Implementation Form - Undergraduate Certificates

This form must accompany an undergraduate certificate proposal. An updated form should be submitted when changes to the certificate are made. It is used by administrative offices to better assist departments and programs with implementation. Questions in this form reflect guidelines in the Full Guidelines for For-Credit Certificates, [http://apir.wisc.edu/certificates.htm](http://apir.wisc.edu/certificates.htm).

Document Date: **May 15, 2014**  
Certificate Name: **Teaching English to Speakers of Other Languages**  
Faculty Program Director: **Eric Raimy**  
Primary Faculty/Staff Contact: **Sandy Arfa**  
Home Department/Academic Unit (Name/UDDS): **English/A4824**  
  Approval Date: **1970s**  
School/College: **College of Letters & Science**  
  Approval Date: **1970?**  
UAPC Approval Date: **2014**  
Implementation Term (usually the fall term after UAPC approval): **Fall 2014**  
Year that first program review is scheduled (usually 5 years after implementation): **Next program review will be in 2023.**

Person/office responsible for maintaining requirements in DARS: **ESL Program**  
Person/office responsible for maintaining curriculum exceptions and substitutions: **ESL Program**

<table>
<thead>
<tr>
<th>Information to be completed by RO and APIR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Code (assigned by the Registrar’s Office): <strong>CERT720, SCRT720</strong></td>
</tr>
<tr>
<td>CIP Code (assigned by Academic Planning and Institutional Research): <strong>131401</strong></td>
</tr>
<tr>
<td>Primary Divisional Disciplinary Assignment (assigned by APIR for analysis purposes only): <strong>Soc</strong></td>
</tr>
</tbody>
</table>

**Curriculum (check one):**  
[ ] Included in detail in the proposal  
[X] A list of required and elective courses and any other program requirements is attached

Credit total required (12-21 credits): **21**  
Projections for annual enrollment: **25**  
Requirements for credits earned in residence at UW-Madison (default is at least 50%): **12**
<table>
<thead>
<tr>
<th>Please answer the following yes or no:</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Will there be limits on enrollment?</td>
<td></td>
<td>X</td>
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<tr>
<td>If Yes, please explain:</td>
<td></td>
<td></td>
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<tr>
<td>Confirm that all core/required courses are approved through the school/college curriculum committee.</td>
<td>X</td>
<td></td>
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<tr>
<td>Confirm that courses in the curriculum are offered on a regular basis and have space for students in the program.</td>
<td>X</td>
<td></td>
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<tr>
<td>All courses numbered less than 699.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Are courses taken as Pass/Fail or Audit allowed?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>If Yes, specify limits:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are courses taken Credit/No Credit allowed?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>If Yes, specify limits:</td>
<td></td>
<td></td>
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<tr>
<td>The credit total is less than half of the credits required for related majors.</td>
<td>X</td>
<td></td>
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<tr>
<td>Special topics courses are only used if all instances count for the certificate.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate?</td>
<td>X</td>
<td></td>
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<tr>
<td>If No, specify other requirements:</td>
<td></td>
<td></td>
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<tr>
<td>Will exceptions to the course core requirements be allowed?</td>
<td>X</td>
<td></td>
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<tr>
<td>If yes, specify limits and process:</td>
<td></td>
<td></td>
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<tr>
<td>Confirm that the program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate.</td>
<td>X</td>
<td></td>
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<tr>
<td>Does the certificate have enough flexibility to make it accessible to transfer students and students who identify an interest as late as their junior year?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Confirm that the program/department has a process in place to report certificate enrollment to the Registrar’s Office.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Confirm that the program/department has a process in place to monitor student progress and to notify the Registrar’s Office when students complete the certificate requirements.</td>
<td>X</td>
<td></td>
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</tbody>
</table>

Specify overlap provisions – name degree/major or certificate programs that may not be earned along with the certificate, including any degree/major or certificate programs that may have overlapping names and or content. (Note that majors take priority over certificates.): **There are no overlapping majors or programs.**

**Which students are eligible for the certificate?** Check those that apply.
Undergraduates in all schools/colleges (this is the default eligibility)

_____ Undergraduates in specific schools/colleges
  List specific schools/colleges:

___X___ University Special (non-degree seeking students) *(Complete the noted section on the next page)*

**Making Undergraduate certificates available to University Special students**

*(University Special students must hold a bachelor’s degree to enroll in an undergraduate certificate program. University Special students should be served only after all demand by degree-seeking undergraduates is met.)*

