

CERTESL Program

Centre for Continuing & Distance Education University of Saskatchewan

Practicum Additional Hours Module

Registration Information

TESL 42 registrants who need to complete more hours of practicum observation and teaching than we provide in the regular CERTESL Practicum course, TESL 42, must register for the Practicum Additional Hours Module. Practicum additional hours are most commonly required by people in the following situations:

1. CERTESL students who are planning to apply for TESL Ontario certification and therefore need to complete practicum observation and/or teaching hours in excess of those normally documented for the purposes of TESL 42 (Supervised Practicum).
2. TESL Ontario PLAR adjudicants who have been instructed to complete post-PLAR practicum training in excess of TESL 42's 10 observation hours and 10 supervised teaching hours and who have chosen to complete these requirements at a distance through CERTESL.
3. CERTESL students who must conduct adult practica in order to meet TESL Canada accreditation standards but who also wish to conduct a practicum in a program that meets the needs of children or adolescents.
4. In rare cases, CERTESL students who have experienced some challenges with the teaching component of TESL 42 so that the instructor is not confident in giving a passing grade, but who have shown enough potential that they may be able to pass with some additional observation and teaching experience.

Students in the first three categories will be required to complete their additional hours module during the same term in which they complete TESL 42. When feasible, this is also the case for students in category four.

To register for the Practicum Additional Hours, please complete the Registration Form on the following page and submit it directly, with payment, to the CERTESL program office. The supervisor for the Practicum Additional Hours must read the two pages following the registration and then complete the appropriate paperwork.

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 **Practicum Additional Hours Module**
Registration Information

Name: _____

Address: _____

Street/box number

City/Province/Country

Postal Code

Phone: _____ Email: _____

U of S Student Number or PLAR Application Number: _____

Year and Term of TESL 42 Registration: _____

Date of Practicum Additional Hours Registration: _____

Reason for requesting registration for Practicum Additional Hours: _____

Additional Hours Registration Fee: \$150

Method of Payment: cheque (payable to University of Saskatchewan) credit card VISA Mastercard

Credit Card Number: _____

Expiry Date

CVD/CSC # _____

Card Verification Data/Card Security Code: the three- or four-number security code on your card.

Signature Authorizing Payment: _____

Name of Cardholder (please print): _____

Return this form with the Practicum Additional Hours Supervisor Approval Form to:

CERTESL Program, Centre for Continuing & Distance Education

University of Saskatchewan

Room 436 Williams Bldg., 221 Cumberland Avenue North

Saskatoon, SK Canada S7N 1M3

Phone: 306.966.6488

Fax: 306.966.5590

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Overview of Role of the Additional Hours Module Supervisor

Thank you for agreeing to supervise the Practicum Additional Hours Module required by your student-teacher in order that he or she meet regional TESL/TEFL certification requirements. For supervising these additional hours, you will receive a modest stipend (\$50.00 Cdn), our sincere appreciation, and the rewards of assisting a colleague and enabling your region to meet its need for well-trained TESL professionals.

By the time your student-teacher's additional hours begin, he or she should already have conducted 10 hours of guided classroom observation prior to entering TESL 42—Supervised Practicum. During TESL 42, the student will complete another 10 hours of observation and 10 hours of supervised practice teaching in addition to extensive course work. For the Practicum Additional Hours Module, your student will conduct an additional 10 hours of observation and 10 hours of teaching in an adult non-credit ESL/EFL program. Therefore, by the time the Practicum Additional Hours Module is finished, your student will have carried out 30 hours of guided observation and 20 hours of supervised practice teaching. Your student-teacher will need you or a supervisor in your institution to document these hours for eventual submission to the relevant accrediting body by the CERTESL Program.

Please refer to the TESL 42 Supervisor's Guide which you will receive in order to find out what is expected of your student during his or her Supervised Practicum (TESL 42) and the Practicum Additional Hours Module.

