



University of Nevada, Reno  
Statewide • Worldwide

## Graduate Certificate in TESOL

(Teaching English to Speakers of Other Languages)

The College of Education welcomes your application for the Graduate Certificate in TESOL (GC-TESOL). This 15-credit program will prepare you to teach English language learners in a variety of contexts:

- If you are a teacher in the K-12 system (or currently enrolled in a teacher preparation program), the GC-TESOL will enable you to earn the Nevada ESL Endorsement on your teaching license;
- If you want to teach English abroad, the GC-TESOL provides you with knowledge and skills to do so;
- If you are in a graduate program in another field, the GC-TESOL enables you to enhance your professional credentials with expertise in English language teaching and learning.

The GC-TESOL is NOT a graduate degree and does not take the place of a master's degree. However, credits taken may transfer into our Master of Arts in TESOL or other graduate program (please see an advisor for more detailed information). The GC-TESOL will be noted on your UNR transcript, and you will receive a certificate of completion.


### Admission to the Program

There are no deadlines for applications. Applications are accepted year-round.

#### Minimum Requirements:

- An overall undergraduate GPA of 2.5 or better on a 4 point scale
- Letters of recommendation from one professional qualified to judge your aptitude for teaching
- A statement of your personal goals related to TESOL
- Transcripts of previous college work
- Students already admitted to a graduate program at UNR must also submit approval for admission to the GC-TESOL from the Chair of their Advisory/Examining Committee in lieu of the letter of recommendation.
- Candidates who graduated from a non-US university and whose native language is not English must have a TOELF score of at least 550 or 79 on the Internet Based TOEFL
- International students must have a J-1 visa or be concurrently enrolled in another graduate degree program in order to participate in the GC-TESOL

**Steps to Admission:**

- 1. Apply for admission to UNR.** Please go on-line to <http://www.ss.unr.edu/apply/>. At the bottom of the page is the link:  [Non-Degree, Graduate Special, Returning Student and Second Bachelors](#). Print and complete this form, checking "Graduate Special" as your status. Submit the form with payment to the UNR Office of Admissions and Records.
- 2. Apply to the GC-TESOL program.** Several forms used for this process are attached at the end of this manual. (1) The application form provides us with contact information for you and tells us which program you are interested in. (2) The Professional Dispositions form lists our values as a program and must be signed and submitted with your application. (3) The recommendation form must be completed by one person who can comment on your aptitude for teaching. If you are currently enrolled in a graduate program at UNR, the form must be completed by your Advisor. (4) A personal statement identifying goals and objectives in obtaining the graduate certificate.

Send this information to:

College of Education/0299 Attn: GC-TESOL Program University of Nevada, Reno Reno, NV 89557-0299
--

## Certificate Program Requirements

All courses listed below are offered on at least an annual basis. You will complete a total 15 credits. There are two main options, depending on whether you are a K-12 teacher (option A) or wish to teach adults in the US or abroad (option B). Some flexibility between these options is available depending on course availability and your personal interests.

**Required courses - 9 credits:**

- EDRL 671 Language Development, Acquisition, and Learning (offered spring and fall semesters)
- EDRL 675 Language Assessment (offered spring and fall semesters)
- EDRL 690 Curriculum Development for TESOL (offered fall semesters)

**Option A - for K-12 Teachers - 6 credits**

- EDRL 672 Methods for Elementary English Language Learners (offered fall and spring semesters)
- OR** EDRL 673 Methods for Adult /Adolescent English Learners (spring & fall)

- EDRL 690 Teaching Spanish Speakers in American ESL Settings (offered spring)

**Option B - for teachers of Adults - 6 credits**

- EDRL 679 Theory and Instruction: ESL Listening/Speaking (offered fall semesters)
- EDRL 678 Theory and Instruction: ESL Reading/Writing (offered spring semesters)

**Time Requirements and Enrollment**

The 15 credits for the GC-TESOL may be completed in two academic semesters or over a longer period of time. In rare cases, you may be able to transfer 3 credits taken from another university into this program. The determination of this will be made on a case-by-case basis by the program committee.

Continuous enrollment is NOT required but students who take a semester off will need to file a returning student form with Admissions (no cost).

**GPA and Program Completion**

To remain in good standing, you must maintain a GPA of 3.0 in all graduate courses with no grade lower than „C“ accepted toward completion of the GC-TESOL.

When you have completed the 15 graduate credits, you will apply for program completion status using the form attached to this packet. Once approved at the department level, the UNR Registrar will be contacted and the completion of the certificate program will be noted on your official UNR transcript. In addition, a certificate of completion will be mailed to you from the College of Education. There is no cost for this application. Do NOT apply for graduation through the Graduate School.

