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Welcome to Woodsworth College

Woodsworth College is a thriving community of over 6,300 students. The College celebrates excellence in a collegial setting, and is committed to promoting accessibility and equity, while remaining faithful to its mission of providing "the best educational experience for a diverse student body that includes a large number of part-time and non-traditional students."

Woodsworth College is one of seven undergraduate colleges at the University of Toronto. Every student who enrolls in the Faculty of Arts and Science must become a member of one of the colleges. This college system provides the student with a focal point within a large and diverse university community.

Students at Woodsworth College are fortunate to be able to draw upon the resources of a world-class university. They are taught by professional staff of the renowned academic faculties of the University of Toronto and are held to the same standards as all other students in the University community.

Welcome to Woodsworth College!

Woodsworth College Hours of Operation

Professional & International Programs (TESOL office) Woodsworth College, University of Toronto

119 St. George Street, 3rd Floor*
Toronto, Ontario M5S 1A9
Telephone: 416-978-8713
E-mail: tesol@utoronto.ca
Website: tesol.wdw.utoronto.ca
Facebook: www.facebook.com/wdwuofttesol
Twitter: @TESOLUofT

Office hours

Monday - Thursday	10:00 a.m. - 5:00 p.m. (until 4:30 p.m. in July and August)
Friday	10:00 a.m. - 4:00 p.m.

Office of the Registrar

416-978-4444

Woodsworth College, University of Toronto
(For financial aid, bursary and OSAP information)

Monday, Wednesday & Thursday	10:00 a.m. - 5:00 p.m. (until 4:30 p.m. in July and August)
Tuesday	10:00 a.m. - 6:00 p.m. (until 5:30 p.m. in July and August)
Friday	10:00 a.m. - 4:00 p.m.

*There is no elevator to the TESOL offices. If you are planning on visiting our offices or attending one of our events and have any accessibility requirements please inform us and we will do our best to make appropriate arrangements.

Important Notices

Changes in Courses

The courses that our calendar lists and describes are available for the year(s) to which the calendar applies. They may not necessarily be available in later years. The courses necessary to complete the minimum requirements of the program will be made available annually. We must, however, reserve the right otherwise to

change the content of courses, instructors and instructional assignments, enrolment limitations, pre-requisites and co-requisites, grading policies, requirements for promotion and timetables without prior notice.

Regulations and Policies

As members of the University of Toronto community, students assume certain responsibilities and are guaranteed certain rights and freedoms.

The University has several policies that are approved by the Governing Council and which apply to all students. Each student must become familiar with the policies. The University will assume that he or she has done so. The rules and regulations of the Professional & International Programs Office and the Faculty are listed in this calendar. In applying to the TESOL program, the student assumes certain responsibilities to the University, the Professional & International Programs Office and the Faculty and, if admitted and registered, shall be subject to all rules, regulations and policies cited in the calendar, as amended from time to time. All University policies can be found at:

http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm

Those which are of particular importance to students are:

- Code of Behaviour on Academic Matters
- Code of Student Conduct
- Policy on University Assessment and Grading Practices (updated in 2012)
- Policy on Official Correspondence with Students
- Policy on Access to Student Academic Records
- Policy on Academic Transcripts (updated in 2012)
- Policy on Academic Continuity (updated in 2012)

More information about students' rights and responsibilities can be found at <http://life.utoronto.ca/get-help/rights-responsibilities.htm>.

Academic Integrity at the University of Toronto

The following is an excerpt from the University of Toronto's statement on academic integrity:

The University of Toronto is committed to the values of independent inquiry and to the free and open exchange of ideas. Academic integrity underpins these values and is thus a core part of the University's commitment to intellectual life. Extending beyond our immediate intellectual community of students, faculty, and staff at the University of Toronto, our intellectual community embraces all who have contributed to the sum of human knowledge.

Honesty and fairness are fundamental values shared by students, staff and faculty in the University of Toronto community. The ethic of intellectual honesty goes

hand in hand with the University's efforts to advance and disseminate knowledge by drawing fairly on the ideas of others, by presenting and testing ideas, and by giving and receiving appropriate recognition.

In our [Code of Behaviour on Academic Matters](#) we have identified academic offences that are in direct opposition to the University's mission to foster internationally significant research and excellent programs—a mission that can be realized only if members of the University appropriately acknowledge sources of information and ideas, present independent work on assignments and examinations, and complete and submit group projects in accordance with the standards of the discipline being studied. The quality of teaching and scholarly inquiry across the University depends on academic integrity and we uphold our core values through our standards of academic conduct and sanctions for academic offences.

As a student at the University of Toronto you are expected to be familiar with the policies pertaining to Academic Integrity as outlined in the Code of Behaviour on Academic Matters mentioned above. For more information and to download the Code, please visit the Academic Integrity site at www.academicintegrity.utoronto.ca

Enrolment Limitations

The University makes every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the TESOL program, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programs, courses, or sections listed in the calendar, and to withdraw courses or sections for which enrolment or resources are insufficient. The University will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

Copyright in Instructional Settings

If a student wishes to tape-record, photograph, video-record or otherwise reproduce lecture presentations, course notes or other similar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by students with disabilities, the instructor's consent will not be unreasonably withheld.

Person I.D. (Student Number)

Each student at the University is assigned a unique identification number. The number is confidential. The University, through the Policy on Access to Student Academic Records, strictly controls access to Person I.D. numbers. The University assumes and expects that students will protect the confidentiality of their Person I.D.'s.

Fees and Other Charges

The University reserves the right to alter the fees and other charges described in the calendar.

Notice of Collection of Personal Information

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416 946-7303, McMurrich Building, room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

An expanded version of this Notice can be found at www.fippa.utoronto.ca

Required use of course websites

Blackboard is a tool used by all TESOL instructors in order to post course outlines and assignments, communicate with students, and suggest additional resources and readings. Some instructors enable students to use communicate with one another via the "Discussion Forum" available on Blackboard. Blackboard can only be accessed by logging in to the University of Toronto "Portal". You will need to activate your UTOR email address in order to access the Portal. See the "Student Records" section of this calendar for information on UTOR email and T-card.

Sessional Dates 2018 – 2019

2018 Fall Session

August 2018

29 Registration Deadline - last day to pay or defer fees for 2018-19 Fall/Winter Session

September 2018

3 Labour Day; University closed
6 Fall term classes begin in F section code courses
14 Waiting Lists for F courses turned off at end of day
TBD First day to request June 2019 graduation
19 Last day to add or make changes for F section code courses via ACORN

October 2018

8 Thanksgiving; University closed

November 2018

1 Deadline for new students to apply to start in the January 2019 session of the Certificate in Teaching English to Speakers of Other Languages (space permitting)
5 Last day to drop courses with F section codes from academic record and GPA. After this deadline a mark is recorded for each course, whether course work is completed or not (a "0" is assigned for incomplete work), and calculated into the GPA*
5-9 Fall reading week (no classes)
TBA Fall Convocations. Please check "Ceremony Dates" at www.convocation.utoronto.ca

December 2018

- 5 Classes end in F section courses
- 6 Makeup Monday classes (at instructor's discretion)
- 6 Deadline to request Late Withdrawal (LWD) from F section code courses through TESOL Program Office
- 24 Winter holidays begin; University is closed December 24, 2018 to January 4, 2019 inclusive

*The fees refund schedule is different from the last day to drop courses without academic penalty. For fees refund information students should visit the fees department website at www.fees.utoronto.ca.

