TESOL Student Handbook

June 2022

Seton Hall University, CEHS

Dear student, welcome to the TESOL program at Seton Hall University. We are so happy to have you as part of the team. The following information will provide some initial guidance regarding the program, the coursework, and the eventual steps to K-12 ESL teacher certification.

TESOL PROGRAM (June 2022)

Program Director and Academic Advisor:
Bryan Meadows, Ph.D. (bryan.meadows@shu.edu)
Jubilee Hall, room 429

Adjunct Faculty:
Pfr. Diana Sefchik (diana.sefchik@shu.edu)

Department Staff:
Ms. Erica Savi (erica.savi@shu.edu)
(973) 761-9394

Program overview

The TESOL program consists of 15 graduate credits in the Department of Educational Studies. The program coursework is approved by the NJ Dept of Education for K-12 ESL (#1475) certification purposes. While our TESOL program does not function to prepare individuals for an initial state teacher certification, it does serve two primary audiences:

a) practicing K-12 teachers who seek an additional certification in ESL; and
b) alternate route K-12 ESL teachers who are seeking an approved university TESOL program of at least 15 credits.

Program Standards

Program coursework and assignments are aligned with the professional standards of CAEP (Council for the Accreditation of Educator Preparation), TESOL (Teachers of English to Speakers of Other Languages), and NJPST (New Jersey Professional Standards for Teachers). In meeting these standards, individuals completing the program are fully prepared for success as ESL educators in K-12 public school settings as well as related teaching contexts.

TESOL Standards (SPA)
1. Knowledge about Language
2. ELLs in the Sociocultural Context
3. Planning and Implementing Instruction
4. Assessment and Evaluation
5. Professionalism and Leadership

CAEP Proficiencies (from A.1.1)
1. Applications of Data Literacy
2. Use of Research
3. Data Analysis & Supportive Environments
4. Collaborative Activities
5. Applications of Technology
6. Dispositions, Laws, Ethics and Professional Standards

NJPST Standards
1. Subject Matter Knowledge
2. Human Growth and Development
3. Diverse Learners
4. Instructional Planning and Strategies
5. Assessment
6. Learning Environment
7. Special Needs
8. Communication
9. Collaboration and Partnerships
10. Professional Development
11. Professional Responsibility

Program Curriculum
EDST 6504 Applied Linguistics
EDST 6505 TESL Methods I (language development theory and key concepts)
EDST 6506 TESL Methods II (classroom applications of development principles)
EDST 6507 Second Language Assessment
EDST 6560 Cultural and Historical Backgrounds of EL Students

Distance Learning Model
Each 3-credit course is provided via a distance learning model which allows students to complete coursework off-campus from a location most convenient to them. Courses are completed using a combination of synchronous and asynchronous online study. That is, students meet on 4-5 occasions in real-time using online conferencing apps. Typically, these real-time meetings will take place on Saturday mornings to meet the needs of working professionals. In between the real-time meetings, there are online activities and tasks for students to complete individually according to their own schedule.

Program Admissions
1. Undergraduate/Graduate degree completed with GPA 3.0 on 4.0 scale
2. Statement of interest
3. Official transcripts of all previous postsecondary coursework
4. Professional CV/Resume
5. NJDOE teacher certification (if applicable)

Student Progression through Program

A GPA of 3.0 is required per semester for regular progression through the program. Candidates complete the following course assignments during the program. Each assignment is aligned to CAEP/TESOL standards and provides evidence of student progression towards program competencies. Details about the assignments are presented below.

Assignment	Associated Course	TESOL Standards	CAEP Standards	NJPST
1: Content Knowledge: Case Study of ELL Community	EDST 6504	Language: 1a, 1b Sociocultural: 2a, 2e	Data Literacy, Research, Technology, Professionalism	1, 2
2: Plan and Implement Teaching: Unit Plan Design	EDST 6505	Sociocultural: 2c Planning: 3a, 3d, 3e Professionalism: 5a	Data Literacy, Data Analysis	1, 2, 3, 4, 5
3: Knowledge, Skills, Dispositions Applied in Practice: Field Placement Rubric	EDST 6506	Planning: 3b, 3c, 3e Professionalism: 5c, 5d	Data Literacy, Research, Data Analysis, Collaboration, Technology, Professionalism	2, 3, 4, 5, 6, 7, 9, 10, 11
4. Candidate Effect on Student learning: Student Growth Portfolio	EDST 6507	Planning: 3c Assessment: 4a, 4b	Data Literacy, Data Analysis	3, 5, 7, 8, 11
5. Philosophy of Teaching: Program Design Statement	EDST 6560	Sociocultural: 2a, 2b, 2d Assessment: 4c, 4d Professionalism: 5a, 5b	Research, Collaboration, Professionalism	1, 3, 8, 9, 10, 11