<table>
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<tr>
<th>Please answer the following:</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>The certificate will be open to University Special students who graduated from UW-Madison.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>If yes, specify any restrictions or limits:</td>
<td></td>
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<tr>
<td>The certificate will be open to University Special students who graduated from other institutions.</td>
<td>X</td>
<td></td>
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<tr>
<td>Confirm that the proposal explains how resources are available to support University Special students without disadvantaging degree seeking students.</td>
<td>X</td>
<td></td>
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<tr>
<td>Confirm that the certificate program has sufficient advising and staff capacity to support University Special students.</td>
<td>X</td>
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<tr>
<td>The certificate program faculty/staff are committed to compliance with Registrar Office procedures for reporting University Special student enrollment in the certificate.</td>
<td>X</td>
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<tr>
<td>The department/program has a process in place to notify the Registrar’s Office when University Special Students complete the certificate requirements.</td>
<td>X</td>
<td></td>
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<tr>
<td>Confirm that the default minimum residency requirement applies, that at least 50% of the certificate credits must be earned at UW-Madison.</td>
<td>X</td>
<td></td>
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<tr>
<td>The department/program recognizes that prior coursework may satisfy certificate requirements, but to earn a UW-Madison certificate, at least 12 credits must be earned in residence at UW-Madison, either while enrolled as a University Special student or from undergraduate coursework from UW-Madison.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>If No, specify other limits:</td>
<td></td>
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</table>
English is now the international language of the world, indispensable for those working in business and the professions, science and technology, and virtually all fields of education. The demand for learning English continues to be high in almost every region of the world; in addition, there continues to be a large number of immigrants in the United States who require instruction in English as a second language. The need for qualified teachers of English to speakers of other languages, both for adults and for school-age children, remains urgent. Since 1968, the Department of English, through its Programs in English Linguistics, has offered a CERTIFICATE IN TESOL designed to provide academic and pedagogical preparation for prospective ESL/EFL teachers.

1. ADMISSION TO THE CERTIFICATE PROGRAM

   a. Status. Enrollment in any one of the required certificate courses and a degree program at UW-Madison.
   b. Foreign language. For native English speakers, the equivalent of 4 college-level semesters of one language, including its spoken form. [Completion of this requirement may be concurrent with Certificate course work.] For nonnative English speakers, English is the foreign language.
   c. English proficiency. Spoken and written English commensurate with the role of language model. Nonnative English speakers must have a score of at least 50 on TSE or SPEAK and or 26 on the iBy speaking section and a TOEFL score of 100 on the iBT or 600 on the paper version. A score of 84 on the MELAB or 7 on the IELTS can be substituted for the TOEFL.

2. COURSES

   Foundation Courses (These courses must precede the Teaching courses.)
   - English 314 Structure of English
   - English 315 English Phonology
   - English 318 Second Language Acquisition
   - English 415 Introduction to TESOL Methods

   Course on Second Language Teaching
   - English 515 Techniques and Materials for TESOL
   - English 613-618 (3) 1 credit TESOL Workshops

   Courses on Social Perspectives on English (One of the following three courses)
   - English 316 English Language Variation in the U.S.
   - English 414 Global Spread of English
   - English 416 English in Society
   - English 419 Language and Gender

3. REQUIREMENTS

   • 21 credits from the courses listed above.
   • A cumulative grade point average of 3.0 based on all courses except English 613-618, which is graded as Credit/No Credit.
   • Teaching practice. This requirement is normally fulfilled by completion of English 515.
   • All requirements for the Certificate in TESOL must be satisfied within three successive academic years.

This Certificate in TESOL records a course of study at the University of Wisconsin-Madison. It is not equivalent to professional certification by other bodies such as the Wisconsin Department of Public Instruction.

For further information contact:

Prof. Eric Raimy 7123 Helen C. White Hall  Email: raimy@wisc.edu
Ms. Sandra Arfa 5127 Helen C. White Hall  Email: arfa@wisc.edu  Phone: 263-3783

01/15/2014
STUDENT APPLICATION FORM
Undergraduate Certificate in TESOL

NAME: ___________________________________________
__________________________________________________________

UW-Madison Student ID # _______________________________

Permanent Address: _________________________________________________________________

Local Address: _________________________________________________________________

Email Address: _____________________________________________________

Native Language: __________________ Foreign Language: __________________ # of Semesters________

SPEAK Test Score: _______________ TOEFL or MELAB Score: ____________________________

Primary Academic Program at UW: __________________________________________

Courses that you have taken which pertain to English Linguistics:

______________________________________________________________________________________

______________________________________________________________________________________

Please type a statement of approximately 200 words in which you describe your personal motivation for seeking admission to this Certificate in TESOL Program. Use additional sheet(s) if necessary.

