



# English Graduate Guidelines

2022- 2023

308 Morrill

TESOL Certificate

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## Graduate Studies Committee

The Graduate Studies Committee consists of a representative from each of three areas:

### Area A: Literature

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The Graduate Director is a non-voting member.

## The Graduate Faculty

See the English Department online faculty directory and telephone information:

<https://english.okstate.edu/people/faculty-profiles>

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## English Graduate Guidelines 2022 - 2023

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## CERTIFICATE IN TESOL

The Department of English at Oklahoma State University offers a program leading to a Certificate in Teaching English to Speakers of Other Languages (TESOL). The Certificate in TESOL program familiarizes students with the skills necessary to teach English to non-native speakers in a variety of situations, such as:

- teaching English as a foreign language in an overseas school, college or university
- teaching English as a second language to international students studying in intensive English programs in the United States
- teaching English to bilingual/bicultural students in American public school systems and adult education programs

### **Teacher Certification Disclaimer:**

- The Certificate in TESOL does **not** carry with it certification for public school employment. Students wishing such certification must meet special state and university requirements.

The Certificate in TESOL program consists of 12 credit hours, with three required courses and one elective course chosen from a group of courses offered by the English Department. A description of the certificate requirements and regulations appears on the following pages.

The courses taken for the Certificate in TESOL may be applicable to an Oklahoma State University degree program.

## Application and Admission

Admission to the Certificate Program in Teaching English to Speakers of Other Languages (TESOL) requires a Bachelor of Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials are listed in the following admissions information. Applicants should be mindful that meeting the minimum standards for admission does **not** guarantee admission.

All applications are submitted electronically through the Graduate College. All required materials will be uploaded electronically with the application at: <https://gradcollege.okstate.edu/apply/>.

Applicants must submit the appropriate form and fees to the Graduate College.



## Application Qualifications and Required Materials

- **GPA** Applicants must have a maintained an overall undergraduate grade point average of 3.0 on a 4.0 scale.
- **Transcripts** Applicants must submit transcripts. They must have a Bachelor of Arts or a Bachelor of Science degree from an accredited institution of higher learning.
- **Recommendations** Applicants must submit two letters of recommendation.
- **Statement of Purpose** Applicants must submit a written statement of approximately 250 words, outlining a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.

### English Language Proficiency (non-native speakers of English)

**Please Note:** The English Department admission requirements are **HIGHER** than the Graduate College admission requirements.

**Applicants who are non-native speakers of English must submit current (2 years old or less) from one of the following:**

- **TOEFL ibt** – minimum overall score of 100 with minimum reading and writing subskill scores of at least 26
- **TOEFL (paper based)** minimum overall score of 600
- **IELTS** – minimum overall score of 7.0 with minimum reading and writing band scores of at least 7.0

## Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment and tenure that are made by the Graduate Faculty of the University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are considering or participation in graduate studies in English at Oklahoma State University. Searchable text is available to all graduate students online at: <http://www.okstate.edu/registrar>.



## Course Requirements

### Required Courses (9 hours)

- ENGL 5130            Studies in English Grammar
- ENGL 5243            Teaching English as a Second Language
- ENGL 5333            Seminar in TESL: Second Language Testing **OR** ENGL 5313: Internship  
in TESL

### Sample Elective Courses

- ENGL 5120            Approaches to Language Acquisition
- ENGL 5143            Descriptive Linguistics

**NOTE:** *Courses other than those listed may be approved as electives by the Certificate Advisor.*

**Academic Standing:** A grade-point average of “B” (3.0) is required on courses applicable to a graduate certificate. No grade lower than a “C” may be used as part of the minimum requirements for the certificate.

**End-of-Semester Evaluations:** All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses.

**NOTE:** *These evaluations are kept on file in the English Graduate Office (308 Morrill) and are available for students to read.*

**Grade of “Incomplete”:** The following regulations apply to students who receive what, at OSU is termed the “composite incomplete” grade (“IB”, “IC”, “ID” or “IF”) for any of their course work within the English Department.

- Students must complete course work within one calendar year, after which time the preliminary Grade (expressed by the second letter of the composite) becomes the permanent in accordance With University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the “remarks” dropdown of the electronic grade sheet.
- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
- Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment

**NOTE:** *Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the University Catalog for a full explanation of University policy governing incomplete grades.*

## Advisor

Students seeking the Certificate in TESOL should consult an advisor who will help them choose appropriate courses to complete the certificate. The Certificate Advisor may be any member of the English Department graduate faculty who specializes in TESOL.

## Plan of Study and Certification Completion

**Submitting the Plan of Study:** No later than the beginning of the final semester of course work, a student should complete a plan of study listing the courses intended to be used in earning the certificate. Students complete the plan of study online at the Graduate College website. The advisor and the Graduate Director are then notified by email and sign the plan electronically.

**Application for Certificate Completion:** During the semester of anticipated certificate completion, the student must complete an Application for Certificate Completion, which is submitted to the Office of the Registrar. This action will cause the certificate to be recorded on the official transcript and a certificate will be printed, provided all requirements have been met. For a certificate to be awarded at the end of a fall or spring semester, this application must be received in the Registrar's Office by Friday of finals week. The summer term deadline is the last day of the eight week summer term. This application may be found through the Banner system student portal.

**Ten Year Rule:** A final plan of study may not include any course more than ten years old at the time of actual graduation.

## Checklist for Submitting a Plan of Study

- Choose an advisor from TESOL faculty
- Minimum of 12 credit hours, with three required courses and one elective course chosen from a group of courses offered by the English Department
- No more than 9 hours of course work taken as a "special " student
- Complete and file a Graduate Certificate Plan of Study form (filed electronically online through the Graduate College). This form will be signed electronically by the Certificate Advisor and the English Graduate Director or Department Head.
- Complete and file an Application for Certificate Completion with the Registrar's Office. This form is found on the student's Banner self-service portal.

## Student Tenure

Students must complete all requirements within seven years from the first enrollment in courses for the Certificate in TESOL program.

## Appeals and Petitions

All appeals involving grades or changes of academic dishonesty or misconduct must be directed to the Academic Appeals Board. Contact the Provost's Office (101 Whitehurst Hall) for information and forms.

Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate director will notify students by email of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's advisor.

For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. Students are urged to discuss matters with their advisors and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon the student's written request within a reasonable amount of time, the student and /or advisor may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.