2019 Winter Session

January 2019

- 7 Winter Session classes begin in S section courses
- 11 Last day to file a petition regarding term work in 2019 fall session F section courses
- 17 Waiting lists for S section code courses close at end of day
- 20 Last day to add or make changes for S section code courses
- TBD Last day to request June 2019 graduation

February 2019

- 18 Family Day; University closed
- 18-22 Reading Week, some deferred examinations from December 2018

March 2019

- 17 Last day to drop courses with S section codes from academic record and GPA. After this deadline a mark is recorded for each course, whether course work is completed or not (a "0" is assigned for incomplete work), and calculated into the GPA.*

April 2019

- 5 Classes end in S section courses
- 5 Deadline to request Late Withdrawal (LWD) from S section code courses through TESOL Program Office
- 19 Good Friday Holiday; University closed

May 2019

- 7 Last day to file a petition regarding term work for 2018-18 fall/winter session S section code courses
- 20 Victoria Day; University closed

June 2019

- TBA Spring Convocation. Please check "Ceremony Dates" at www.convocation.utoronto.ca

*The fees refund schedule is different from the last day to drop courses without academic penalty. For fees refund information students should visit the fees department website at www.fees.utoronto.ca.

TESOL Program Overview

This Calendar contains information on the Certificate Program in Teaching English to Speakers of Other Languages. It describes the requirements of this program, the courses offered, university regulations, and contains general information important to students who enrol in this program. You are expected to read the regulations and to become familiar with the requirements of the program.

Program History

Since 1972, the University of Toronto has offered specialized academic and professional preparation to individuals interested in teaching English to second language learners, specifically adults.

The University of Toronto's program was one of the first to be approved as a recognized training program for TESL Ontario's Certificate for Adult ESL Instructors in Ontario and for TESL Canada's National Professional Certification. The University of Toronto has earned the reputation of offering the most rigorous TESOL program in Canada. Our program continues to be a leader in the field and more comprehensive than most.

Praise for the TESOL program has been enthusiastic and consistent. One student said, "all the teachers were wonderful. The program facilitated a lot of discussion among students, so there was a lot more interaction than I have experienced elsewhere at the University. I met some interesting people from a variety of fields and we learned a lot from each other." Another commented, "in many ways, beyond teaching, the TESL skills have proven valuable – especially cross-cultural communication, the respect for adult learning and learners, and simple communication."

The program attracts a wide variety of individuals. Some are interested in working in Canada teaching new Canadians adapting to life in Canada or international students. Others are interested in travel and working abroad. Still others go on to graduate studies in the field of second language learning and adult education, or into Teacher Education (B.Ed.).

Employment opportunities include teaching ESL locally with boards of education, colleges, universities and private language schools and teaching EFL (English as a Foreign Language) in private and public educational institutions abroad. New options are opening up for one-on-one tutoring and on-line teaching locally and globally.

The program is committed to providing a sound theoretical basis for second language learning and teaching, drawing on the most current research in

linguistics, second language acquisition, and teaching methodology. Complementing and supporting this theoretical approach is a constant emphasis on actual classroom practice and the skills necessary for successful learning and teaching.

The program offers workshops in the fall and winter session on teaching globally, teaching locally in the winter, also workshops on issues of particular interest to students such as pronunciation, working with the Canadian Language Benchmarks, developing your e-portfolio, etc.

The program underwent a review in 2012 and as a result exciting changes have been made to the curriculum.

TESOL Admission Requirements

1. A minimum of a three-year undergraduate degree with an acceptable average. For applicants with a bachelor's degree from overseas, the conferred degree must be equivalent to a 3-year Canadian bachelor's degree.
2. English facility requirements, where applicable (see English Facility Requirements below).
3. Personal suitability for the program.

Note: This is a limited enrolment program. Admission to the TESOL Certificate program is competitive and meeting the minimum academic requirement does not guarantee admission.

Application Procedures

Deadlines

Fall 2018 Session (begins early September)	July 3, 2018
Winter 2019 Session - space permitting (begins January)	November 1, 2018

Note: Late applications will be accepted space permitting.

A complete application consists of:

- An application submitted online (<http://tesol.wdw.utoronto.ca/>).
- The \$90.00 application fee.

- Completed questions*. You may prepare your answers in advance of filling out your online application. The questions you'll be asked to respond to are included on the following page.
- A résumé detailing your employment history (including teaching experience, names of employers, job titles and positions).
- If required, acceptable proof of English facility and/or proof of name change.

- Transcripts

Transcripts usually take a minimum of three weeks to be received. If your transcripts have not arrived by the application deadline, your file will not be assessed. It is your responsibility to ensure that all required documents are received by the appropriate deadline.

a) Graduates from the University of Toronto:

Students who graduated prior to 1998 must request an official transcript from the Transcript Centre at 416-978-3384. NOTE: Students who graduated from U of T in 1998 and beyond do not need to request a transcript, provided they can view their record on ACORN.

b) Graduates of another North American University:

An official transcript of your most recent postsecondary degree must be forwarded to Woodsworth College directly from the issuing institution.

c) Graduates of non-North American institutions:

An official transcript of all completed postsecondary degrees (graduate and undergraduate), along with all diploma/graduation certificates, must be forwarded to Woodsworth College directly from the issuing institution(s). If the original transcript is not in English, applicants must submit a certified English translation in addition to all original documents. Students who are not able to obtain their transcript(s) directly from the issuing institution(s) should contact the Professional & International Programs office.

*The following are the questions to be answered in the online application:

- Describe any work/life experiences you feel will contribute to your success in this program and as an instructor in this field? (Maximum 150 words)
- TESOL instructors work, in Canada, with adults (18-80 years) who are immigrants (permanent residents) or international students (visitors to Canada). Many TESOL instructors teach abroad, in countries where English is not the dominant language. Which group of English language learners interests you the most and why? (Maximum 50 words)

- c. What excites you about working in this field? How does this fit into your overall career goals? (75 words)
- d. What are the challenges you expect an English language instructor to face? (Maximum 75 words)
- e. Describe a situation at school or in the workplace where you encountered an interpersonal conflict or difficult situation, and how did you deal with it? (Maximum 150 words)
- f. How would you go about creating a welcome and supportive learning environment in an ESL classroom? (Maximum 75 words)

The complete application must be submitted online, at www.wdw.utoronto.ca/tesol.

Please have official transcripts forwarded to:

Professional & International Programs; Woodsworth College, University of Toronto
119 St. George Street, 3rd floor Toronto, Ontario M5S 1A9

All documents must be submitted before the application deadlines.

Admission requirements are subject to change without notice.

English Facility Requirements

In addition to satisfying the academic requirements, candidates will be required to present proof of English facility if their mother tongue is not English and they have not:

- a) Satisfactorily completed a minimum three-year Bachelor's degree or a graduate degree with English as the language of instruction at a university in Canada.
OR
- b) Satisfactorily completed a minimum three-year Bachelor's degree or a graduate degree in an English language school system* at a university outside Canada.
OR
- c) Satisfactorily completed grades 6-12 in Canada (each grade completed in one full school year), including minimum English Grade 12 score of at least 70%.

*An English language school system is one that is located in a country where English is the official language for primary, secondary and tertiary levels of education, as well as for government and commerce, and where all instruction is in English, except for language courses.

NOTE: Applicants whose first language is not English and who have university degrees from universities that are not in English-speaking school systems are required to submit English language proficiency scores.