Program Field Placements: Clinical Experiences

The TESOL program provides every student with the opportunity to complete 40 hours of fieldwork experience in a K-12 public school classroom serving EL students. (Alternative placements can be arranged for those individuals not seeking K-12 NJDOE teacher certification.)

EDST 6505 (Fall semesters). Placement in K-12 classroom with EL students for 20 hours. The expectation is 80% observation of instruction (16 hours) and 20% candidate leading instruction in whole-class or small-group (4 hours). Field supervisor observes at least once and provides formative evaluation of candidate using an abbreviated Field Placement rubric aligned

to CAEP and TESOL standards. Candidates submit a field placement record form to their instructor to validate the 20 hours completed.

EDST 6506 (Spring semesters). Placement in K-12 classroom with EL students for 20 hours. The expectation is 20% observation of instruction (4 hours) and 80% candidate leading instruction in whole-class or small-group (16 hours). Field supervisor observes at least once during the unit plan and provides formal evaluation of candidate using the Assignment #3 Field Placement Rubric which is aligned to CAEP and TESOL standards. Student evaluation results on this rubric become Assignment #3 data for CAEP reporting. Candidates submit a field placement record form to their instructor to validate the 20 hours completed.

Program Exit Criteria
- GPA of at least 3.0 in program coursework.
- Field Placement hours documented (target of 40 hours total).
- OPI and WPT English language exams with score of at least *Advanced Low*.

Program Quality Assurance
The TESOL program collects student input via online surveys as one way to assure program quality. Once students have completed the program, they are invited to participate in an exit survey (available online). At the one-year mark following completion, students are invited to complete an alumni survey. The exit and alumni survey data are reviewed each semester by the program director who then draws up specific action steps to be taken based on the survey findings.

Grade Appeal Policy
TESOL students receive instructor feedback and evaluation on all submitted assignments. As graduate students at Seton Hall University, all TESOL students have the option of initiating a grade appeal for any individual assignment grade and/or any semester course grade they receive. The TESOL program follows the guidelines for grade appeals as described in the Seton Hall University graduate catalogue (https://www.shu.edu/academics/upload/Graduate-Catalogue-2019-20.pdf):

Student Participation in the TESOL Community

Course Registration

Course registration is primarily online. Semester schedules are typically posted online 5-6 months before the start of the intended semester. Actual registration usually opens 3-4 months prior to the start of the semester. Please note that while registration opens months in advance of the semester, graduate registration remains open until the actual start date of each individual course. A PIN code is required in order to register online. The PIN code is student-specific and semester-specific, so it changes each semester. The PIN code is typically provided by the academic advisor prior to the start of the registration window.

Online Tools: Piratenet

Upon acceptance to the program and after returning the "Intent to Enroll" form, watch for an email with "PirateNet" in the subject heading. This is the primary means for activating your Piratenet account. The email will feature your PirateNet ID (usually a combination of the letters in your first and last names). Additionally, the email will feature your initial PirateNet password (usually made up of the first 4 letters of your last name, the final 6 digits of your SHU ID and four hashtags symbols).

Piratenet is the primary portal into online campus services. You can access Piratenet by following this URL: https://www.shu.edu/piratenet.cfm or by selecting "piratenet" on the shu.edu homepage. Once inside Piratenet, you will be provided access to a suite of online apps. Below is a listing of the most relevant ones. Please note that the Piratenet page works best with the Okta app, which is an online password-keeper. You may find it easier to navigate Piratenet after installing the Okta app into your browser.

