

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

School of Linguistics and Applied Language Studies

**Graduate Certificate in TESOL
ELIN 802, TESOL Classroom Practice
Trimester 3, 2012
5 November 2012 – 10 February 2013**

Trimester dates

Teaching dates: 5 November 2012 to 10 February 2013
Mid-trimester break 20 December 2012 to 4 January 2013
Final assignment date 5 February 2013

Withdrawal dates

Information on withdrawal and refunds may be found at
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds>

Names and contact details

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Room 210, 2nd floor, von Zedlitz (vZ) Building
Kelburn Parade
9.00am – 4:15pm

School webpage: <http://www.victoria.ac.nz/lals/>

Class times and locations

Lectures: Tuesdays 9-10.50am: KK203
 Thursdays 2:10-3.30pm: KK203

Group teaching sessions: Monday and Tuesday 2.10-3pm, KK107

Group teaching feedback sessions: Monday and Tuesday 3.10-4pm, KK107

Group teaching planning meetings: tba

Teaching/learning summary

Course members will attend two lectures each week. In addition each course member will plan, teach and evaluate a group teaching session each fortnight. Course members are expected to make regular use of the course information posted on Blackboard.

Communication of additional information:

Announcements will be made in class and posted on Blackboard: www.blackboard.victoria.ac.nz

Course Prescription

This course provides an introduction to classroom practice in TESOL. Activities include supervised observation of and participation in an ESOL course, practice teaching sessions, and keeping a journal for self-review.

Course content:

ELIN 802 will be taught by Nicky Riddiford and Angela Joe. 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 teaching lessons for ESOL learning
- Reflective practice

The topic areas that will be studied are as follows:

Week 1 (8 November)	Classrooms at work
Week 2 (13, 15 November)	Classroom management 1
Week 3 (20, 22 November)	Classroom management 2

Week 4 (27, 29 November)	Classroom management 3
Week 5 (4, 6 December)	Responding to students 1
Week 6 (11, 13 December)	Responding to students 2
Week 7 (18 December)	Lexis 1
Mid-trimester break 21 December – 6 January inclusive	
Week 10 (8, 10 January)	Lexis 2
Week 11 (15, 17 January)	Teaching techniques 1
Week 12 (22, 24 January)	Teaching techniques 2
Week 13 (29, 31 January)	Teaching techniques 3
Week 14 (5 February)	Frequently asked questions

Learning objectives:

Students who pass ELIN 802 should be able to:

- 1 Demonstrate an understanding of effective second language teaching classroom practice.
- 2 Plan and teach ESOL lessons in a whole class setting.
- 3 Reflect on own reading and relate it to classroom practice.
- 4 Reflect on own ESOL classroom practice and that of experienced teachers, and analyse and evaluate its effectiveness.
- 5 Demonstrate professional behaviour

Expected workload:

As ELIN 802 is a 30 point course, you should expect to spend 300 hours on coursework spread out over the 14 weeks of the course. This means that the workload is likely to exceed 20 hours per week for most weeks of the course. The workload includes:

- Preparing for classes: including reading and review
- 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

Group work:

While much of the assessed work will be completed individually, you are encouraged to work collaboratively with other course members when preparing and reflecting on the practice teaching sessions. The Group Oral Presentation project requires course members to work collaboratively in small groups.

Recommended readings:

The following titles are located in the main library on 3 day loan and/or on Closed Reserve.

Harmer, J. (2007). *How to teach English*. Harlow: Pearson Longman. (In Library on Closed Reserve: PE1128 A2 H333).