Proof of English facility is demonstrated by achieving acceptable scores in one of the following five options* (scores are valid for 2 years after the test date):

(1) Test of English as a Foreign Language (TOEFL)

TOEFL iBT: Minimum requirement is a total score of 102, with at least 24 in Reading, 24 in listening, 27 in speaking and 27 in Writing. The TOEFL Institution Code for the University of Toronto is 0982-00. You must list this code correctly, or we will not receive your result.

Website: www.toefl.org

(2) International English Language Testing System (IELTS) Academic Version

The minimum requirement is an overall band of 7, an oral score of 8, with no band score below 7.

Website: www.ielts.org

(3) Michigan English Language Assessment Battery (MELAB)

The minimum requirement is a score of at least 87 in composition, listening and reading. Candidates must also achieve at least 4- in speaking.

Website: www.cambridgemichigan.org/melab

(4) Canadian Test of English for Scholars and Trainees (CanTEST)

The minimum requirement is a score of at least 4.5 in listening, reading and writing, and 5 in speaking.

Website: www.cantest.uottawa.ca

(5) Canadian Academic English Language Assessment (CAEL)

The minimum score required to meet our English facility requirement is an overall score of 70 and the following part scores Listening: 70 Reading: 70 Writing: 70 Speaking: 70

Website: www.cael.ca

*Prospective students with disabilities that prevent them from taking language facility testing in regular conditions should contact the respective testing centers to inquire about their policies on special accommodations for students with

disabilities. It is the student's responsibility to inquire about the policies of the testing institutions.

Planning Your Program

The curriculum of the certificate in Teaching English to Speakers of Other Languages is reviewed yearly and revisions, additions and/or deletions may occur. Students in the program are required to follow the curriculum outlined in the calendar of the year of their admission, unless otherwise informed by the Professional & International Programs Office. The TESOL Calendar is published every June and is applicable to the upcoming Summer Session and the following Fall/Winter Session. Woodsworth College reserves the right to change course offerings.

The TESOL Certificate Program consists of 8 semester-length courses. This will involve over 300 lecture hours, with 20 hours of practice teaching and 30 hours of observing. During the Fall and Winter terms, courses are offered in the afternoon and evening.

For students starting the program in September, the TESOL Certificate can be completed in eight months of full-time study, or over a few years of part-time study (maximum 6 years from date of admission). Space in individual courses is limited and therefore completion in eight months cannot be guaranteed. Students registered in 8 courses (4.0 full credits) over the Fall and Winter sessions *combined*, are considered full-time. Students registered in 7 courses or less (3.5 full credits or less) over the *combined* Fall and Winter sessions are considered part-time. During the summer sessions, students registered in 3 courses or less (1.5 or less credits) are considered part-time. Courses are offered during the day or evening.

Students should refer to the Certificate Timetable and Instructions for further information on timetabling and registration procedures.

Students are advised to register as early as possible (see your registration instructions) to ensure the best access to courses. Detailed descriptions of the following courses are listed in alphabetical order on the following pages.

Courses: (8 semester-length courses, 4 full credits)

H = half-course, for which one half-credit is given.

Group A courses:

TSL560H1	TESOL Methodology: Teaching Listening and Speaking
TSL561H1	Theoretical Issues in Second Language Teaching and Learning
TSL562H1	Transition to the Classroom
TSL563H1	Pedagogical Grammar

Group B courses:

TSL564H1	TESOL Methodology: Teaching Reading and Writing
TSL565H1	Planning ESOL Courses
TSL566H1	TESOL Practicum
TSL567H1	Linguistics for Teaching ESOL

Additional notes and guidelines: it is recommended that students take Group A courses before Group B courses. However, it is acceptable to take TSL564H, TSL565H and TSL567H earlier in your program if you wish. TSL566H1 has pre-requisites; refer to the course descriptions for details.

The TSL courses were designed specifically for the Certificate Program and are not transferable to an Arts and Science degree program at the University of Toronto.

Requirements for Completion of the Certificate

A Certificate in Teaching English to Speakers of Other Languages will be awarded upon successful completion of all eight of the required courses (see above) with a cumulative Grade Point Average of 1.50 or more. The Certificate must be completed within six years of admission. Students who fail the same required course twice will be refused further registration in the Program.

In addition to completing the certificate requirements, students must use ACORN to request graduation or notify the Professional & International Programs Office in writing when they plan to complete the requirements of their program. Check the Sessional Dates section of this Calendar for deadlines.

Students can book an appointment with an advisor should they wish to discuss the program. Appointments can be made by calling 416-978-8713 or by emailing tesol@utoronto.ca

Course Descriptions

Students must refer to the TESOL Timetable & Instructions in order to determine the scheduling of courses during the academic session on the St. George campus. Textbooks and reading packages for all courses can be purchased at the University of Toronto bookstore located at 214 College Street (corner of St. George and College Street).

Exclusion: Students may not enrol in a course that is listed as an exclusion of a course that they are taking or in which they have already obtained a pass standing. Students will be required to withdraw from the course if discovered during the session of enrolment and will be refused credit if the excluded course is discovered at any time in a subsequent session.

Prerequisite: A course required as preparation for entry to another course. Students are responsible for fulfilling course prerequisites; students enrolled in courses for which they do not have the published prerequisites may have their registration in those courses cancelled at any time without warning. Students must also observe exclusions. Failure to meet these requirements may also result in academic difficulties.

Recommended Preparation: Background material or courses that may enhance a student's understanding of a course.

TSL560H1 TESOL Methodology: Teaching Listening and Speaking

This course will examine current ESOL teaching practice in the skills of speaking, listening & pronunciation which can be put into immediate use with adult learners. To provide a framework for this practice, we will examine specific learner needs and context considerations for LINC/ESL (community-based) and ESP (English for Specific Purposes, including internationally-trained immigrants), with a focus on tailoring the teaching of speaking/listening/pronunciation skills to these contexts. The course will also provide practice in evaluating and adapting commercial and online materials for these skills to meet the needs of students in these contexts.

Exclusion: TSL530H1, TSL534H1

TSL561H1 Theoretical Issues in Second Language Teaching and Learning

This course examines current theoretical research that has a bearing on how adult speakers of other languages learn English. We first examine theories of adult learning and models of language performance. We then discuss the theories informing communicative language teaching (CLT), including the concept of communicative competence. For the remainder of the course, we explore the

research base around topics relevant to second language learning and teaching and the implications for the classroom.

Exclusion: TSL531H1

TSL562H1 Transition to the Classroom

This introductory course exposes students to ESOL learners, instructors and classrooms through observations (onsite and online) and goes on to explore the principles and best practices of adult language learning and teaching in the context of discussion, reflection, peer teaching and volunteer teaching. We identify key resources in the field: online, text, realia and institutional. Throughout the course, we explore career options, particularly in terms of what you bring to the field, or directions you can take. You will complete the course with a beginning inventory of personal teaching strengths, preferred resources, and career and related networking possibilities. Students should expect to spend four to fifteen hours in the field (time can be negotiated). Graded on an Honours/Pass/Fail basis.

Exclusion: TSL545H1

TSL563H1 Pedagogical Grammar

This course provides you with the basic knowledge of grammatical structures of the English language and techniques for teaching them. During the classes we will examine various functions of grammatical forms, discuss how they can be addressed in learner-centred ESL classrooms, and explore what potential difficulties they can cause for learners. Emphasis will be given to the specific steps involved in teaching grammar (presentation, explanation, focused and communicative practice) at different proficiency levels, from beginner to advanced. We will also examine and evaluate available grammar resources. The three-hour classes will be a combination of presentations/discussions and practical activities.

