



School of Linguistics and Applied Language Studies Course Outline

ELIN 802 , TESOL Classroom Practice, Trimester 3, 2008

1. Course Coordinators: Nicky Riddiford and Natalia Peters

Nicky Riddiford

VZ 309

Phone: 463 6471.

Email: nicky.riddiford@vuw.ac.nz

<http://www.victoria.ac.nz/lals/degrees/cert-tesol.aspx>

Office Hours: tba

Natalia Peters

VZ tba

Phone: tba

Email: natalia.peters@vuw.ac.nz

<http://www.victoria.ac.nz/lals/degrees/cert-tesol.aspx>

Office hours tba

2. Staff: Nicky Riddiford and Natalia Peters

3. LALS office:

Email: lals@vuw.ac.nz

Room 210, 2nd floor, von Zedlitz (vZ) Building

Kelburn Parade

10:00am – 4:30pm

4. Course Administrator:

Rachel Scholes, Postgraduate administrator, Tel: 463 5894, Fax: 463 5604

Rachel.Scholes@vuw.ac.nz

Web contact: www.blackboard.victoria.ac.nz

5. Vicbooks:

There are two locations – Pipitea Campus and Kelburn campus. It is located in the Student Union Building on Kelburn Campus. Customers can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Vicbooks can courier books to customers or they can be picked up from either shop the day after placing an order online.

Tel: Kelburn 463 5515

Opening hours: 8am - 6pm Mon - Fri (during term they close at 5pm, in the holidays); 10am - 1pm Saturday.

6. Submitting assignments and tasks

General guidelines

- Set margins to at least 2.5 cm
- Set line spacing to 1.5
- Set font size of 12 point
- Include page numbers
- Include a title page which shows the course number and name, your name, the course lecturer, the title of the assignment, and the date the assignment is due
- Provide a word count at the end of the assignment (not including the Reference section)

Hard copy submissions

- Type on one side of A4 paper
- Staple pages together
- Avoid presenting assignments in bulky folders or sleeves unless necessary
- Avoid inserting individual pages in clearfile sleeves

Cover sheet

A coversheet is provided on the last page of this outline. Photocopy and attach it to the front of all assessed work, completed in full

7. Course announcements:

Noticeboards are in the corridor of Von Zedlitz (VZ) on level 3.

8. Class times and locations:

Lectures: Tuesdays 3.10 – 5.00pm; Thursdays 3.10 - 4.30pm
Room: Hunter 221

Tutorial times, practical teaching times, and office hours will be confirmed during the second week of the course. These will be announced in class and posted on the GCertTESOL noticeboard.

9. Course content:

ELIN 802 will be taught by Nicky Riddiford and Natalia Peters. The course covers:

- Aims and implementation of a specific ESOL programme, the English Proficiency Programme
- Effective language teaching and effective language learning practices
- Planning and implementing lessons for ESOL learning
- Reflective practice

The topic areas that will be studied are as follows:

Week 1 (13 November)	Learners, teachers, Managing the classroom
Week 2 (18, 20 November)	Learners, teachers, Managing the classroom
Week 3 (25, 27 November)	Describing teaching and learning
Week 4 (2, 4 December)	Planning lessons
Week 5 (9, 11 December)	Teaching reading
Week 6 (16, 18 December)	Teaching writing

Weeks 7 & 8: Mid-trimester break

Week 9 (6, 8 January)	Teaching vocabulary
Week 10 (13, 15 January)	Teaching speaking
Week 11 (20, 22 January)	Teaching speaking and listening
Week 12 (27, 29 January)	Teaching listening
Week 13 (3, 5 February)	Using course books
Week 14 (10, 12 February)	Testing

10. Course objectives:

By the end of ELIN 802, course members should be able to:

- 1 Have an understanding of the implementation of effective TESOL classroom practice through your observations and analysis of lessons presented by experienced teachers;
- 2 Be able to plan and implement lessons for individual ESOL learners and small ESOL classes;
- 3 Be able to reflect on TESOL classroom practice, both your own and that of other teachers, in terms of its effectiveness.

11. Expected workload:

You should expect to spend an average of at least 20 hours per week on ELIN 802 coursework throughout the 14 weeks of the course. This includes:

- Preparing for classes
- Attending classes
- Carrying out observations of language teaching classrooms
- Preparing for and reflecting on practice teaching sessions
- Carrying out assigned practice teaching sessions
- Completing assessments

12. Group work:

While all assessed work will be completed individually, you will be expected to work collaboratively with other course members when preparing and reflecting on the practice teaching sessions.

13. Readings:

J. Harmer, J. (2007). *How to teach English*. Harlow, Essex: Longman.
(Available from Victoria Book Centre for \$69.95)

The 'New Ways...' series of books is accessible and useful. The following are located in the main library.

- New ways in teaching listening* / David Nunan and Lindsay Miller, editors
- New ways in teaching reading* / Richard R. Day, editor
- New ways in teaching speaking* / Kathleen M. Bailey and Lance Savage, editors
- New ways in teaching vocabulary* / Paul Nation, editor
- New ways in teaching writing* / Ronald V. White, editor
- New ways in teaching adults* / Marilyn Lewis, editor
- New ways in teaching grammar* / Martha C. Pennington, editor

Course members are also expected to read widely in journals such as: *English Teaching Forum*, *Modern English Teacher* and *Guidelines*. See the CertTESOL Handbook for an extensive journal list.

14. Assessment requirements:

This course will be examined by internal assessment. The final grade will be based on four assignments. The assignments draw on a self-review journal, which itself is not directly assessed.

Assignment 1 (15%) 750-1000 words	Due: Thursday 27 th November
Assignment 2 (20%) 750-1000 words	Due: Thursday 11 th December
Assignment 3 (25%) 1000-1250 words	Due: Thursday 15 th January
Assignment 4 (40%) 1500-1750 words	Due: Thursday 5 th February

The assignments are designed to reflect all three course objectives outlined on page four.

Refer to the Cert TESOL Handbook for information about the presentation and assessment of assignments.

15. Statement of penalties:

You must complete all assigned work by the deadlines. If you have strong personal reasons for needing an extension (such as an illness or bereavement), you must get explicit permission to hand work in late before the due date from the course coordinator. Work handed in late without prior permission to do so may not be eligible for assessment.

16. Mandatory course requirements (Terms):

Course members are required to attend at least 90% of the ELIN 802 classes and practical teaching sessions and complete all assignments.

17. Communication of additional information:

Any changes to class times will be announced in class or posted on the CertTESOL notice board in the corridor beside the kitchen on the third floor of von Zedlitz Building.

18. Academic Integrity and Plagiarism

Academic integrity and plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

19. GENERAL UNIVERSITY STATUTES AND POLICIES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* available in hardcopy or under "about Victoria" on the Victoria homepage at:

http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html

Information on the following topics is available electronically under "Course Outline General Information" at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

- Student and Staff Conduct
- Academic Grievances
- Academic Integrity and Plagiarism
- Meeting the Needs of Students with Impairments
- Student Support

COVER SHEET

COURSE NAME & CODE
e.g. LING 211

SURNAME : _____

GIVE NAME : _____

ID NUMBER : _____

TUTOR / LECTURER : _____

ASSIGNMENT TITLE / NO : _____

NUMBER OF WORDS : _____

DUE DATE : _____

Please complete the following checklist:

tick box

I have checked my work carefully before submitting

I have included a list of references, properly formatted

I have numbered the pages of this work

I have retained a copy of this work

There is no plagiarism in this work

I value your feedback and will collect my work promptly

OR

I do not require any feedback on this work

STUDENT'S SIGNATURE : _____

DATE : _____