Harmer, J. (2001). *The Practice of English Language Teaching*. London: Longman. (In Library on Closed Reserve and 3 day loan: PE1128 A2 H287 P 3ed)

Gower, R., Phillips, D. & Walters, S. (1995). *Teaching Practice Handbook*. Oxford: Heinemann (In Library on Closed Reserve: PE1128 A2 G723 T)

Scrivener, J. (2005). *Learning Teaching: The essential guide to English language teaching*. Oxford, UK: Macmillan. (In library on Closed Reserve)

Scrivener, J. (2011). *Learning Teaching: The essential guide to English language teaching*. Oxford, UK: Macmillan. 3rd edition: PE1065 S434 LT 2011 (in Library on Closed Reserve)

Ur, P. (1996). *A Course in Language Teaching*. Cambridge: Cambridge University Press (In Library on Closed Reserve and 3 day loan: P51 U72 C)

Wajnryb, R. (1992). *Classroom Observation Tasks: A resource book for language teachers and trainers*. Cambridge: Cambridge University Press (In Library on Closed Reserve: P53.85 W145 C)

The 'New Ways...' series of books is accessible and useful.

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 Blackboard for an extensive journal list.

LALS STAFF RESOURCE ROOM

The Staff Resource Room (vZ 204) is a reading room where you can consult materials on language teaching. Books and periodicals may not be borrowed and student access to the resource room is restricted. Opening times are listed on the door.

13. Assessment requirements:

This course will be examined by internal assessment. The final grade will be based on two written assignments, two oral presentations and on professional behaviour. The two written assignments and the group oral presentation require you to integrate what you have learned from classes, your classroom observations, teaching practice and independent study. Each of these three assignments is designed to allow you to demonstrate that you have made progress towards meeting objectives 1-4 (as stated below). The individual oral presentation relates to objectives 1, 3 and 4. Assignments 1, 2, and 4 will be based on your teaching practice portfolio that you are required to keep throughout the course.

Assignment	Percentage	Dates	Length	Learning objectives
Assignment 1	(20%)	Monday 3 rd December	900-1300 words	1,2 3,4
Assignment 2 Group Oral Presentation	(20%)	Tuesday 19 th December	25 minutes	1,2 3,4
Assignment 3 Individual Oral Presentation	(20%)	10 – 31 January	25 minutes	1,3,4
Assignment 4	(30%)	Friday 5 February	1500-2000 words	1,2,3,4
Professional behaviour	(10%)	Ongoing throughout the course		5

Assignment 1: Summary Report 1, (20%) Due 3 December

Task: Choose **one** of the skills you have focussed on in Cycle 1: grouping students **or** teacher instructions. Describe and discuss the use of this skill in the classroom sessions you have observed and in your own teaching experiences. Integrate your reflections on the use of this skill with your understanding of effective teaching practice gained from at least two sources.

Assignment 2: Group Oral Presentation, (20%) 18 December

On 18th December you will give a group oral presentation to the CertTESOL class and the ELIN 802 course coordinator. For the Group Oral Presentation 40% of the marks are awarded to the whole group and 60% of the marks are awarded individually. Presentations will take place in class time.

Task: Working in your teaching practice group, choose **one** of the skills you have focussed on in Cycle 2: eliciting student responses **or** teacher language. Describe and discuss the use of this skill in the classroom sessions you have observed and in your own teaching experiences. Integrate your reflections on the use of this skill with your understanding of effective teaching practice gained from two or more sources.

Assignment 3: Oral presentation (20%)

In the second half of ELIN 802 you will give an oral presentation to the CertTESOL class and the ELIN 802 course coordinator. Presentations will take place in class time on the following dates:

- Thursday 10th January
- Thursday 17th January
- Thursday 24th January
- Thursday 31st January

Assignment 4: Summary Report 2, (30%) Due 5 Feb

Task: Describe and discuss the use of feedback during your observations and in one of your teaching practice lessons in cycle three or four. Integrate your reflections on the use of feedback with your understanding of effective teaching practice gained from your wider reading.

Professional behaviour (10%) refers to demonstration of 'teacher attributes', such as communication, self-management and collaboration. This assignment reflects the fifth learning objective outlined on page five.

Full guidelines for all assessments will be provided in class.

Submitting assignments and tasks

Refer to the assessment requirements above and the Course Calendar at the end of the Course Outline for the due dates for each assessment task.

