

**ENGLISH GRADUATE
GUIDELINES
FOR**

Certificate In TESL

2014-2015 Academic Year

Graduate Program Personnel

Graduate Director Elizabeth Grubgeld	744-6222	308A	elizabeth.grubgeld@okstate.edu
Assistant to Grad. Director Brenda Maxwell	744-9469	308	englishgrad@okstate.edu
English Department Head Richard Frohock	744-6140	205B	richard.frohock@okstate.edu
Associate Department Head William Decker	744-8949	211A	william.decker@okstate.edu

Program Directors

TESL/Linguistics Carol Moder	744-9471	211C	carol.moder@okstate.edu
Rhetoric & Professional Writing An Cheng	744-9470	302B	an.cheng@okstate.edu
Literature Linda Austin	744-7691	314C	linda.m.austin@okstate.edu
Creative Writing Lisa Lewis	744-6235	201A	lisa.lewis@okstate.edu
Screen Studies Jeff Menne	744-6228	311A	jeff.menne@okstate.edu

Graduate Studies Committee

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

Area A: Literature Tim Murphy	744-5545	314A	timothy.murphy@okstate.edu
Area B: TESL/Linguistics, Composition & Rhetoric Professional Writing Rebecca Damron	744-9365	440SU	rebecca.damron@okstate.edu
Area C: Screen Studies, Creative Writing Lisa Lewis	744-6235	201A	lisa.lewis@okstate.edu

The Graduate Director is a non-voting member.

The Graduate Faculty

See the English Department online faculty directory for office and telephone information:
english.okstate.edu/faculty/

Linda Austin, PhD linda.m.austin@okstate.edu University Of Rochester	Cultural Studies in the Long 19 th Century
Ron Brooks, PhD ron.brooks@okstate.edu University of Oklahoma	Composition Rhetoric Literacy
Nancy Caplow, PhD nancy.caplow@okstate.edu University of California, Santa Barbara	Linguistics Phonetics Phonology
Rebecca Damron, PhD rebecca.damron@okstate.edu Oklahoma State University	Writing Centers Linguistics
Joshua Daniel-Wariya, PhD joshua.daniel-wariya@okstate.edu Texas Christian University	Composition Rhetoric Literacy
William Decker, PhD william.decker@okstate.edu University of Iowa	19 th Century Literature American Literature Nonfiction
Randi Eldevik, PhD randi.eldevik@okstate.edu Harvard University	Early British Literature
Richard Frohock, PhD richard.frohock@okstate.edu University of California, Santa Barbara	18 th Century Studies Transatlantic and Early American Literature
Toni Graham, MFA toni.graham@okstate.edu San Francisco State University	Creative Writing: Fiction
Elizabeth Grubgeld, PhD elizabeth.grubgeld@okstate.edu University of Iowa	British and Irish Literature Post 1900 Life Writing
Gene Halleck, PhD gene.halleck@okstate.edu Pennsylvania State University	TESL Linguistics

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Katherine Hallemeier, PhD katherine.hallemeier@okstate.edu Queens University	Postcolonial Literature
Christopher Hallman, MFA jc.hallman@okstate.edu University of Iowa	Creative Writing: Nonfiction
Edward Jones, PhD edward.jones@okstate.edu Ohio University	Renaissance British Literature, Milton
Lisa Lewis, PhD lisa.lewis@okstate.edu University of Houston	Creative Writing: Poetry
Lynn Lewis, PhD lynn.lewis@okstate.edu University of Oklahoma	Visual Rhetorics, Literacies, Multimodal Composition, Critical Pedagogy and Technology
Robert Mayer, PhD robert.mayer@okstate.edu Northwestern University	18 th Century British Literature, Screen Studies
Rose McLarney, MFA rose.mclarney@okstate.edu Warren Wilson College	Creative Writing: Poetry
Jeff Menne, PhD jeff.menne@okstate.edu Vanderbilt University	Screen Studies – American
Carol Moder, PhD carol.moder@okstate.edu University at Buffalo The State University of New York	Linguistics TESL
Timothy Murphy, PhD tim.murphy@okstate.edu University of California, Los Angeles	Post 1900 Literature and Cultural Studies, Critical Theory
Aimee Parkison, MFA Cornell University	Creative Writing: Fiction
Seth Perlow, PhD seth.perlow@okstate.edu Cornell University	American Poetry Gender Studies
Dennis Preston, PhD dennis.preston@okstate.edu University of Wisconsin-Madison	Linguistics Sociolinguistics and Dialectology

