LING 5393 - 001: TESOL Teaching and Observation
Fall 2015

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Research Profile: https://www.uta.edu/profiles/laurel-stvan
Office Hours: Tuesday 5:00-6:00; other times by appointment, for in-person, phone, or online meetings

Time and Place of Class Meetings:
We will not meet regularly as a group for this class. Instead, students will spend time teaching their own classes and then should each submit all their assignments via Blackboard by the dates specified in the course schedule.

Description of Course Structure.
In essence, this course may be different for every student enrolled. While we will have some assignments with set due dates, there is some flexibility involved due to the variety of teaching assignments that students will be taking on. However, if you choose to request an alternate date or assignment, you must discuss this with Laurel Stvan no later than one week before an assignment is due. If you will not be teaching for at least 10 weeks, an alternate schedule should be discussed as well.

Each student is also expected to meet with the instructor at least 2 times during the semester. Students are encouraged to contact Laurel Stvan regarding any issues, problems, or triumphs that they wish to discuss, but this is not strictly required. In addition to the set office hour slot, Dr. Stvan is available for appointments in person as needed. Because students are teaching in various parts of town, and we do not have a set time when everyone is on campus, Dr. Stvan is also 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:
This class is a required part of the MA in TESOL. It's a teaching practicum (paid or unpaid) supervised by a faculty practicum coordinator, with the student performing duties related to the academic curriculum of TESOL. Students are required to submit an approved academic project related to the work performed. May be repeated with approval of the Graduate Advisor.

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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) Reflect on their own workplace readiness based on feedback from the instructor, peers, and colleagues
(5) Create a professional resume and statement of teaching philosophy appropriate for advertised TESOL positions.

Required Textbooks and Other Course Materials:
No textbook is required for this course. Optional readings will be posted in Blackboard on occasion. (Go to https://elearn.uta.edu/)

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 evaluating students' academic performance, which includes establishing course-specific policies on attendance. According to the instructor of this section and in accordance with the service contribution expected of the practicum, students are required to attend all of their promised volunteer teaching hours. If students have committed to a specific organization, it is their responsibility to make arrangements to notify the organization should they not be able to meet their agreed-upon appointments. (Remember that each student is representing UTA in our community. No-showing not only reflects poorly on the UTA student, but also on our department and university as a whole.)

Late Work Policy:
Assignments may be submitted early if desired. Late assignments will be accepted, but (unless otherwise noted) will be assessed a late penalty of one (1) point per each day that they are late, unless the students as requested and received an extension, or arranged for an alternative assignment.

Grading Components of the Practicum

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; see "Student Support Services," below.

% of Final Grade Assignment	Description of the Task
40%	Completion of 60 hours of Volunteer Teaching (Includes total hours, weekly updates, final log, and verification)
10%	Resume (Includes initial draft(s) and revised final version)
10%	Statement of Teaching Philosophy (Includes initial draft(s) and revised final version)
40%	Reflections
	7% Pre-service reflection
	8% Two teaching observation reflections (4% each)
	9% Written reflection of video-taped lesson (includes video, written reflection, and follow-up meeting)
	7% Reflection related to video follow-up and feedback
	9% What you've learned about yourself as a teacher overall

Descriptions of Major Assignments:

60 Hours of Volunteer Teaching (40% of overall grade)
This course requires 60 hours of ESL/EFL teaching (including a minimum of 45 hours of classroom instruction; the other 15 hours may include documented preparation and lesson planning, required trainings, etc.) You will be collaborating with an approved organization to teach ESL classes. If you do not already have a location in mind, please see Dr. Stvan immediately. She will work with you to find an organization that we have collaborated with in the past that should be a good fit for you.

This teaching part of your grade will include submission of weekly hour updates, a final hours log, and verified completion of your teaching hours. 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.

Reflections (40% of overall grade)
You will have 6 reflections due over the course of the semester. Each reflection should be around 500 words (with the exception of the final Summary Reflection which should be 600-800), an uploaded to Blackboard bye the date indicated. Note that reflections should not include just a summary of what happened in class, but should show some thought and critical reflection of what YOU have learned about yourself, about teaching, about students, or about second language acquisition.

Reflection 1: Pre-service Reflection:
Your first reflection, due no later than the end of the first week of class (i.e. by Wed. Sept. 2), is reflection on what you yourself want to get out of this Thpracticum class. What do you seek to learn about yourself? About your students? About teaching in general? About teaching ESL specifically?

Reflection 2: Teaching Observation 1
For this observation, you should 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 lease an hour of class time, and then relict on the experience about what you learned from observing this instructor. Note that if you need help finding a place to observe. You must talk with Dr. Stvan about this no later than the end of the first week of class!

Reflection 3: Watching your self teach
For this observation you must video record yourself teaching at your partner organization (30-45 minutes of continuous recording is expected for this.) You will then watch the video and reflect on your strengths and weaknesses as illustrated by the video. You will also be asked to respond to a series of question meant to help you analyze the lesson itself, student interaction, and your general teaching style. The video must be submitted o Laurel Stvan, preferable as a YouTube link (you can set the upload to be private and only viewable by you and your professor)), along with the written reflection. Note that this assignment is listed as due in Week 4, but it must be completed between your 10th and 20th hour of teaching. If this will not be in week 4, talk to Dr. Stvan ASAP!