- *Outlook*—shu.edu email application.
- *OneDrive* – online server space available to individual students
- *Blackboard* -- the primary platform for coursework: announcements, assignments, readings, etc.
- *SHU Portal* – this portal connects students with a suite of campus resources like academic and profile.
- *Banner: Self Service* – this portal takes you directly into registration and student records.
- *ID card* – use this app to add monetary value to your ID card. Called *Pirates Gold*, it allows you to use your card to make payments around campus (e.g., food places, vending machines, etc.).
- *Pirate Alert* – sign up for Pirate Alert to receive notifications of campus emergencies and closures.

Academic Year Important Dates

Fall 2022	Spring 2023	Summer 2023
August 29, 2022: Classes begin	January 18: Classes begin	Session One: May 30 – June 30
October 10-11: Fall Break	March 6-11: Spring Break	Session Two: July 5 – August 3
November 23-26: Thanksgiving Recess	April 8: Classes canceled	Session Three: August 7 – August 25
December 12: Last Day of F22 Classes	May 8: Last day of classes	
December 21: End of F22 semester	May 10-16: Final exams	

Financial Aid

Please contact the SHU Office of Financial Aid for more information about options for financing graduate coursework. As a graduate certificate program, the TESOL program is not afforded graduate assistantship positions nor is the program eligible for many federally-supported student loans. Here is a list of online resources related to financial aid:

- Private Loan Providers: www.elmselect.com.
- External Scholarship/Grant Opportunities: https://www.shu.edu/graduate-affairs/external-fellowships.cfm
- Campus Job Opportunities for Students: https://www.shu.edu/human-resources/employment/index.cfm

Options for Further Graduate Work beyond the TESOL Program

Consider connecting your TESOL graduate coursework with one of our MA graduate programs in the department of Educational Studies.

- MA degree in Special Education (Director: Dr. Lauren McFadden)
- MA degree in Instructional Design and Technology (Director: Pfr. Angela Brisini)

Semester Luncheon

At the close of each semester, all members of the Seton Hall TESOL community are invited to a *pay-as-you-go* luncheon. The event is a way to recognize those students who have completed the program during the academic year. It is also an opportunity for student peers to socialize in an informal setting to build professional relationships.

TESOL Ambassadors Program

Program newcomers are paired up with current students or program alumni who serve as volunteer ambassadors. The Ambassadors program provides new students with peer-peer

guidance and support. In addition, they help the new student to establish their professional network in the field of ESL.

Annual Title IX Training Requirement

Seton Hall University requires all members of the community to complete an online mandatory compliance training program: *Title IX Training/Sexual Assault Prevention*. This policy is administered in accordance with Seton Hall's Catholic educational mission and the teachings of the Catholic Church. All SHU students are required to train annually. Non-compliance with this policy may result in a letter of advisement and/or other appropriate response from the University. The time commitment may be anywhere from 60-90 minutes to complete the training. Students can start the training and return to the portion where they left off. The training module is best supported by the latest version of Chrome. For more details about this training, see this page.

Professional Engagement in Teacher Organizations

The NJTESOL-NJBE organization offers a one-year free student membership. Ask your program faculty about how to take advantage of this special offer: https://njtesol-njbe.org/. The organization also has county chapter groups that meet on a regular basis. For details of a chapter group near you, please visit this webpage: https://njtesol-njbe.org/chapters/. Also, the NJDOE Bureau of ESL / Bilingual Education is a terrific source of information and resources on all aspects of K-12 ESL instruction. Their main webpage can be located here: https://www.state.nj.us/education/bilingual/. In particular, look for the *professional development* tab to view their regular schedule of professional development workshops held year-round for K-12 ESL/Bilingual educators.

Finally, all program students are encouraged to extend their learning to online communities (e.g., Facebook, Twitter, etc.). One program resource available to all TESOL students/alumni is the Twitter account *@Meadows_SLTE*. This account provides regular announcements of interest to English language educators in the NJ area and beyond.

Visiting Campus

While it is possible to complete the TESOL coursework from locations off-campus, we extend a warm welcome to all TESOL students to visit us on campus as often as possible. If visiting on a weekend, please note that the only available vehicular entrance is Farinella Gate (South Orange Ave at Centre St).