Recommended Preparation: Students enrolling in this course will be expected to be proficient in various English grammar rules and terminology.

TSL564H1 TESOL Methodology: Teaching Reading and Writing

This course will examine current ESOL teaching practice in the skills of reading, writing & vocabulary which can be put into immediate use with adult learners. To provide a framework for this practice, we will examine specific learner needs and context considerations for EIL (English as an International Language) and EAP (English for Academic Purposes), including internationally-trained immigrants and international students, with a focus on tailoring the teaching of reading/writing/vocabulary skills to these contexts. The course will also provide practice in applying the principles and processes of effective materials creation and using online resources to meet the needs of students in these contexts.

TSL565H1 Planning ESOL Courses

This course takes a broader view of teaching ESOL. We start by exploring different curricular models and approaches (both historic and contemporary) and move into syllabus planning for different contexts such as programs for immigrants and refugees, programs for international students, and EFL programs. From syllabus planning, we shift to the principles of lesson planning. We examine the role of needs analyses and student input in planning syllabi and lessons. Finally, we review approaches to error correction, feedback, assessment and testing and the implications of these for classroom teaching.

Exclusion: TSL533H1

TSL567H1 Linguistics for Teaching ESOL

This course introduces basic concepts of linguistics used in ESOL teaching for describing language and language use. Topics include the English sound system, the principles of both word and sentence systems and formations, the study of meaning, the use of language in context and the role of language in society.

Exclusion: LIN100Y1, LIN200H1

TSL566H1 TESOL Practicum

Students complete 30 hours of classroom observation and 20 hours of supervised teaching with a qualified teacher trainer in the Adult ESOL Program. Our Practicum partner is the Toronto Catholic District School Board. In-class workshops provide an opportunity to explore best practices and classroom management issues. As well, expect to plan activities based on CLB curriculum guidelines and to discover the advantages of "no-prep activities." Panel discussions and presentations help start you on your job search. Students can expect to spend eighty percent of their time in the field. Graded on an Honours/Pass/Fail basis.

Prerequisites: TSL562H1, TSL563H1 and one of TSL560H1 OR TSL564H1

Additional notes about the Practicum component:

1. All students enrolled in the Practicum must complete a **criminal background check** at least 6 - 8 weeks before the start of the course. This is the policy of the Toronto District Catholic School Board, the board in which our students do their practicum placements. More information will be provided to current students in the Fall/Winter timetable and instructions.

2. Applying for Partial Exemption from the Practicum Component: All students in the program are required to do both TSL562H Transition to the Classroom and TSL566H TESOL Practicum. A student may be eligible to receive transfer credit (exemption) for TSL562H only. No exemption or transfer credit will be granted for

TSL566H. To obtain transfer credit for TSL562H a student must, within the past 5 years:

a) have taught a minimum of 500 hours in a Canadian **ESL** classroom. A signed letter from their employer(s) on letterhead confirming the total number of teaching hours, number of hours of teaching per week, and giving details of their teaching assignment (e.g., LINC, ESL Intermediate, English for business) must be submitted.

or

b) have taught **EFL** for a minimum of 500 hours. A signed letter from their employer(s) on letterhead confirming the total number of teaching hours, number of hours of teaching per week, and giving details of their teaching assignment (e.g., EFL Intermediate, English for business) must be submitted. **In addition, the submission must include a 500-word (maximum) report on federally and provincially funded ESL in Ontario.**

A student wishing to apply for transfer credit for TSL562H must submit their request in writing along with supporting documentation to the Professional & International Programs office. They will typically receive a decision in writing within 4 weeks.

3. Spaces in the TESOL Practicum (TSL566H) are not allotted on a first-come, first-served basis. Rather, preference will be given to those students in good standing who are closest to completing the certificate. Students who are not in (or very close to) their final term in the program OR whose CGPA is less than 1.50 risk being removed from the course.

Registration Information & TESOL Policies

Woodsworth College reserves the right to cancel any course due to insufficient enrolment in that course. For this reason, students are advised to enrol in courses as early as possible. Pay special attention to the registration deadlines listed in the Sessional Dates section of this calendar.

While Academic Advisors are always available to give advice and guidance, it must be clearly understood that **THE ULTIMATE RESPONSIBILITY RESTS WITH THE STUDENT** for completeness and correctness of course selection, for compliance with prerequisite and corequisite requirements, for completion of Program details and for observance of regulations, deadlines, etc. Students are responsible for seeking guidance from a responsible officer if they are in any

doubt. Misunderstanding, misapprehension, or advice received from another student will not be accepted as cause for dispensation from any regulation, deadline or program requirement.

Registration

Details of the procedures by which students of the TESOL certificate program register -- enrol in courses for which they are eligible, and pay or make arrangements to pay fees -- are found in the Registration Instructions online: <http://wdw.utoronto.ca/tesol/students/timetables/> The Fall/Winter timetable and registration instructions are posted on the TESOL website in June. The Summer timetable and registration instructions (if summer courses are going to be offered) are posted each year at the end of March. The information contained in the documents is just as important as the material in this calendar. Be sure to check the website for the timetable and instructions in March and June. You will be required to read these in order to enrol in courses. Newly admitted students will receive registration information by mail after they receive their Letter of Admission unless otherwise informed by the Professional & International Programs Office.

Re-registration

Any returning student who has not registered, or registered and withdrew before classes start, for at least two consecutive sessions must complete a Request for Re-registration form before registration is made available. Re-registration forms are available from the Professional & International Programs office, and must be submitted to the office accompanied by payment in the amount of \$25.00. A student who has **never** completed a course in the TESOL program and wishes to return, must re-apply to the program.

Registration Deadlines

Students should carefully note the registration deadlines listed in the Sessional Dates section of this calendar. Students who are granted permission to register after these dates will be subject to a late registration fee of \$65.

Definition of Full-time and Part-time Status

Students registered in 4.0 full credits over the Fall and Winter sessions combined (8 half courses) are considered full time. Students registered in 3.5 or less full credits over the combined Fall and Winter sessions are considered part-time. During the summer session, students registered in 2.0 full credits (4 half courses) are considered full time. Students registered in 1.5 or less credits during the summer are considered part-time during that session. Students should attempt to have a course load balanced between the two terms of any session.

Course Selection

The Certificate Program in Teaching English to Speakers of Other Languages may be taken either full-time or part-time. Students should be aware that full-time study may not always be possible due to prerequisites, scheduling and course availability. It is your responsibility to ensure that your courses satisfy your program requirements as stated in the Calendar.

In the Timetable a section code is associated with a course code to indicate when the course is offered: F= First term (Fall session or first sub-session of the Summer Session). S = Second term (Winter session or second sub-session of the Summer Session).

Students may not repeat any course in which they have obtained a mark of 50% or higher. There are no provisions to “upgrade” a mark. All courses taken, except those officially dropped, remain on the record.

Course Loads

For more information on course choosing your courses, please refer to the “Planning Your Courses” section of the calendar.

Fall/Winter session: The maximum course load in the Fall/Winter session is six courses (6.0 FCEs). The recommended course load for full-time students in each of the Fall and Winter terms is no more than five courses. Students are limited to a term load of six courses in each of the Fall and Winter terms; those who exceed this term load limit will be removed from excess courses.

Graduation

A Certificate in Teaching English to Speakers of Other Languages will be awarded upon successful completion of all eight of the required courses with a cumulative Grade Point Average of 1.50 or more. In order to graduate, students must use ACORN to request graduation or notify the Professional & International Programs Office in writing when they plan to complete the requirements of their program. Check the Sessional Dates section of this Calendar for deadlines. There is a charge for late requests.

