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.
Program Director and Academic Advisor:
Bryan Meadows, Ph.D. (bryan.meadows@shu.edu)
973.275.2539
Jubilee Hall, room 437

Adjunct Faculty:
Pfr. Diana Sefchik (diana.sefchik@shu.edu)
Dr. Hope Blecher (hope.blechersass@shu.edu)

Department Staff:
Ms. Erica Savi (erica.savi@shu.edu)

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 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 5-6 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.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Associated Course</th>
<th>TESOL Standards</th>
<th>CAEP Standards</th>
<th>NJPST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: State Exam of Content Knowledge: Praxis II #5362 ESOL</td>
<td>End of program</td>
<td>Language: 1a, 1b, 1c, 1d Assessment: 4a, 4b, 4c, 4d</td>
<td>Data Literacy, Research, Data Analysis, Collaboration, Technology, Professionalism</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11</td>
</tr>
<tr>
<td>2: Content Knowledge: Case Study of ELL Community</td>
<td>EDST 6504</td>
<td>Language: 1a, 1b Sociocultural: 2a, 2e</td>
<td>Data Literacy, Research, Technology, Professionalism</td>
<td>1, 2</td>
</tr>
<tr>
<td>3: Plan and Implement Teaching: Unit Plan Design</td>
<td>EDST 6505</td>
<td>Sociocultural: 2c Planning: 3a, 3d, 3e Professionalism: 5a</td>
<td>Data Literacy, Data Analysis</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>4: Knowledge, Skills, Dispositions Applied in Practice: Field Observation Project and Reflection</td>
<td>EDST 6506</td>
<td>Planning: 3b, 3c, 3e Professionalism: 5c, 5d</td>
<td>Data Literacy, Research, Data Analysis, Collaboration, Technology, Professionalism</td>
<td>2, 3, 4, 5, 6, 7, 9, 10, 11</td>
</tr>
<tr>
<td>5 Candidate Effect on Student learning: Student Growth Portfolio</td>
<td>EDST 6507</td>
<td>Planning: 3c Assessment: 4a, 4b</td>
<td>Data Literacy, Data Analysis</td>
<td>3, 5, 7, 8, 11</td>
</tr>
<tr>
<td>6: Philosophy of Teaching: Program Design Statement</td>
<td>EDST 6500</td>
<td>Sociocultural: 2a, 2b, 2d Assessment: 4c, 4d Professionalism: 5a, 5b</td>
<td>Research, Collaboration, Professionalism</td>
<td>1, 3, 8, 9, 10, 11</td>
</tr>
</tbody>
</table>
Program Field Placements: Clinical Experiences
The TESOL program provides every student with 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 Observation & Conference (O&C) form 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). Candidate teaches a 3-segment unit plan to students either in small-group or whole-class format. Field supervisor observes at least once during the unit plan and provides formal evaluation of candidate using the Assignment #4 Observation & Conference (O&C) rubric which is aligned to CAEP and TESOL standards. Student evaluation results on this rubric become Assignment #4 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.
- Praxis II – ESOL (#5362). Passing score is 155/200.
- Field Placement. 40 hours in total documented.
- 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 is reviewed each semester by the program director who then draws up specific action steps to be taken based on the survey findings.

Praxis II (#5362) Program Requirement
The TESOL program requires students to take the Praxis II (#5362) exam at the end of their coursework. This standardized exam is a one way for completers to validate on a national scale their preparedness for K-12 ESL teaching. All TESOL coursework has been aligned with the topics appearing in the Praxis II #5362 exam, so no specialized study is required. Still, most students will benefit from reviewing the TESOL coursework, including
readings and assignments, prior to taking the exam. Study materials are available directly from ETS, the provider of the exam, here: https://www.ets.org/praxis/prepare/materials/5362. The exam cost, as of June 2020, is $120. The exam lasts two hours. **Note:** The Praxis II exam is not required by the NJDOE for state licensing to teach ESL. Here is the alignment of PRAXIS #5362 exam topics with TESOL coursework:

<table>
<thead>
<tr>
<th></th>
<th>EDST 6504</th>
<th>EDST 6505</th>
<th>EDST 6506</th>
<th>EDST 6507</th>
<th>EDST 6506</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Linguistics</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundations of Language Learning</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning and Implementing Instruction</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment and Evaluation</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Culture</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionalism and Advocacy</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Program-specific overview videos of the TESOL PRAXIS exam are available here:

**Servant Leadership Distinction Award**

*The Servant Leadership Distinction Award* is to promote in all TESOL students a personal sense of advocacy for EL students in New Jersey schools. All TESOL students are encouraged to apply for the award at some point during their program. The award is not a requirement for graduation nor is it a course assignment. Participation is entirely voluntary. To earn the award, TESOL students prepare a presentation in which they address the following: (a) define servant leadership in the context of ESL/Bilingual Education in New Jersey, (b) describe personal efforts toward servant leadership in the service of EL students in New Jersey, and (c) describe the value of servant leadership to the field of ESL/Bilingual Education. Students choose the format of their presentation. They are encouraged to present to a campus audience of students and faculty. The award page is accessible here: https://www.shu.edu/educational-studies/servant-leadership-distinction-award-tesol-program.cfm.