Reflection 4: Feedback follow up
Two weeks after your meeting with Dr. Stvan about your video, you should submit a reflection discussing how your self-observation and the feedback from her (and peers/colleagues if you chose to share with them) has impacted your teaching. What are you doing different as a result of this observation, and how is it affecting your class? Why do you think this?

Reflection 5: Teaching Observation 2
Now that you have had a chance to get to know your students and organization, you need to see how other teachers handle this same population. Ask a colleague at the same organization where you are working to allow you to observe their class for an hour or so. Afterward, reflect on your experience. In what ways does this teacher handle the students in eh same way you would? In what ways does this teacher handle things differently? Any surprises?

Reflection 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 will constitute the last your six reflections. Because of the nature of this reflection, please do NOT submit this assignment until all your teaching hours have been completed.

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, feedback from Dr. Stvan and other TESOL professionals or other sources. Initial versions of both will be submitted by Sept. 30 in order to receive feedback with Dr. Stvan when you meet (by week 9). These can then be revised and re-submitted no later than Wednesday, xx. A part of your grade will be responding to feedback as you revise.

Some Important University Policies

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

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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/).

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) www.uta.edu/disability or calling 817-272-3364.
Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or 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 at 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 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. For information regarding Title IX, visit 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.

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.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building when you are meeting in my office, students should exit the room through the glass doors and move toward the nearest exit, which is located to the right and down the hall. 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, or view the information at http://www.uta.edu/universitycollege/resources/index.php

The English Writing Center (411LIBR): Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In ***Quick Hits*** sessions during all open hours Mon-Thurs. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

Librarian to Contact:

Jody Bailey, MA, MLIS
Liaison Librarian to Linguistics & TESOL
Central Library Room 214A
University of Texas at Arlington Libraries
817.272.7516
jbailey@uta.edu
http://libguides.uta.edu/profile/jodybailey

Library Home Page ..... http://www.uta.edu/library
Subject Guides ..... http://libguides.uta.edu
Subject Librarians ..... http://www.uta.edu/library/help/subject-librarians.php
Course Reserves ……. http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Tutorials ..... http://www.uta.edu/library/help/tutorials.php
Connecting from Off-Campus http://libguides.uta.edu/offcampus
Ask A Librarian ..... http://ask.uta.edu

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.

–Laurel S. Stvan

Week #	Dates	Assignments & Due Dates
1	Aug. 27-Sept. 2	Make sure that you have made contact with Dr. Stvan, and that you have made arrangements for your required hours, (see BlackBoard). Set up an appointment with Dr. Stvan. Your Pre-service reflection is Due by Sept. 2.
2	Sept. 3-Sept. 9	Complete any arrangements to set up your required hours, review the syllabus for due dates, and contact Dr. Stvan with any questions. Begin teaching if you have not already started.
3	Sept. 10-Sept. 16	By Wednesday, Sept. 16, complete your hours arrangements information on BlackBoard. Here you will provide Dr. Stvan with the details of your selected teaching assignment, as well as a description of how you plan to fulfill your hours. *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. --You should also be doing your observation of another teacher by the end of this week.
4	Sept. 17-Sept. 23	By Wednesday, Sept. 23, submit reflection 3 (watch yourself teach video).
5	Sept. 24 Sept. 30	By Wednesday, Sept 30, submit an initial Statement of your Teaching Philosophy & initial Resume.
6	Oct. 1-Oct. 7	By Wednesday, Oct. 7, submit your 4th reflection (feedback follow up).

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7	Oct. 8-Oct. 14	Your video must be submitted prior to meeting with Dr. Stvan in the 7th or 8th week. Schedule a meeting for this week or next week with Dr. Stvan (in person or online) about your video.
8	Oct. 15-Oct. 21	Continue teaching based on site school.
9	Oct. 22-Oct. 28	Complete meetings with Dr. Stvan this week and get feedback about your Resume, Teaching Statement, and video (in person or online).
10	Oct. 29-Nov. 4	By Wednesday, Nov. 4, submit your 4th reflection (consider: have you made any changes since watching your video?)
11	Nov. 4 -Nov. 11	Continue teaching.
12	Nov. 12-Nov. 18	By Wednesday, Nov. 18, submit your 5th reflection (2nd teaching observation).
13	Nov. 19-Nov. 25	By Wednesday, Nov. 25, submit your revised/final Resume and revised/final Statement of Teaching Philosophy.
14	Nov. 26-Dec. 2	Keep teaching.
15	Dec. 3-Dec. 9	Keep teaching.
Finals Week	Dec. 10-Dec. 18	Wrap up your teaching. By Wednesday, Dec. 18, submit final verified report of hours. Submit your Summary6th reflection. Finish debrief with Dr. Stvan (phone, in person, or online).

Additional Dates of Note:

Census Date: Monday, Sept. 14 (last day to add or swap classes)
Last Date to Drop: Wednesday, Nov. 4

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381