Transfer Credits

Applicants may request consideration for transfer credit for courses completed through previous post-secondary academic programs. You may request one half credit (one course) of the program in transfer credits. Regulations concerning transfer credits should be discussed with a Program Advisor. Students requesting transfer credits from institutions other than the University of Toronto must submit copies of calendar course descriptions for evaluation. Courses accepted for transfer credit are not calculated in the student’s Grade Point Average.

Dual Enrolment

TESOL students may not enroll in Faculty of Arts and Science courses without prior permission from the Professional & International Programs office. Students who enroll in Arts and Science courses without the proper authorization may be withdrawn from their courses and charged the appropriate fees according to the Fees Schedule for the date on which they were withdrawn. Former (or current) U of T Faculty of Arts and Science students who wish to enrol in courses outside of the TESOL program should visit their former college registrar's office for details on registering as a previous Arts and Science student.

Cancelling Courses or Registration

Cancelling Courses

Students who do not intend to complete a course or courses must cancel the course on ACORN (www.acorn.utoronto.ca) before the final date to cancel courses from the academic record (see Sessional Dates). Students still enrolled in a course after the final date to cancel the course will receive a grade for that course (unless Late Withdrawal is requested: see below for details). Not attending classes or ceasing to complete further course work or not writing the examination do not constitute grounds for cancellation without academic penalty from a course; the course remains on the record with the grade earned, including "0" for incomplete work.

Students are not permitted to cancel or withdraw from a course in which an allegation of academic misconduct is pending from the time of the alleged offence until the final disposition of the accusation.

Cancelling Registration

Students who wish to cancel all their current courses in a Fall/Winter or Summer session, and do not intend to enrol in any other courses for the rest of the session must cancel their registration on ACORN (www.acorn.utoronto.ca). The cancellation of registration must be completed by the appropriate deadline in order for the student not to incur an academic penalty. Before any refund is authorized, they must:

1. Pay any outstanding fees;
2. Return any books to the Library and pay any outstanding fines;

Please note: Students who have not achieved final standing (e.g. a final grade) in at least one course in the program previously must re-apply for admission online through the TESOL website.

Fees Implications

The fees refund schedule is different from the last day to drop courses without academic penalty. For fees refund information students should consult the fees department website at: www.fees.utoronto.ca.

Fees

Fees are subject to change at any time by approval of the Governing Council. Tuition fees normally consist of academic fees (including instruction and library) and incidental/ancillary fees (including Hart House, Health Services, Athletics and student organizations). The fees schedule for each academic session should be checked carefully for complete information and possible changes. The 2018-2019 fees were not available at the time of publication. The most current information on fees is available from Student Accounts, www.fees.utoronto.ca (click on the appropriate session, then "Divisional Tuition Fee & Refund Schedules," then "Woodsworth College – Certificate Programs").

Fees are calculated on a per-course basis. To provide assistance in estimating your costs for the 2018-2019 academic year, the academic, incidental and ancillary fees for 2017-2018 (Domestic students) are listed below. Fees for International students are listed on the fees website.

Woodsworth College Certificate Programs						
Course Fee - Domestic Students						
Fall-Winter Session	Initial Course Load	Course Fees	Incidental, System Access & Ancillary Fees (Note 2)	Total	Notes	
	Part-time	0.5	\$659.00	\$494.38	\$1,153.38	1) Students who drop from full-time to part-time after the 100% refund period will be charged full-time incidental fees. 2) There may be additional ancillary fees levied for enrolment in specific courses or for individual circumstances. Check your invoice on ACORN/ROSI.
		1.0	\$1,318.00	\$494.38	\$1,812.38	
		1.5	\$1,977.00	\$494.38	\$2,471.38	
		2.0	\$2,636.00	\$494.38	\$3,130.38	
		2.5	\$3,295.00	\$494.38	\$3,789.38	
		3.0	\$3,954.00	\$494.38	\$4,448.38	
		3.5	\$4,613.00	\$494.38	\$5,107.38	
	Full-time	4.0	\$5,272.00	\$1,374.36	\$6,646.36	
		4.5	\$5,931.00	\$1,374.36	\$7,305.36	
		5.0	\$6,590.00	\$1,374.36	\$7,964.36	

The Academic fee per half course (0.5 credit) in the 2017-18 Fall/Winter Session was \$659.00, plus the Woodsworth College incidental fee which is payable **once** per session (\$494.38 per term for part-time students, \$1,374.36 for full-time students). Please refer to the chart above for the details on the cost per course load.

Refunds

The fees and refund schedule for each academic session should be checked carefully for complete information and possible changes. The deadlines for receiving a refund are different from the deadlines for withdrawing from a course without academic penalty. Refunds are based on the date the student withdraws on the Student Web System/ACORN. The refund schedule is available from Student Accounts, www.fees.utoronto.ca (click on the appropriate session, then "Divisional Tuition Fee & Refund Schedules," then "Woodsworth College – Certificate Programs").

Fees and Payment

Payment is made at a financial institution - consult the instructions in the Registration Handbook & Timetable for further details.

Payment Deadlines

Deadlines are available from the Student Accounts Office and website.

To avoid delays, students are advised to pay fees early. All fees and charges posted to your account are payable. If not paid in full, any outstanding account balance is subject to a monthly service charge of 1.5% per month compounded (19.56% per annum). Outstanding charges on your account from prior sessions are subject to a service charge as of the 15th of every month until paid in full. Students with outstanding accounts may not receive official transcripts and may not re-register at the University until these accounts are paid.

Fees For International Students

In accordance with the recommendation of the Government of Ontario, certain categories of students who are neither Canadian citizens nor permanent residents of Canada are charged higher academic fees. Refer to the Student Accounts website at www.fees.utoronto.ca for details.

Sanctions on Account of Outstanding Obligations

The following are recognized University obligations:

- tuition fees
- academic and other incidental fees
- library fines
- Bookstore accounts
- Health Service accounts
- unreturned or damaged instruments, materials and equipment
- orders for the restitution, rectification or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

The following academic sanctions are imposed on TESOL students who have outstanding recognized University obligations:

1. Official transcripts of record will not be issued.
2. The University will not release the diploma nor provide oral confirmations or written certification of degree status to external enquirers.
Indebted graduands will be allowed to walk on stage and have their names appear on the convocation program but will not receive their diploma until their account is paid.
3. Registration will be refused to a continuing or returning student.
4. Official letters (e.g., degree eligibility, confirmation of graduation, QECO) will not be issued.
5. Education verifications may not be issued.

Payments made by continuing or returning students will first be applied to outstanding University debts and then to current fees.

Rules and Regulations

Term Work and Term Test Regulations

Marking Schemes

As early as possible in each course, and no later than the last date to enrol in the course, the instructor shall make available to the class, and shall file with the Professional & International Programs Office, the course marking scheme, i.e., methods by which student performance shall be evaluated. This should include whether the methods of evaluation will be essays, tests, class participation, seminar presentations, examinations, or other requirements; the relative weight of these methods in relation to the overall grade; and the timing of each major evaluation.

No essay, test, examination etc. in the marking scheme may be assigned a weight of more than 80% of the course grade. This limit does not apply when an instructor makes an accommodation at a student's request to take into account assessments missed for legitimate, documented reasons.