**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
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

**NOTE:** Due to the COVID pandemic, the academic calendar is subject to instability during the 2020-2021 academic year. For the most up-to-date information, see the academic calendar online here: [https://www.shu.edu/academics/academic-calender.cfm](https://www.shu.edu/academics/academic-calender.cfm)

### Fall 2020
- August 24, 2020: F20 classes begin
- September 7, 2020: Labor Day
- November 2, 2020: Spring 2021 registration opens
- November 24, 2020: F20 classes end
- December 4, 2020: End of F20 semester

### Spring 2021
- January 20, 2021: Classes begin
- March 8-13, 2021: Spring Recess
- April 1-5, 2021: Easter Holidays
- May 11, 2021: S21 classes end
- May 19, 2021: End of S20 semester

### Summer 2021
- May 25-June 14: Intersession I
- June 15 – July 2: Intersession II
- May 25 – June 29: Summer I (5 week)
- May 25 – July 1: Summer I (6 week)
- July 6 – August 6: Summer II

**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](http://www.elmselect.com)
- External Scholarship/Grant Opportunities: [https://www.shu.edu/graduate-affairs/external-fellowships.cfm](https://www.shu.edu/graduate-affairs/external-fellowships.cfm)
- Campus Job Opportunities for Students: [https://www.shu.edu/human-resources/employment/index.cfm](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: Dr. Joseph Martinelli)
**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.

**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/](http://www.shu.edu/)
- Walsh Library: 973-761-9435 (Circulation Desk) [https://library.shu.edu/library](https://library.shu.edu/library)
- Parking Services: [http://www.shu.edu/parking-services/index.cfm](http://www.shu.edu/parking-services/index.cfm)
- Public Safety: (973) 761-9300 [http://www.shu.edu/public-safety/index.cfm](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.

**Parking off Campus**

It is possible to park off campus and then enter campus through one of the pedestrian gates. (Note: a student ID is required for entry/exit access through pedestrian gates.) When parking off campus, please adhere to all South Orange parking regulations which can be reviewed here: [http://southorange.org/185/Parking-Authority](http://southorange.org/185/Parking-Authority).

**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](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](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](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](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.

- Pirates Cove (University Center, Street Level)
- Pirate Dining Room, The Caf (University Center, Underground Level)
- Dunkin Donuts (Walsh Library, External Entrance)
Steps to NJDOE ESL Teacher Certification

For individuals holding a standard or provisional K-12 state certificate, the pathway to K-12 ESL certification 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 TESOL class, contact Dr. Joseph Martinelli about ESL certification. He is the certification officer who will send in your application materials on your behalf. In sending your application through an institution, the NJDOE will fast-track your application. In addition to the application form, he will need copies of your Seton Hall transcript and your OPI/WPT testing results. His email is joseph.martinelli@shu.edu.

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 entering the LTI site, select “search for your institution or program” in the upper righthand corner of the landing page.
2. Follow the links to indicate New Jersey and Seton Hall University.
3. When given options for testing, there are two recommended choices: (1) in-person on the Seton Hall Campus, select “ACTFL OPI & WPT – Internet” for $209 [as of June 2020] or (2) at-home and online, select “ACTFL OPIc & WPT – Internet” for $140 [as of June 2020]. Choose one of these options.
4. Select Seton Hall University as the proctoring location.
5. 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.
6. 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:  
- WPT Examinee Handbook:  

Professional Engagement

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/esl/. 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. Students are encouraged to establish and maintain a social media presence on online platforms such as Twitter and LinkedIn, among others. 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.

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. You can also provide comments anonymously by contacting our department chair directly (daniel.katz@shu.edu.). 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
Appendices

Praxis II #5362 Overview

**English to Speakers of Other Languages (5362)**

<table>
<thead>
<tr>
<th>Test at a Glance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Name</strong></td>
</tr>
<tr>
<td><strong>Test Code</strong></td>
</tr>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td><strong>Number of Questions</strong></td>
</tr>
<tr>
<td><strong>Format</strong></td>
</tr>
<tr>
<td><strong>Test Delivery</strong></td>
</tr>
</tbody>
</table>

![Diagram](Diagram.png)

<table>
<thead>
<tr>
<th>Content Categories</th>
<th>Approximate Number of Questions</th>
<th>Approximate Percentage of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Foundations of Linguistics</td>
<td>22</td>
<td>18%</td>
</tr>
<tr>
<td>II. Foundations of Language Learning</td>
<td>26</td>
<td>22%</td>
</tr>
<tr>
<td>III. Planning and Implementing Instruction</td>
<td>28</td>
<td>23%</td>
</tr>
<tr>
<td>IV. Assessment and Evaluation</td>
<td>18</td>
<td>15%</td>
</tr>
<tr>
<td>V. Culture</td>
<td>13</td>
<td>11%</td>
</tr>
<tr>
<td>VI. Professionalism and Advocacy</td>
<td>13</td>
<td>11%</td>
</tr>
</tbody>
</table>
Campus Map