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 before the due date from the course coordinator. Work handed in late without prior permission to do so may not be eligible for assessment.

Mandatory course requirements

To gain a pass in this course, each student must fulfil the mandatory course requirements set out below:

- You must attend at least 90% of the ELIN 802 classes and practical teaching sessions.
- You must complete all class tasks and written and oral assignments specified in the course outline.
- You must hand in all required assignments on time. No work will be accepted after **5 February**.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

Academic integrity and plagiarism

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

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

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

Where to find more detailed information

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study. Find out how academic progress is monitored and how enrolment can be restricted at www.victoria.ac.nz/home/study/academic-progress. Most statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the *Calendar* webpage at www.victoria.ac.nz/home/study/calendar (See Section C).

Other useful information for students may be found at the Academic Office website, at www.victoria.ac.nz/home/about/avcacademic.

EPP GCertTESOL Summer Course – ELIN 802, GCertTESOL 2012 to 2013

Wk 1	5	6	7	8 ELIN 802 (1) Introduction KK203	9
Wk 2 <i>Classroom Observations begin</i>	12	13 ELIN 802 (2) KK203 9-10:50am	14	15 ELIN 802 (3) KK203 2:10-3:30pm	16
Wk 3 <i>Group teaching practice begins</i>	19 <i>802 Teaching Practice</i> KK107	20 ELIN 802 (4) KK203 <i>802 Teaching Practice</i>	21	22 ELIN 802 (5) KK203 2:10-3:30pm	23
Wk 4 <i>Classroom Observations</i>	26 <i>802 Teaching Practice</i> KK107	27 ELIN 802 (6) KK203 <i>802 Teaching Practice</i>	28	29 ELIN 802 (7) KK203 2:10-3:30pm	30
Wk 5 <i>Classroom Observations</i>	3 Dec <i>802 Teaching Practice</i> <i>802 Summary report 1 due</i>	4 ELIN 802 (8) KK203 <i>802 Teaching Practice</i>	5	6 ELIN 802 (9) KK203 2:10-3:30pm	7
Wk 6 <i>Classroom Observations</i>	10 <i>802 Teaching Practice</i> KK104	11 ELIN 802 (10) KK203 <i>802 Teaching Practice</i>	12	13 ELIN 802 (11) KK203 2:10-3:30pm	14
Wk 7 <i>No classroom observations</i>	17 <i>802 Teaching Practice</i>	18 ELIN 802 (12) KK203. Group oral presentations <i>802 Teaching Practice</i>	19	20	21
Wk 8	24	25	26	27	28
Wk 9	31	1 Jan	2	3	4
Wk 10 <i>Classroom Observations</i>	7 <i>802 Teaching Practice</i>	8 ELIN 802 (13) 24KP 203 <i>802 Teaching Practice</i>	9	10 ELIN 802 (14) 24KP 203 802 Oral presentations	11
Wk 11 <i>Classroom Observations</i>	14 <i>802 Teaching Practice</i>	15 ELIN 802 (15) 24KP 203 <i>802 Teaching Practice</i>	16	17 ELIN 802 (16) 24KP 203 802 Oral presentations	18
Wk 12 <i>Classroom Observations</i>	21 Wellington Anniversary Day	22 ELIN 802 (17) 24KP 203 <i>802 Teaching Practice</i>	23	24 ELIN 802 (18) 24KP 203 802 Oral presentations	25 802 Teaching Practice
Wk 13 <i>No classroom observations</i>	28	29 ELIN 802 (19) 24KP 203	30	31 ELIN 802 (20) 24KP 203 802 Oral presentations	1 February
Wk 14 <i>No classroom observations</i>	4	5 ELIN 802 (21) <i>802 Summary report 3 due</i>	6 Waitangi Day	7	8

COVER SHEET

COURSE NAME & CODE
e.g. ELIN 802

SURNAME : _____

GIVEN 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: _____