Signed: ___________________________________________ Date: ______________________________

Please do not write below this line.

☐ Approved
☐ Denied DATE: ______________ AUTHORIZED SIGNATURE: __________________________________________
Implementation Form - Undergraduate Certificates

Certificate Name: Teaching English to Speakers of Other Languages
Form Date: October 16, 2012
Faculty Program Director: Eric Raimy, raimy@wisc.edu
Primary Faculty/Staff Contact: Sandra Arfa, arfa@wisc.edu
Home Department/Academic Unit (Name/UDDS): Department of English
  Approval Date: 1970's (earliest TESOL cert was awarded in 1970)
School/College: College of Letters and Science
  Approval Date: 1970's
UAPC Approval Date: 1970's
Implementation Term (usually the fall term after UAPC approval): 1970's
Year that first program review is scheduled (usually 5 years after implementation):

Review scheduled for 2013-14. The history and origins of the TESOL Certificate is not fully documented or known. The ESL Program Office has records of the first TESOL Certificate being awarded in 1970. Due to the success of the TESOL Certificate and its 'ancient' status, its development predates any and all rules and regulations on certificate programs. I believe that the TESOL Certificate has been 'grandfather claued' with all previous rule and regulation changes on certificates which would explain the lack of record of a previous program review. This has caused the current versions of the TESOL Certificate to be out of line with contemporary rules and regulations. This form and the upcoming review in 2013-2014 will bring the TESOL Certificate at all levels (Undergraduate, Graduate and possibly new Capstone) into line with the new guidelines adopted by the APC in the spring of 2012. The answers present in this implementation form will reflect the current configuration of the Undergraduate TESOL Certificate with annotations on where it is out of line with the new provisions adopted in the spring 2012.

Person/office responsible for maintaining requirements in DARS:
ESL Program Office
5134 Helen C. White Hall
263-3780

Plan Code (assigned by the Registrar’s Office): CERT720
Plan Descr (assigned by the Registrar’s Office): Tch Engl As 2nd Lng Cert
CIP Code (assigned by Academic Planning and Inst Research): 131401
Primary Divisional Disciplinary Assignment (assigned by APIR for analysis purposes only): SOC
Curriculum (check one):

______ Included in detail in the proposal

___X___ A list of required and elective courses is attached

Attached is a current description of the TESOL Certificate program which specifies all of the requirements

Credit total required: **21**

All core/required courses are approved through Divisional Committee: **Yes**

All courses numbered less than 699. **Yes**

The credit total is less than half of the credits required for related majors.

**No**, the most closely related major is the English Language and Linguistics Undergraduate Major in the Department of English. This major requires 31 credits and there is either a 9 or 12 credit overlap between the major and the TESOL certificate requirement depending on what elective(s) are chosen in both the certificate and the major.

The program review will address this issue of overlap. In short, the overlap is focused in elective choices and 'Foundation' courses in the certificate. There is substantial differentiation in both the major requirements (i.e. English literature courses that can not count for TESOL) and the certificate requirements (i.e. ESL courses that cannot count for literature requirements) to make an argument that the major and certificate do not actually overlap that much because they are not related. Other potentially related majors (e.g. Linguistics, Communicative Disorders) do not overlap because the courses in the TESOL Certificate do not count for those majors (and vice versa). The review will also incorporate revisions to the Department of English undergraduate majors that are currently being implemented.

Special topics courses are only used if all instances count for the certificate. **NA – no special topics courses**

Courses taken as Pass/Fail are allowed.

**No**, courses are required to be taken for a letter grade except for English 337, see below.

Courses taken Credit/No Credit are allowed. **Yes**

If yes, specify limits:

English 337 is a 1 credit course that is repeated in a module of 3 with differing topics in each repetition. Each of the 1 credit Eng 337 is graded as Credit/No Credit.

Will exceptions to the course core requirements be allowed?

Yes but narrowly. The program allows for substitution of courses with equivalent content as judged by the English Language and Linguistics Advisor. Only English 335 can be granted an exception because it provides 'teaching experience' to the student which we allow previous teaching experience to substitute for the course. To be frank, I'm not sure I understand the term 'exceptions' and the TESOL Certificate might have a "no exceptions" policy as allowed by the Curriculum 6(g) clause (p. 4) of the *Guidelines for UNDERGRADUATE Certificate Programs*. This point will be clarified in the 2013-2014 Program Review.
What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)?

