

# STUDENT HANDBOOK: TESL Program

CONTINUING AND PROFESSIONAL STUDIES

UNIVERSITY OF MANITOBA

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Extended Education

# STUDENT HANDBOOK

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Welcome to the Letter of Accomplishment in Teaching English as a Second Language (LOA:TESL) offered through Continuing and Professional Studies (CAPS) in Extended Education at the University of Manitoba (U of M)! The **Student Handbook** provides students with important information to ensure a positive student experience.

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## INTRODUCTION

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The TESL program provides focused preparation for the Teaching of English as a Second Language (ESL) or English as a Foreign Language (EFL), while meeting local, national and international development needs.

TESL students receive instruction from qualified and experienced teachers. Upon graduation, students will be awarded by the University of Manitoba, a recognized credential from an institution of higher learning, the:

- Letter of Accomplishment in TESL

For additional information or clarification on any information found in this handbook, please contact:

### Extended Education

185 Extended Education Complex

Winnipeg, Manitoba

Canada R3T 2N2

Tel: 204 474 8800

Fax: 204 272 1626

Email: [extended@umanitoba.ca](mailto:extended@umanitoba.ca)

Website: [www.umanitoba.ca](http://www.umanitoba.ca)

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## PROGRAM OBJECTIVES

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Upon successful completion of the program, TESL students will be able to:

- Discuss the theoretical basis of second language instruction;
- Plan effective second language instruction;

- Employ a variety of effective ESL teaching techniques and methods; and
- Explain, in pedagogically-relevant ways, the structure and use of the English language.

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## PROGRAM BACKGROUND

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The University of Manitoba's Extended Education Division, in cooperation with the Faculty of Education began offering a Certificate to Teach English as a Second Language in September, 1998.

The program was developed to meet the needs of both certified Canadian teachers, as well as teacher-in-training candidates whether they teach English language learning students in Canada or abroad.

Now Extended Education offers a Letter of Accomplishment (100 course hours + 20 practicum hours) to meet the different needs of TESL students.

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## ENTRANCE REQUIREMENTS

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### Academic Requirements

Students pursuing the credential must meet the University of Manitoba's requirements for university entrance. To view the university's undergraduate admission requirements, please go to <http://www.umanitoba.ca/student/admissions/requirements/index.shtml>.

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Students pursuing the Letter of Accomplishment credential must have, as a minimum, a high school diploma or equivalent.

## Language Proficiency Requirements

Students whose primary language is other than English must provide proof of English language proficiency with their application through any one of the following options:

1. a) **Paper-Based TOEFL** (Test of English as a Foreign Language)  
Achieve a minimum score of 550 with no less than 50 (unscaled) in each component.  
**OR**  
b) **Computer-Based TOEFL** (Test of English as a Foreign Language)  
Achieve a minimum score of 213 with no less than 17 in each component.  
**OR**  
c) **Internet-Based TOEFL** (Test of English as a Foreign Language)  
Achieve a minimum score of 80 with no less than 19 on each of component.
2. Achieve minimum scores of 4.5 in Reading, 4.5 in Listening, and 4.0 in Writing on the **CanTEST** (Canadian Test of English for Scholars and Trainees).
3. Achieve a minimum score of 6.5 based upon the Academic Module on the **IELTS** (International English Language Testing System).
4. Achieve a minimum score of 80 on the **MELAB** (Michigan English Language Assessment Battery) offered by the University of Michigan.

5. Achieve a minimum grade of C in the **University of Cambridge Certificate of Proficiency in English**.
6. Achieve a score of 60 or more in the **CAEL** (Canadian Academic English Language Assessment).
7. Achieve a minimum score of 58 in the **Pearson Test of English**.
8. Achieve a minimum of 65% in Level Five of the Direct-Entry English Program (also known as Intensive Academic English Program or **IAEP**), as taught by the English Language Centre of the University of Manitoba.
9. Successful completion of level 0700 of the Intensive English Program, as offered by Extended Education.

Students who cannot provide proof of English language proficiency, as measured by TESL Canada, must sign an acknowledgment form stating that they understand and accept that they will not be eligible with certification with TESL Canada.