After the marking scheme has been made known by the last date to enrol in the course, the instructor may not change it or the relative weight of assessments without the consent of a simple majority of students attending the class, provided the vote is announced no later than in the previous class. Any changes must be reported to the Professional & International Programs Office. The only exception to this is in the case of the declaration of a disruption. [Please see the University's Policy on Academic Continuity.]

In the event that this policy has not been followed, a student may petition to have the course removed from the record, provided such a petition is filed no later than the last day of classes.

Term Work

Instructors shall return by the deadline one or more marked assignments worth a combined total of at least 10% of the total course mark for H courses.

The deadline for returning such marked work shall be the last regularly-scheduled class meeting prior to the deadline to cancel without academic penalty.

All term work must be submitted on or before the last day of classes in the course concerned, unless an earlier date is specified by the instructor. Students who for reasons beyond their control are unable to submit an assignment by its deadline must obtain approval from their instructor for an extension of the deadline. This extension may be for no longer than the end of the Arts and Science Final Examination period. If additional time beyond this period is required, students must petition through the Professional & International Programs Office before the end of the examination period for a further extension of the deadline (see section below on Petitions).

Students are strongly advised to keep rough and draft work and copies of their essays and assignments, as these may be required by the instructor.

All written work that has been evaluated should be returned to the student with such detailed comment as the instructor deems appropriate, and time made available for discussion of it. Any enquiries or appeals about a graded piece of work must be made to the instructor as soon as possible and no later than two weeks after the work was returned. Instructors must keep unclaimed term work for at least six months beyond the end of the course.

Term Tests

No term test or combination of term tests held in the last two weeks of classes at the end of any term may have a total weight greater than 25% of the final mark. This includes “take-home tests” and assignments where the topics or questions are both assigned and due within the last two weeks of classes.

All term tests must be held on or before the last day of classes. No term test may be held during Reading Weeks in November or February, or during the Study Break in April.

Missed Term Tests

Students who miss a term test will be assigned a mark of zero for that test unless they satisfy the following conditions:

1. Students who miss a term test for reasons beyond their control may, no later than one week after the missed test, submit to the instructor or department/program a request for special consideration explaining the reason for missing the test, and attaching appropriate documentation, such as the Verification of Illness or Injury form (www.illnessverification.utoronto.ca).
2. If a request with documentation cannot be submitted within one week, the Professional & International Programs office may consider a request to extend the time limit.
3. A student whose explanation is accepted by the Professional & International Programs office will be entitled to one of the following considerations:
 - a) Where practicable, the student may be offered the opportunity to do a make-up test.
 - b) Where a make-up test is not practicable or the student's circumstances do not permit a make-up test, the instructor may allocate the percentage weight of the test to any combination of the remaining term work and/or final exam in the course.
 - c) If the student misses the remaining term work for acceptable reasons, the full percentage weight of the missed work may be allocated to the final test or exam. However, if the student misses the make-up opportunity or subsequent test that was to be re-weighted, then the weight of the final test or exam may be increased beyond 80%.
 - d) In courses where the mid-term test is the only marked work in the course other than the final examination, an initial make-up test opportunity normally must be given.
4. No student is automatically entitled to a second make-up test opportunity. The Professional & International Programs office will determine what accommodation is appropriate for a student who misses a make-up test for legitimate reasons.
5. A student who misses a term test cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that he or she has had no term work returned before the drop date.

Requests for Re-Marking of Term Work

A student who believes an individual item of work has been incorrectly or unfairly marked may request that it be remarked. Such requests should be made initially to the instructor in the course as soon as possible after the work was returned, and no later than two weeks after it was returned.

If an instructor refuses the request to remark a piece of work, or if the student believes the remarking was incorrect or unfair, the student may appeal to the TESOL Academic Coordinator.

Appeals beyond the Academic Coordinator should be made to the Principal of Woodsworth College. Such appeals about the marking of term work must be made in writing. They will be reviewed to ensure that appropriate procedures have been followed in earlier appeals, that the student has been treated fairly, and that the standards applied have been consistent with those applied to other students doing the assignment.

An appeal of a mark beyond the instructor for term work may only be made for an item worth at least 20% of the course mark.

All appeals beyond the instructor must be made in writing in a timely manner, and no later than two weeks after the work was returned, explaining why the student believes the mark was inappropriate and summarizing all previous communications in the matter.

Students making a request for a remarking must accept that the resulting mark will become the new mark, whether it goes up or down or remains the same.

Late Withdrawal – LWD

The Professional & International Programs Office has a mechanism to assist students, to remedy situations, where personal or other circumstances mean they are irretrievably behind in a course.

Withdrawals approved under this procedure, which must be requested by the last day of class in the relevant term, will be noted on the academic record by the course status LWD (Late Withdrawal). This course status will have no effect on the GPA or other elements of the academic record.

Students who have fallen behind with assignments or are not at all prepared to write exams in one or more of courses will be expected to make use of this remedy, and should contact the Professional & International Programs Office immediately.

Students seeking to avail themselves of this remedy will be expected to work with their advisor to analyze what led to their predicament, to discuss what steps they can take to prevent it from happening again, and to learn from their experiences.

Future petitions for Withdrawal, Deferred Exams, or Extensions for Term Work will be considered in light of the fact that the student has previously been granted such an opportunity.

Note that the option for Late Withdrawal is not available if an allegation of academic misconduct is under investigation. If LWD was previously granted in the course, it will be revoked and the percentage grade will stand as the course grade.

Please note: Students who have not achieved final standing (e.g. a final grade or H/P) in at least one course in the Faculty previously must re-apply for admission through the TESOL website if they wish to return in the future. Late Withdrawal (LWD) does not constitute final standing in a course.

TESOL Grading Scale

A student's final marks in each course are reported in percentage form to the Program Director. They are recorded on transcripts and reported to students in both percentage and letter form according to the following table:

Percentage	Grade	Grade Point Value*	Grade Definition	Description
90 – 100 85 – 89 80 - 84	A+ A A-	4.0 4.0 3.7	Excellent	Strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.
77 – 79 73 – 76 70 – 72	B+ B B-	3.3 3.0 2.7	Good	Evidence of grasp of subject matter, some evidence of capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature.
67 – 69 63 – 66 60 – 62	C+ C C-	2.3 2.0 1.7	Adequate	Student who is profiting from his/her university experience; understanding of the subject matter; ability to develop solutions to simple problems in the material.
57 – 59 53 – 56	D+ D	1.3 1.0	Marginal	Some evidence of familiarity with subject matter and some evidence

50 – 52	D-	0.7		that critical and analytic skills have been developed.
0 - 49	F	0.0	Inadequate	Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; with limited or irrelevant use of literature.

Honours H No Value
 Pass P No Value
 Fail FL% 0.0

*The grade point values above apply to marks earned in individual courses; grade point averages are weighted sums of the grade points earned (see below), and thus do not necessarily correspond exactly to the scale above. For example, a B+ average would include grade point averages from 3.20 to 3.49, while the lowest B- average would be 2.50.

Note: In order to “obtain standing” in a course, a student must receive at least a passing grade (50%) in that course. A grade of “F” is a failure. There are no supplemental examination privileges.

