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 to the graduate school. Complete the application 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. Students must also apply for graduation through MyNevada in order to complete the certificate.

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 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.

Reflective Practitioner
Professional Ethics. The candidate adheres to standards of ethical conduct including academic honesty and confidentiality.
Collaboration/Collegiality The candidate works effectively with colleagues and contributes to a professional collegial atmosphere.
Commitment to Teaching. The candidate values the profession of teaching. He or she exhibits a positive attitude toward schools, teaching, students, and parents.
Emotional Maturity. The candidate responds to frustration and stress appropriately.
Professional Demeanor & Responsibility 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.
Professional Feedback The candidate is receptive and responsive to professional feedback, incorporating suggestions into practice.
Self-Reflection 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.
Multicultural and Democracy
Student Focus

The candidate recognizes and respects students as valued and unique individuals.
Commitment to Diversity 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.
Love of Learning & Strong Fund of Knowledge
Initiative The candidate is independent and goes beyond minimum expectations.
Problem Solving The candidate is an active and effective problem solver.
Commitment to Learning 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.
Research and Scholarship
Ethical Researcher 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: _____

RECOMMENDATION FORM
Graduate Certificate in TESOL
College of Education/299
University of Nevada, Reno

Please provide your references with an addressed stamped envelope for returning this form. Materials should be addressed to: GC-TESOL Program, College of Education/299, University of Nevada, Reno, NV 89557-0299. Recommendations may also be faxed to (775) 784-4384.

1. TO BE COMPLETED BY THE APPLICANT

Applicant name: _____
(last name) (first name) (middle name)

Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing the recommendations may attach more significant statements to them if it is known that the recommendation will remain confidential. It is your option to waive your right to access the recommendation or to decline to do so.

☐ I waive my right to review the contents of this recommendation.
☐ I do not waive my right to review the contents of this recommendation.

Signed _____ Date _____

2. RECOMMENDER"S COMMENTS

A. Knowledge of the applicant
1. I have known the applicant for_____years,_____months.
2. I know the applicant_____slightly,_____fairly well,_____very well.
3. I have known the individual
☐ as an undergraduate student ☐ as a graduate student
☐ as an education administrator ☐ as an employee
☐ as a professional colleague ☐ other:_____

B. We are interested in your estimate of the applicant's promise as a teacher of English to non-native speakers. Please rate the following items by circling the number that best reflects your estimate. If you have not observed the applicant in any of these activities, please circle **NO (Not Observed).**

	Excellent		---		Weak	
Intellectual independence	5	4	3	2	1	NO
Capacity for analytical thinking	5	4	3	2	1	NO
Ability to organize	5	4	3	2	1	NO
Verbal communication	5	4	3	2	1	NO

	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 12th 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 _____