As the Additional Hours Supervisor, your role consists of the following:

- To observe your student-teacher formally at or near the end of the 10-hour Additional Teaching period, taking notes or using checklists as mutually agreed upon beforehand (a prepared checklist is included in the package of materials sent to supervisors, but you may choose another format if you wish as long as we receive similarly rich data);
- To offer constructive feedback to the student-teacher throughout the additional hours period and in particular prior to and following the lesson which is reported formally to us;
- To submit an additional written report based on your observations of the student-teacher to the University of Saskatchewan TESL practicum tutor/marker assigned to your student.
(Note: two supervisor reports are required when the student-teacher is undertaking the TESL 42 Practicum, and one additional supervisor report is required as a result of the student-teacher's registration in the Additional Hours Module.)

Student-teachers should have already identified ESL/EFL students to work with during the Practicum Additional Hours. It is not your responsibility to do this for them, although most supervising teachers do choose to host their student-teachers in their own ESL classrooms.

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Overview of Role of the Additional Hours Module Supervisor ...continued

The CERTESL student-teacher will need to discuss lesson plans, the contents of the language class, teaching strategies and so on with you as part of the process. We encourage you to participate in these discussions as it will help you identify the student-teacher's level of awareness, knowledge, and skill as he or she strives to apply theory to practice. The illumination of these aspects of the practicum is certainly within your role of practicum supervisor. However, you are not expected or required to help interpret, write, or grade student assignments. You should direct the student-teacher's inquiries regarding assignments to the practicum tutor/marker based at the University of Saskatchewan. You will not be expected to give the student a final grade. That is the role of the tutor/marker. However, you may wish to share your documented feedback with the student-teacher to ensure that he or she knows areas of strengths and weaknesses in order to improve as the practicum progresses.

NOTE:

If you are not this student-teacher's TESL 42 local supervisor, please complete the form on the following page to indicate that you have read this document and accept the role of Practicum Additional Hours supervisor.

If you are the student-teacher's TESL 42 local supervisor, please read and sign below.

I have read the information above and agree to serve as Practicum Additional Hours supervisor for
TESL 42 student _____

Name (printed) of local supervising teacher:

Signature of local supervising teacher:

Date: _____

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 **Practicum Additional Hours**
Additional Hours Supervisor Approval Form**To be completed by the Student-Teacher**

Name: _____ Year/Term of TESL 42 registration: _____

Phone (h) _____ (w) _____ Year/Term of Additional Hrs. reg.: _____

Fax: _____ Email: _____

Address: _____

Street/box number

City/Province/Country_____
Postal Code**To be completed by the Local Supervising Teacher**

If you have already provided the following information for purposes of this student's registration in TESL 42 (the regular CERTESL practicum course), please sign the reverse and do not complete this side.

Name: _____ Year/Term of TESL 42 registration: _____

Phone (h) _____ (w) _____ Year/Term of Additional Hrs. reg.: _____

Fax: _____ Email: _____

Address: _____

Street/box number

City/Province/Country_____
Postal Code**Supervisor's Degrees and TESL/TEFL Training**

Name of Degree(s) _____

Name under which degree was granted _____

Major(s) _____

Institution(s) _____

Year(s) of graduation _____



TESL/TEFL Diploma, Certificate, or Minor: _____

Institution(s): _____

Year(s) of completion: _____

Number of TESL/TEFL academic training hours: _____

Number of practicum teaching hours: _____

If you have not taken credit courses in TEFL/TESL, how have you obtained expertise and how can we verify this? Please attach another page with this information and provide phone/email contact, website, etc.

I have read the Overview of the Role of the Additional Hours Supervisor and I agree to supervise the Practicum Additional Hours of _____. I agree to complete the supervision forms that will be sent to me by the CERTESL office and to return my supervision report within one week of the completion of the student's additional observation and teaching hours.

Signature of Additional Hours Supervisor:

(Office Only): Approved by CERTESL: _____

Date: _____