## GC-TESOL Application Form

### College of Education

Please complete this form and return it to:

College of Education / 299  
Attn: GC-TESOL Program  
University of Nevada, Reno  
Reno, NV 89557-0299

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Other Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred method for us to contact you \_\_\_\_\_

Ethnic Group (optional)

African American       Hispanic/Latino(a)       White/ non-Hispanic  
 Asian/Pacific Islander       Native American

**Are you:**

A licensed teacher in Nevada or currently earning licensure? Area(s) of licensure:

\_\_\_\_\_

A candidate for a graduate degree in another field? Program and degree:

\_\_\_\_\_

An international student? Country and visa status: \_\_\_\_\_

TESOL experience, if any (years, schools, grades, state, country)

\_\_\_\_\_

\_\_\_\_\_

Other teaching experience: \_\_\_\_\_

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

## GC-TESOL PROFESSIONAL BEHAVIORS AND DISPOSITIONS

College of Education  
University of Nevada, Reno

All professional educators are expected to adhere to a professional code of conduct. Any educator pursuing graduate studies serves as a model for others. The faculty members of the College of Education at the University of Nevada, Reno have adopted a set of professional behaviors or dispositions that are crucial for graduate level students. These dispositions apply to the university setting, courses, practicum and field experiences. Failure to demonstrate one or more of the dispositions may lead to an individualized plan for improvement and, in extreme cases, could lead to removal from the program. The list of dispositions is not exhaustive. Depending on the situation, there could be other dispositions and professional behaviors that might be relevant that do not appear on the list, but which could be considered in an evaluation of readiness to continue in graduate study. Candidates are to read and sign this form and attach it to their application for admission to the GC-TESOL program.

<b>Reflective Practitioner</b>
<b>Professional Ethics.</b> The candidate adheres to standards of ethical conduct including academic honesty and confidentiality.
<b>Collaboration/Collegiality</b> The candidate works effectively with colleagues and contributes to a professional collegial atmosphere.
<b>Commitment to Teaching.</b> The candidate values the profession of teaching. He or she exhibits a positive attitude toward schools, teaching, students, and parents.
<b>Emotional Maturity.</b> The candidate responds to frustration and stress appropriately.
<b>Professional Demeanor &amp; Responsibility</b> The candidate is prompt, is not unnecessarily absent, notifies appropriate individuals when absence is necessary, completes assignments on time, and follows through on commitments. The candidate is poised and professional in his or her demeanor.
<b>Professional Feedback</b> The candidate is receptive and responsive to professional feedback, incorporating suggestions into practice.
<b>Self-Reflection</b> The candidate reflects on and evaluates his or her own behavior and work. He or she is willing to consider multiple perspectives of his or her own performance. The candidate is willing and able to recognize own difficulties or deficiencies and begin to develop potential solutions.
<b>Multicultural and Democracy</b>
Student Focus

The candidate recognizes and respects students as valued and unique individuals.
<b>Commitment to Diversity</b> The candidate values multiple aspects of diversity. He or she respects children and adults of varied cultural and linguistic backgrounds, ethnicities, religions, sexual orientations, social classes, abilities, political beliefs, and disabilities.
<b>Love of Learning &amp; Strong Fund of Knowledge</b>
<b>Initiative</b> The candidate is independent and goes beyond minimum expectations.
<b>Problem Solving</b> The candidate is an active and effective problem solver.
<b>Commitment to Learning</b> The candidate is curious and interested in learning more about students and content areas.
The candidate seeks out and takes advantage of opportunities for professional growth beyond the minimum expectations of what is required in classes.
The candidate recognizes and assumes increasing responsibility for directing and contributing to his/her own educational development.
<b>Research and Scholarship</b>
<b>Ethical Researcher</b> The candidate understands and adheres to accepted practices regarding acknowledging and referencing other's ideas, writings, and data.
The candidate understands and adheres to requirements for the protection of human subjects as set forth through the Institutional Review Board.
The candidate recognizes, appreciates and applies the research literature for current practice.

I have read the dispositions and professional behaviors above and I understand they describe a set of expectations for candidates enrolled in graduate programs in the College of Education at the University of Nevada, Reno. I further understand that if I do not exhibit these behaviors based on the professional judgment of program faculty, I may be asked to leave the program.

Candidate Signature \_\_\_\_\_ Date: \_\_\_\_\_



	Excellent		---	Weak		
Written communication	5	4	3	2	1	NO
Motivation	5	4	3	2	1	NO
Potential for teaching	5	4	3	2	1	NO
Professionalism	5	4	3	2	1	NO
Ability to collaborate	5	4	3	2	1	NO

Additional comments:

\_\_\_\_\_  
 Your name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ e-mail \_\_\_\_\_

Institution \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the recommendation in the attached envelope or fax the form to (775) 784-4384.  
 Thank you.



## Application for Program Completion GC-TESOL College of Education

Around the 12<sup>th</sup> week of your final semester, please complete and submit to:

College of Education/299  
Attn: GC-TESOL Program  
University of Nevada, Reno  
Reno, NV 89557-0299

Name: \_\_\_\_\_

Address where certificate  
should be mailed:

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Courses Completed (15 credits required)

Prefix/Number	Title	Grade	Semester/Year

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

**For Office Use:** Date received \_\_\_\_\_ Verification of courses/grades (initials) \_\_\_\_\_

Date notice sent to Registrar \_\_\_\_\_ Date certificate sent to student \_\_\_\_\_