15 of 21 credits
This point needs to be added to the description of the program and will be clarified and remedied as part of the 2013-2014 program review.

Does the certificate have enough flexibility to make it accessible to transfer students and students who identify an interest as late as their junior year?

Yes. All of the courses are offered regularly enough that if a student is willing to take the courses as offered (12 credits in fall and 9 credits in spring) they can complete the certificate in 1 year. The only issue here is one of popularity of the program. A student may have to wait a semester or two to take a course not because it is not offered but because too many students are interested. Consequently, if a transfer student arrives as a Junior (or a Madison student is a Junior), declares the TESOL Certificate and prioritizes the classes they will be able to finish the certificate within 4 semesters. Throughput and high demand courses and how these issues relate to the program will be considered and addressed in the 2013-2014 program review. Part of this aspect will be determining a target yearly cohort size for undergraduates in the TESOL Certificate program.

Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate? No
If No, specify other requirements. GPA of 3.0 on all courses except Eng 337 which is credit/no credit

Specify overlap provisions – name degree/major or certificate programs that may not be earned along with the certificate. Note that majors take priority over certificates.

No program overlap limits. We do not believe the TESOL Certificate actually overlaps in substantial content with any degree or major so we do not restrict overlap. This will be discussed in the 2013-2014 program review.

Program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate. Yes

The department/program has a process in place to send declaration forms to the Registrar’s Office. Yes
Please describe:
Students in courses that count for the TESOL Certificate are reminded by the instructors that the student must inform the ESL Program office when they complete the requirements for the certificate. The ESL Program office then reports the students who have completed the certificate once the student has completed the requirements and has informed the ESL Office.
This procedure is currently a problem with all TESOL Certificate programs and has lead to an under reporting of the amount of students completing TESOL Certificates. Reporting procedures will be a focus of the 2013-2014 program review with a goal of improving this aspect. One thing that can be positively reported now is that the ESL Program office is in the process of hiring a new staff member. This new person will alleviate some of the reporting issues by increasing the administrative support of the program.

Program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate. Yes

Assessment plan – confirm that the proposal includes a plan that describes how the faculty will regularly evaluate student learning.

There is not an assessment plan at the present time beyond regular grading of courses in the program.

The 2013-2014 program review will address this issue and propose an assessment plan to be implemented. This aspect will be a high priority within the program review.

Which students are eligible for the certificate? Check those that apply.

___X___ Undergraduates in all schools/colleges (this is the default eligibility)

 ______ Undergraduates in specific schools/colleges.

 List specific schools/colleges:

___X___ University Special (non-degree seeking students). Complete the noted section below.

Making Undergraduate certificates available to Special Students
(Special students must hold a bachelor’s degree to enroll in an undergraduate certificate program. Special students should be served only after all demand by degree-seeking undergraduates is met.)

The certificate will be open to Special students who graduated from UW-Madison. Yes

If yes, specify any restrictions or limits: No restrictions or limits.

The certificate will be open to Special students who graduated from other institutions. Yes

If yes, confirm that resources are available to support these students without disadvantaging degree seeking students. Yes

Explain: The current number of special students that we receive each semester is between 0 and 3. Most classes required for the TESOL Certificate program have listed enrollments of 20 to 25 but we over enroll the classes to between 30 to 40 students. As part of the over enrollment process, we save a few seats in each class for incoming special students.

The default minimum residency requirement applies, that at least 50% of the certificate credits must be earned at UW-Madison. Yes
If No, specify other limits: **Students must earn 15 of 21 credits. See curriculum attached.**

The department/program has a process in place to send declaration forms to the Registrar’s Office.

The first real contact that special students have with the TESOL Certificate program is usually the student submitting their application to the ESL Program office. Once this occurs the ESL Office reports these applications to the Registrar’s office.

Evaluating and improving the effectiveness of this current procedure will be a focus of the 2013-2014 program review. Note that the 2013-2014 program review will investigate whether it is more appropriate to develop a separate Capstone TESOL Certificate to service special students instead. One thing that can be positively reported now is that the ESL Program office is in the process of hiring a new staff member. This new person will alleviate some of the reporting issues by increasing the administrative support of the program.

The department/program has a process in place to notify the Registrar’s Office when Special Students complete the certificate requirements.

Students in courses that count for the TESOL Certificate are reminded by the instructors that the student must inform the ESL Program office when they complete the requirements for the certificate. The ESL Program office then reports the students who have completed the certificate once the student has completed the requirements and has informed the ESL Office.

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