learners of ESOL, the student demonstrates ability to apply the principles presented in the TESOL Certificate coursework. Prerequisite: LING 5302 and LING 5305 and permission of instructor.

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
- (5) Gain experience in writing a professional resume and teaching statement in order to prepare for a post-university career

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

No textbook is required for this course.

## LING 5110.001: TESOL Practicum Fall 2014

**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. Note from the university regarding courses in general: 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 evaluating students' academic performance, which includes establishing course-specific policies on attendance.

### Grading

This class is graded as pass/fail (70 pts. minimum to pass). 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.

| <u>% of Final Grade Assignment</u> |  |
|------------------------------------|--|
| 50%                                | Completion of 20 hours of teaching and teaching duties             |
| 10%                                | Video Recording and Reflection                                     |
| 12%                                | Resume and Statement of Teaching Philosophy                        |
| 8%                                 | Two Self-Evaluation Reflections (4% each)                          |
| 8%                                 | Two Teaching Observation Reflections (4% each)                     |
| 12%                                | Summary Reflection of what you learned about yourself as a teacher |

### Descriptions of Major Assignments:

#### 20 Hours of Volunteer Teaching

You will be collaborating with an approved organization to teach ESL classes. If you do not already have a location in mind, Dr. Weast will work with you to find an organization that we have collaborated with in the past that should be a good fit for you. Your hours must include at least 15 hours of classroom instruction, but the other 5 hours can be observation, lesson planning, training/orientation, or other instructor-approved activities. You should record your hours on a log that includes date, time, place, and what class you taught/observed. This log will be submitted at the end of the semester along with verification from your organization/supervisor. A log will be provided, but feel free to create your own to best fit your own teaching situation if needed.

#### 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, and should be submitted to the instructor on a flashdrive (to

## **LING 5110.001: TESOL Practicum Fall 2014**

be left in my box at UTA no later than the date due), or emailed through a YouTube link by date due (see Dr. Weast before the deadline if you need help figuring out how to send me this). 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 and reflection is due no later than Wednesday, Oct. 8, and must be submitted prior to meeting with Dr. Weast during week 7 or 8.

### *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 these materials. Initial versions of both will be submitted by Sept. 24, in order to receive feedback with Dr. Weast when you meet (by week 8). These can then be revised and re-submitted no later than Wednesday, Nov. 19. A part of your grade will be responding to feedback as you revise.

### *Self-Evaluation Reflections*

You will have 2 self-evaluation reflections due over the course of the semester, which can be submitted any time before, but no later than, weeks 4 and 10. These reflections should be approximately 500 words, and should reflect on something you have learned so far in your teaching this semester, such as your strengths and weaknesses, or even a moment of epiphany that you may have had in terms of how to deal with some material, student, or situation. Each of these should be submitted on Blackboard by the date indicated in the course schedule.

### *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 weeks 6 and 12 to BlackBoard, though they may be submitted earlier if you desire.

### *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 Wednesday, Dec. 3 to BlackBoard. Because of the nature of this reflection, please do NOT submit this assignment until all your teaching hours have been completed

## LING 5110.001: TESOL Practicum Fall 2014

**Course Schedule:** *“Subject to change as needed, to serve the educational needs of students enrolled in this course.”-Dr. Weast*

| Week #     | Dates                         | Assignments & Due Dates  |
|------------|-------------------------------|--|
| 1          | Aug. 21,22, 25-29             | Make sure that you have made contact with Dr. Weast, and that you have made arrangements for your required hours, if possible (see BlackBoard & email announcements/reminders). Set up an appointment with Dr. Weast.  |
| 2          | Sept.2-5<br>(Sept. 1 holiday) | Meet with Dr. Weast this week to go over the requirements of the course (in person or online, as arranged). Complete any arrangements to set up your required hours, review the syllabus for due dates, and contact Dr. Weast with any questions. Begin teaching if you have not already started.  |
| 3          | Sept. 8-12                    | By Wednesday, Sept. 10, complete your hours arrangements information on BlackBoard. Here you will provide Dr. Weast with the details of your selected teaching assignment, as well as a description of how you plan to fulfill your hours.<br>*Note: 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. and any other arrangements we have discussed. |
| 4          | Sept. 15-19                   | By Wednesday, Sept. 17, submit 1 <sup>st</sup> reflection (initial feelings/questions/problems)  |
| 5          | Sept. 22-26                   | By Wednesday, Sept. 24, submit an initial Statement of your Teaching Philosophy (Teaching Statement) & initial Resume  |
| 6          | Sept. 29-Oct. 3               | By Wednesday, Oct. 1, submit your 2 <sup>nd</sup> reflection (first teaching observation)  |
| 7          | Oct. 6-10                     | By Wednesday, Oct. 8, submit your video and 3 <sup>rd</sup> reflection (over video). Video must be submitted prior to meeting with Dr. Weast in the 7 <sup>th</sup> or 8 <sup>th</sup> week. Schedule a meeting for this week or next week with Dr. Weast (in person or online).   |
| 8          | Oct. 13-17                    | Complete meetings with Dr. Weast this week and get feedback about your Resume, Teaching Statement, and video (in person or online)   |
| 9          | Oct. 20-24                    | Continue teaching  |
| 10         | Oct. 27-31                    | By Wednesday, Oct. 29, submit your 4 <sup>th</sup> reflection (consider: have you made any changes since watching your video?)   |
| 11         | Nov. 3-7                      | Continue teaching  |
| 12         | Nov. 10-14                    | By Wednesday, Nov. 12, submit your 5 <sup>th</sup> reflection (2 <sup>nd</sup> teaching observation)   |
| 13         | Nov. 17-21                    | By Wednesday, Nov. 19, submit your revised/final Resume and revised/final Statement of Teaching Philosophy   |
| 14         | Nov. 24-28                    | Keep teaching; (enjoy Thanksgiving break: Nov. 27-28)  |
| 15         | Dec. 1-5                      | By Wednesday, Dec. 3, submit your Summary/6 <sup>th</sup> Reflection.  |
| 16/Finals: | Dec. 8-12                     | By Wednesday, Dec. 10, Submit final verified report of hours. Submit final verified report of hours; optional debrief with Dr. Weast (phone, in person, or online)   |

## LING 5110.001: TESOL Practicum Fall 2014

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

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Academic Integrity:** Students enrolled 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.*

## LING 5110.001: TESOL Practicum Fall 2014

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 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.

## LING 5110.001: TESOL Practicum Fall 2014

**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 nearby. 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 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 [www.uta.edu/resources](http://www.uta.edu/resources).

**Writing Center:** The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit <https://uta.mywconline.com/> to register and make appointments. For hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at [www.uta.edu/owl/](http://www.uta.edu/owl/).