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## TYPE OF ACCREDITATION RECEIVED UPON GRADUATION

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### Letter of Accomplishment in TESL

Students who complete the Letter of Accomplishment in Teaching English as a Second Language (LOA:TESL) receive a parchment showing completion of the 120 hour program. An official transcript from Extended Education is also issued upon request (fees apply).

The TESL program is accredited by TESL Canada. Please note that in order to obtain TESL Canada certification,

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students must hold a Bachelor's degree in addition to the University of Manitoba Certificate in Teaching English as a Second Language.

Students who do not hold a Bachelor's degree must sign an acknowledgment form upon entering the program. The form states that an undergraduate degree is required in addition to the University of Manitoba's LOA in Teaching English as a Second Language in order to obtain TESL Canada certification.

Additional information can be found at: [www.tesl.ca](http://www.tesl.ca)

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## TRANSFER OF CREDIT (IF APPLICABLE)

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Please review Extended Education's policy on transfer credits at <http://extended.cc.umanitoba.ca/student-services/policies-forms/>. Students must first be admitted to the program prior to making a transfer of credit request using this [form](#) with supporting documentation.

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## COURSE OFFERINGS

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### Letter of Accomplishment in TESL

The following are all required courses:

Fundamentals of Teaching English as a Second Language (30 hours)

Teaching in Practice: Grammar Fundamentals (12 hours)

Teaching in Practice: Speaking and Listening (12 hours)

Teaching in Practice: Reading and Vocabulary (12 hours)

Assessment and Evaluation (12 hours)

Resource Development and Integration (12 hours)

Transitioning to the Classroom: The ESL Profession (10 hours)

Practicum (20 hours)

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## SCHEDULE OF COURSE OFFERINGS

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See <http://extended.cc.umanitoba.ca/teaching-english-second-language/> for the most current schedule of course offerings.

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## ATTENDANCE POLICY

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Regular participation is expected of all students in all courses and full attendance for the practicum placement. An instructor can assign a grade of F for students who do not complete term work on time and fail to attend scheduled meeting times.

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## MAXIMUM TIME EXTENSION TO COMPLETE COURSEWORK

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If students are not able to complete their coursework at the end of a course, the Instructor will decide whether the student will be given additional time to complete all the course requirements, and submit a grade of Incomplete (I) to Student Registrations until a final grade is awarded. The following maximum time extensions are allowed: August 1, for courses terminated in April; December 1, for courses terminated between May and August; April 1 for courses terminated in December. If a final grade is not reported within one month of the extension deadline, the letter "I" will be dropped, and the

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grade will remain as awarded. The student's opportunity to improve the grade will have lapsed.

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## FEE SCHEDULE

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The current fees for the TESL program are set per course. There is also a one-time, non-refundable \$100.00 administrative fee, which students must pay in order to receive their certificate, as well as \$200.00 practicum placement fee.

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## TESL CANADA

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The TESL Program is accredited by TESL Canada. Please note that in order to obtain TESL Canada certification, you must hold a Bachelor's degree in addition to the University of Manitoba's Letter of Accomplishment in Teaching English as a Second Language. TESL students are encouraged to contact TESL Canada for further information.

### Contact Information:

TESL Canada

104-8557 Government Street

Burnaby B.C. V3N 4S9

Tel: 1-800-393-9199

Email: [admin@tesl.ca](mailto:admin@tesl.ca)

Website: [www.tesl.ca](http://www.tesl.ca)

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## QUICK START GUIDE

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Please read the CAPS Quick Start Guide for additional information pertaining to your studies with CAPS at the University of Manitoba.

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## PRACTICUM INFORMATION

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As a requirement of the program students must complete a 20 hour practicum. The practicum consists of 10 hours of observation and 10 hours of supervised teaching in an Adult ESL setting with teaching staff that meet TESL Canada requirements. In order for students to receive their LOA:TESL students must successfully demonstrate both academic and professional standards as outlined in the course and program. Full attendance and submission of assessments by the due dates are required to receive a passing grade in the course.