Important Contacts on Campus
- Campus Main Number: (973) 761-9000 http://www.shu.edu/
- Office of the Registrar: 973-761-9374 http://www.shu.edu/registrar/index.cfm
- Walsh Library: 973-761-9435 (Circulation Desk) https://library.shu.edu/library
- Parking Services: http://www.shu.edu/parking-services/index.cfm
- Public Safety: (973) 761-9300 http://www.shu.edu/public-safety/index.cfm
- Campus Emergency: 911

Parking on Campus
When arriving to campus, please identify yourself as a campus visitor. You will be registered in the digital system and directed to the main parking deck.

SHU Student ID
SHU student IDs can be picked up M-F from the Student ID Office (Duffy Hall). The student ID is required to check out library materials and to enter campus pedestrian gates. One unique feature of the SHU ID is *Pirates Gold*. Students can load monetary credits onto their ID card as *Pirates Gold* and then use those credits around campus (e.g., dining halls, vending machines, etc.). Here is a link to the SHU ID FAQ page: http://www.shu.edu/campus-id-office/campus-id-faqs.cfm.

SHUFly Shuttle
Available to SHU students with SHU student ID card. The shuttle provides free shuttle service to and from the South Orange train station area. SHUFly is available 7 days a week during the regular semesters http://www.shu.edu/parking-services/shufly-shuttle-service.cfm Please note that SHUFLY does not operate during the summer months.

On Campus Security Escort Services
Available 24 hours a day between any two campus locations. Call to make a request: (973) 761-9300.

Campus Bookstore (https://www.bkstr.com/setonhallstore/home)
The campus bookstore is located inside Duffy Hall. They offer course textbooks, school supplies, and Seton Hall branded items for sale. Please note that the SHU Bookstore has limited availability weekends.

Walsh Campus Library (https://library.shu.edu/library)
The Walsh Library opens at 11am on weekends during regular semesters and at 9am during summer weekends. Please visit the SHU library landing page to see detailed hours. Inside the library, desktop computers are available for students. Type in your *PirateNet* login credentials to gain access. Study desks are available on floors 3 and 4 for student use.

Online Library Services (selected list)
- *Item Search*--Use basic search to locate any item in the library holdings including books, journals, and multimedia.
- *Library Account*--View current items checked out, renew current items, and place items on hold.
- *Interlibrary Loan*--Use this service to request research articles and books from any participating library nationwide. Articles are delivered electronically via email. Physical books are delivered to the SHU library for student pick-up.
- *Research Databases*-- JSTOR, ERIC, and Academic Search Complete, among others.
- *Chat option* with a reference librarian

Dining Options on Campus
There are three dining options available to campus visitors. Please note that operating hours may be reduced on weekends and during the summer months. All three locations accept major credit cards and SHU ID *Pirate's Gold* credits.

- Pirate Dining Room, The Caf (University Center, Underground Level)
- Dunkin Donuts (Walsh Library, External Entrance)
- Starbucks Coffee (Jubilee Hall, Main Lobby)

Steps to NJDOE ESL Teacher Certification

For individuals holding a standard or provisional K-12 state certificate, the pathway to K-12 ESL certification (#1475) requires the following components: (1) TESOL coursework of at least 15 semester credits; and (2) English language proficiency testing. **Please note that NJDOE certification requirements regularly change.** For the most up to date and reliable information, please check the ESL requirements listed on the NJDOE webpage: https://nj.gov/education/license/endorsements/1475S.pdf

Applying for Teacher Certification through Seton Hall University

In your final semester in the program, the program director will send an advisement email to guide you into the ESL certification process through Seton Hall University. Generally one month prior to your program completion date, you will submit an application packet to Dr. Brian Conners (brian.conners@shu.edu), our CEHS certification officer. The application packet consists of the following: (1) three NJDOE forms; (2) OPI/WPT testing results; and (3) VOPC form. (Note: The VOPC form is only required in some cases.) Dr. Conners will collect your application packet, make sure it is complete, and will then submit it to the NJDOE on your behalf after final grades for all of your TESOL coursework are appearing in your transcript. In sending your application through an institution, the NJDOE will fast-track your application. This is a much faster option than submitting as an individual.

OPI/WPT language testing requirements

Students must complete the OPI (Oral Proficiency Interview) and WPT (Writing Proficiency Test) in English prior to applying for the ESL teaching certificate with the NJDOE. Proficiency scores of at least *Advanced Low* in English are required on the OPI and WPT exams to qualify for the ESL certificate. (There is one exception: Students who passed the Praxis Core Writing Exam are exempted from the WPT requirement.) The exam results accompany the ESL certification paperwork at the conclusion of the TESOL program.