Other notations:

AEG - Aegrotat Standing on the basis of term work and medical evidence
 CR/NCR - Credit/No Credit; see above
 EXT or XTR or X - Extra course, not for degree credit; course has no effect on status or grade point average (not for credit in the Certificate Program)
 GWR - Grade withheld pending Review
 IPR - (Course) In Progress
 LWD - Late withdrawal without academic penalty
 NGA - No grade available
 P/FL - Pass/Failure. In cases where the FL grade is used in calculating grade point averages, the symbol “FL %” is used and a grade point value of 0.0 is assigned
 SDF- Standing Deferred granted by petition
 WDR - Late Withdrawal without academic penalty after the relevant deadline. Removal of a grade for incomplete work when withdrawal before the end of the course has been caused by circumstances beyond the student’s control, arising after the last date for course cancellation. Changes to the record will be authorized by petition only in exceptional circumstances.

Grade Point Average

The Grade Point Average is the weighted sum (a full course is weighted as 2, a half-course as 1) of the grade points earned, divided by the number of courses in which grade points were earned. However, courses noted "AEG" are not included in the average, nor are transfer credits, courses taken elsewhere on a Letter of Permission, nor courses designated as "extra".

Three types of grade point averages are used:

1. The Sessional GPA is based on courses taken in a single session (Fall, Winter or Summer);
2. The Annual GPA is based on courses taken in the Fall-Winter Session;
3. The Cumulative GPA takes into account all courses taken for credit in the Certificate Program.

Academic Standing

There are four kinds of academic standing: In Good Standing; On Probation; On Suspension; Refused Further Registration. Academic standing is assessed for the first time at the end of the session in which a student achieves final standing in at least 0.5 credit (excluding Pass/Fail courses) in the Program.

Academic standing is assessed twice a year:

1. At the end of the Winter Session; the GPAs used for this status assessment are the annual and the cumulative GPAs.
2. At the end of the Summer Session; the GPAs used for this status assessment are the sessional and the cumulative GPAs.

In Good Standing

Students are described as In Good Standing if they are neither On Probation, Suspended nor Refused Further Registration; these terms are explained below.

A student graduates "with honours" with a cumulative GPA of 3.20 or more in a certificate program. This designation will appear on the official transcript.

Probation; Suspension; Refused Further Registration

The following regulations on academic status will be applied to certificate students who have attempted at least 1.0 full-course equivalent in the TESOL program or who have been admitted on probation. Courses attempted are those in which a student remains formally enrolled on the last date for withdrawal, unless the academic penalty normally attached to a later withdrawal is removed by petition.

1. A student shall be on academic probation who:
 - (a) has a cumulative GPA of less than 1.50 ;

- (b) returns from suspension.
- 2. A student, who at the end of the Fall/Winter or Summer Session during which he or she is on probation:
 - (a) has a cumulative GPA of 1.50 or more shall be in good standing;
 - (b) has a cumulative GPA of less than 1.50 but an annual GPA of 1.70 or more (Fall/Winter Session)/sessional GPA of 1.70 or more (Summer Session) shall continue on probation;
 - (c) has a cumulative GPA of less than 1.50 and an annual GPA of less than 1.70 (Fall/Winter Session)/sessional GPA of less than 1.70 (Summer Session) shall be suspended for one calendar year unless he or she has been so suspended previously, in which case he or she shall be suspended for three years.
- 3. A student who, having been suspended for three years, is again liable for suspension shall be refused further registration in the Program.
- 4. A student who fails the same required course twice shall be refused further registration in the program.

Review Procedures for Grading Regulations

The Professional & International Programs Examiners Committee administers the Grading Regulations, including methods of evaluation. It also reviews course grades submitted by instructors. The College, through the Examiners Committee, has final responsibility for assigning the official course grades which are communicated to the students by the Director of the Professional & International Programs. See section on The University Grading Practices Policy in this publication.

The College shall appoint a review committee to review grades submitted by the instructors. The Committee may ask for clarification by the instructor(s) of any anomalous results, distribution, or disparity between sections of the same courses. The Examiners Committee has the right to monitor and review marks and, in consultation with the examiner or instructor of the course, to adjust marks where there is an obvious and unexplained discrepancy between the marks submitted and the perceived standards of the Program. Final marks are official and may be communicated to the student only after the review procedure has taken place. Grades, as an expression of the instructor's best judgment of each student's overall performance, will not be determined by any system of quotas.

Appeals and Petitions

Students are responsible for observing sessional dates, course prerequisites, and exclusions, satisfying program requirements and following the rules and regulations in the Calendar, Registration Instructions and the Timetable; failure to observe them may result in academic and/or financial penalties. Students should always consult with an Academic Advisor for guidance if anything happens that

interferes with continuing or completing their courses, or that appears to be contrary to rules, regulations and deadlines.

Departmental Appeals

Academic appeals concern issues arising within a course that relate to the pedagogical relationship of the instructor and the student, such as the organization of a course, grading practices, or conduct of instructors. These fall within the authority of the department or college sponsoring the course and are not the subject of petitions. Students are encouraged to discuss any issues regarding the academic aspects of a course first with the instructor. It is recommended that such discussions should be documented in writing where appropriate. The successive stages of appeal after the course instructor must be documented in writing. These successive stages are: the course instructor, the Director of Professional & International Programs and finally, the Principal of Woodsworth College. An appeal must have been reviewed at the departmental level before being referred to the Principal's Office; appeals to the Department and Principal's Office must be in writing.

Petitions

The Professional & International Programs Office considers petitions to have regulations waived or varied, if a student presents compelling reasons; however, students must convince the Professional & International Programs Office that they have acted responsibly and with good judgment in observing the University regulations. Petitions concern issues relating to degree requirements, academic regulations, examinations, and administrative rules. These may be petitioned to the Professional & International Program Office, provided this is done prior to the specified deadlines. The Program Office recognizes that an exception may be required in the face of unpredictable, exceptional circumstances. Students are requested to present their entire case from the outset so their circumstances may be reviewed adequately for an equitable decision. The Petitions Committee routinely denies petitions that in its view do not present a valid reason for an exception to the regulations. Students are encouraged to seek advice on all such matters from an academic advisor.

Petitions must (1) state the student's request; (2) the reasons for the request in a clear and concise manner; and, (3) be accompanied by relevant supporting documentation. The petition is considered in confidence by the Petitions Committee, which is charged with interpreting and administering the regulations of Certificate programs. The Committee has the authority to grant exceptions and to attach conditions to its decisions.

It is the responsibility of the student to provide an accurate address to which a petition decision may be sent. Non-receipt of a decision due to postal error or incorrect address is not grounds for reconsideration.

Deadlines to File Petitions

- Term work: The last day of the examination period.
- Examinations: Within one week of the end of the examination period.
(end of the first week of classes in January for the December examination period)
- Withdrawal: Fall/Winter Session courses: the following 15 November.
Summer Session courses: the following 28/29 February.

All supporting documentation must be submitted within three weeks of the date of initiating the petition. Late petitions and petitions with late documentation will not be considered.

Documentation in Support of Petitions

The Professional & International Programs Office seeks documentation that provides pertinent evidence for decisions determining whether or not an exception should be made to regulations that are designed to ensure equitable treatment for all students. Acceptable forms of documentation are of two types:

1) Medical:

- The **only** medical documentation acceptable at the University of Toronto is the University's Verification of Illness or Injury Form (original document only, no faxed or scanned copies will be accepted), which may **only** be completed by Physicians/Surgeons, Nurse Practitioners, Dentists or Clinical Psychologists www.illnessverification.utoronto.ca/

2) Non-Medical:

- Accessibility Services Letter (required for accessibility-related petitions)
- In some situations, other non-medical supporting documentation may be relevant. Guidelines and a form that may be useful to those providing such documentation can be found at the following link:
www.artsci.utoronto.ca/current/petitions/pdfs/supplemental_petition_documentation.pdf

Medical Documentation

If illness is being presented as the reason for the request for an exception or an accommodation, the claim of illness itself is not necessarily sufficient grounds to guarantee approval of the request. All cases are examined in their entirety before a decision is made: an illness or injury's duration and resulting incapacitation are taken into account along with other relevant factors in the context of the course at issue. The University of Toronto Verification of Illness or Injury Form must be

submitted in support of a request for an exemption from University regulations, if illness is being used as the reason for the request. Note that the physician's report must establish that the patient was examined and diagnosed at the time of illness, not after the fact. The Professional & International Programs Office will not accept a statement that merely confirms a later report of illness made by the student to a physician. The certificate is available on the TESOL website (<http://tesol.wdw.utoronto.ca/>), in the Current Students section, under the "Documents, Policies and Forms" heading.