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Lindsey Smith, PhD lindsey.smith@okstate.edu University of North Carolina at Chapel Hill	American and American Indian Literatures
Stacy Takacs, PhD stacy.takacs@okstate.edu Indiana University	American Cultural Studies Television Studies
Graig Uhlin, PhD grraig.uhlin@okstate.edu New York University	Screen Studies
Andrew Wadoski, PhD wadoski@okstate.edu University of Rochester	Renaissance Literature – Spencer
Jeffrey Walker, PhD jeffrey.walker@okstate.edu Pennsylvania State University	Colonial and 19 th Century American Literature, Film, Textual Editing
Martin Wallen, PhD martin.wallen@okstate.edu Vanderbilt University	Romanticism Literary Theory

Guidelines for the Certificate in TESL

The Department of English at Oklahoma State University offers a program leading to a Certificate in Teaching English to Speakers of Other Languages (TESL). The Certificate in TESL 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

The Certificate in TESL 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.

Summary Checklist

During the semester in which you plan to complete the Certificate Program, you must:

- choose an adviser in your major area of study
- complete and file a Graduate Certificate Plan of Study form
- complete and file an Application for Certificate Completion with the Registrar's Office

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 appear below. ***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://app.it.okstate.edu/gradcollege/>.

Admission Qualifications and Application Materials

GPA	Applicants must have maintained an overall undergraduate grade-point average of 3.0 on a 4.0 scale.
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)	Applicants who are not native speakers of English must submit current scores from one of the following: <ul style="list-style-type: none">• TOEFL iBT - minimum score of 100• TOEFL (paper-based) - minimum score of 600 and a TWE• IELTS - minimum score of 7.0
Application Form & Fees	Applicants must submit the appropriate form and fees to the Graduate College.

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

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.

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 participating in graduate studies in English at Oklahoma State University. Searchable text is available to all graduate students online at <http://www.okstate.edu/registrar>.

Adviser

Students seeking the Certificate in TESL should consult an adviser who will help them choose appropriate courses to complete the certificate. The Certificate Adviser may be any member of the English Department graduate faculty who specializes in TESL. At the Tulsa campus, the coordinator of the TESL program at OSU-Tulsa normally serves as the adviser.

Plan of Study and Certificate Completion

Submitting the Plan of Study: No later than the beginning of the final semester of coursework, 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 adviser and 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 the Friday of finals week. The summer term deadline is the last day of the eight-week summer term. This application may be found at: <http://registrar.okstate.edu/images/FORMS/certificateapplication.pdf>

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

- 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 special student
- All courses, including 4000-level, must be taken for graduate credit
- The plan of study must be signed by the Certificate Adviser and the English Graduate Director or Department Head

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 4083** Applied Linguistics
ENGL 4093 Language in America
ENGL 5120 Studies in TESL
ENGL 5123 Approaches to Language Acquisition
ENGL 5143 Descriptive Linguistics

Courses other than those listed may be approved as electives by the Certificate Adviser.

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.

4000-Level Courses: Only those 4000-level courses marked by an asterisk in the *University Catalog* are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such

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a paper or project to supplement the assigned work. The English Department strongly suggests that all graduate courses be at the 5000/6000 level.

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. These evaluations are kept on file in the English Graduate Office 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 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.

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.

Student Tenure

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

Appeals and Petitions

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the Academic Appeals Board. Contact the Provost's office (101 Whitehurst) 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 mail of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's adviser.

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For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. Students are urged to discuss matters with their advisers 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 adviser 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.