　　　　The single state contractor for language testing is *Language Testing International* (LTI). Their website is www.languagetesting.com. Here are the recommended steps for registering:

1. Once arriving at the LTI site, select "Certifications for Individuals" and "Certification Types"
2. Select "English"
3. Select "Programs with ACTFL Requirements"
4. Type in "Seton Hall University". Careful: Do NOT select "Seton HILL University". Press "continue".
5. Select the testing options. There are two recommended choices: (1) in-person on the Seton Hall Campus, select "ACTFL OPI & WPT – Internet" for

$273 [as of Jul 2021] or (2) at-home and online, select "ACTFL OPIc & WPT – Internet" for $216 [as of Jul 2021]. Choose one of these options. Click "Continue to Schedule".

6. Select *Seton Hall University* as the proctoring location.
7. Contact the Seton Hall faculty member who will serve as your volunteer proctor and arrange a date/time to complete the tests. Usually the language testing company asks for a 3-hour window of time for the exam.
8. The student communicates the preferred date/times to the language testing company, who then finalizes the appointment with the faculty proctor.

Results of the two exams are generally available 1-2 weeks following the testing date. Express delivery and/or official copies of exam results are not necessary on our end. For information about the OPI and WPT exams, here are the examinee handbooks, prepared by ACTFL, the authors of the tests:

- OPI Examinee Handbook:
  https://www.languagetesting.com/pub/media/wysiwyg/manuals/opi-examinee-handbook.pdf
- WPT Examinee Handbook:
  https://www.languagetesting.com/pub/media/wysiwyg/manuals/wpt-examinee-handbook.pdf

In closing, we are always looking for ways to improve what we do here at Seton Hall University. Please do not hesitate to contact the program director with any suggestions or recommendations, no matter how large or small. Our most valuable input and feedback comes from our students. We are looking forward to hearing from you.

Bryan Meadows, Ph.D.
TESOL Program Director

Campus Map

Campus Map Legend

1A. Bethany Hall
1. Farinella Gate
2. Arts Center (Carriage House)
3. Cabrini Hall
4. Neumann Hall
5. Serra Hall
6. Fahy Hall
7. South Orange Avenue Pedestrian Gate
8. Xavier Hall
9. Caroline D. Schwartz College of Nursing Building
10. Arts and Sciences Hall
11. Duffy Hall
12. Bishop Dougherty University Center
12A. Theatre-in-the-Round
13. Richie Regan Recreation and Athletic Center
14. South Centre Street Pedestrian Gate
15. Walsh Library
16. Mooney Hall
17. Marshall Hall

18. Stafford Hall
19. Power Plant
20. Lewis Hall/Immaculate Conception Seminary
20A. Alumni Hall
21. Alfieri Hall
22. Chapel of the Immaculate Conception
23. Presidents Hall
24. McQuaid Hall
25. Wilden Place Pedestrian Gate
26. Aquinas Hall
27. Corrigan Hall
28. Bayley Hall
29. Jubilee Hall (Market Research Center, Rm 677)
30. Boland Hall
31. McNulty Gate (closed)
31A. McNulty Pedestrian Gate
32. Galleon Lawn
33. Science and Technology Center (McNulty Hall)
34. Gerety Hall
35. Physical Plant

36. Public Safety and Security
37. Ward Place Gate
37A. Ward Place Pedestrian Gate
38. Green Area Gate (restricted access)

Off Campus:
39. George M. Ring Building (University Advancement)
40. Saint Andrew's Hall (College Seminary)
41. Health Services
42. Turrell Manor
43. 525 South Orange Avenue
44. 519 South Orange Avenue (Public Relations & Mktg.)
45. Martin House (Human Resources)

Not Pictured:
• Seton Hall School of Law, One Newark Center, Newark
• Ora Manor, 324 Valley Street, South Orange
• Interprofessional Health Sciences (IHS) Campus, Nutley/Clifton

Seton Hall University
400 South Orange Ave.
South Orange, NJ 07079

Office of Undergraduate Admissions
1-800-THE-HALL (843-4255)
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