Petitions Regarding Term Work

Matters concerning term work normally fall within the authority of the instructor. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified.

Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents reasons of illness, etc. with appropriate documentation.

Extensions beyond the last day of the examination period interfere with the Professional & International Programs schedule for the submission of final grades and must therefore be approved by petition. These petitions for an extension of time for term work must be initiated by the last day of the relevant examination period. Late requests will not be accepted. Students must file the petition after consultation with the instructor regarding a suitable extension date. The Petitions Committee consults the instructor/department concerned for information about the status of the course work, and the steps, if any, that must be taken to complete the course. Students seeking an extension of time for term work are expected to have been in contact with their instructor before the initial deadline and must continue working on the outstanding assignments while they await a decision. They will not be granted additional time after the petition decision has been issued.

Appeals Against Petition Decisions

If a request is twice denied by the Woodsworth College Petitions Committee, the decision may be appealed to the Woodsworth College Appeals Board within six months of the date of the decision being denied and to the Office of the Principal of Woodsworth College within ninety days of the decision being appealed. Particulars of this procedure may be obtained from the Professional & International Programs Office.

Reassessment of Marks

Note that regulations below only concern certificate courses administered by the Professional & International Programs Office.

Recheck of Course Mark

If a student believes that there has been an arithmetical error in calculating the course mark, he/she may request a "recheck." This can be done with or without purchasing a photocopy of the final examination. The student must fill out a "Request for Recheck of Course Mark" form, which is available at the Professional & International Programs Office. The student must indicate precisely where he/she thinks the error has occurred. The Department concerned will check that all answers have been marked and that the marks have been added correctly; the examination will not be reread. The Department will also check that all term work marks have been correctly calculated. There is no charge for this procedure. The completed form must be submitted to the Professional & International Programs Office within six months of the final examination period. A reread or recheck may result in a raised mark, a lowered mark, or no change.

Student Records

Maintaining a Valid Mailing Address

Students are responsible for ensuring that they provide a valid mailing address to ensure that they receive important program documents from the TESOL office. The mailing address must be kept up-to-date on ACORN at www.acorn.utoronto.ca.

E-mail Address

As a student at the University of Toronto, you have automatic access to the Information Commons, which is your passport to e-mail, the library and the Internet. Once you have your TCard, you must activate your University of Toronto e-mail account. Setting up a UTMail+ account is mandatory; see "University Policy on Official Correspondence with Students" at: <http://www.governingcouncil.utoronto.ca/policies.htm>.

TESOL program students are required to obtain a UTOR email address and maintain their account. There is no guarantee that messages sent to instructors or program staff by students from non-UTOR e-mail addresses will be received or answered. Failure to use your UTOR address can result in the following kinds of problems:

- Missing a message informing that you were placed in a course you were waitlisted and now fees have been charged and you have missed classes;
- No access to the course website;

- Missing an announcement that a class was cancelled;
- Missing important information about your practicum placement that required an immediate response.

T-Card

The T-Card is a wallet-sized card bearing the student's photograph, and serves as evidence of registration in a Certificate program and as a library card. It is used for identification purposes within the University, such as examinations, student activities, and Athletic Association privileges. The loss of the T-Card must be reported promptly to the Woodsworth College Registrar's Office and the card must be surrendered if a student withdraws from the University or transfers to another College or Program. There is a fee for replacement of all lost cards. For more information on T-Card issuance and services, visit <http://sites.utoronto.ca/tcard/>

Statement of Results

The TESOL Program office does not mail Statements of Results to students in good standing. Students are able to check their course results, grade point averages, and academic status by accessing their academic record online through ACORN. Final course results will be available for viewing on ACORN as soon as possible after they are received and posted by the Professional & International Programs Office or the Office of the Faculty Registrar. Note that academic status is only assessed in May (for the Fall/Winter session) and in August (for the Summer session).

Students not in good standing (i.e. on probation, or suspended, or refused further registration) will receive notification by email to their UTMail+ account and in writing by surface mail to their mailing address listed on ACORN.

Transcripts

The transcript of a student's record reports their complete registration history at the University including courses in progress and the standing in all courses attempted along with course average, information about the student's academic status including records of suspension and refusal of further registration, current academic sanctions, and completion of degree requirements and of subject POSt(s).

Marks are posted and a sessional GPA is calculated at the end of each session. An annual GPA is calculated only at the end of the Winter session and includes only the results earned in the Fall and Winter sessions. Academic standing is assessed at the end of the Fall/Winter session and at the end of the Summer session.

Copies of the transcript are issued at the student's request. The University of Toronto issues consolidated transcripts, including a student's total academic record at the University. However, graduate students (who were previously enrolled at the University of Toronto as an undergraduate) may request that only the graduate portion of their record be issued. Students may request their transcript online at www.acorn.utoronto.ca.

Further information can be obtained at www.transcripts.utoronto.ca. A fee of \$12.00 (subject to change), which includes HST is charged for each transcript. Cheques and money orders should be made payable to the University of Toronto.

The University of Toronto cannot be responsible for transcripts lost or delayed in the mail. Transcripts are not issued for students who have outstanding financial obligations with the University.

Financial Assistance and Awards

The Registrar's Office at Woodsworth College is responsible for financial assistance for all Woodsworth College students. Students should visit www.wdw.utoronto.ca for information and application forms (click on "Current Students" then "Financial Matters").

Woodsworth College Grants

The College awards Grants (non-repayable) to both part-time and full-time students in the Certificate program on the basis of financial need.

APUS Bursaries

The Association of Part-time Undergraduate Students grants a number of bursaries to part-time undergraduate students (Fall, Winter and Summer Sessions). The bursaries are awarded primarily on the basis of financial need. Applicants must have completed at least one course and obtained satisfactory academic standing. For further information call the APUS office at 416-978-3993 or visit www.apus.ca.

Eileen Allen TESL Toronto Bursary

The Eileen Allen Bursary is made possible by the generous donation of TESL Toronto in memory of Eileen Allen, former member of the Association. Bursaries from this fund are awarded to students in the Certificate in Teaching English to Speakers of Other Languages who demonstrate financial need. Application forms are available from www.wdw.utoronto.ca.

In–Course Scholarships

There are a number of awards which are presented to students in specific programs on the basis of academic achievement. The following may be of interest to students in the Certificate Program.

Andrew Duart Mullin Scholarship

This is awarded to a student in the Certificate in Teaching English to Speakers of Other Languages who has shown the greatest promise upon completion of at least two full-courses in the program (excluding transfer credits). This award, valued at \$250, was established by Norma Bliss in memory of Andrew Duart Mullin, who graduated from the Program in 1989, and whose fine intellectual and personal qualities would have made him an outstanding teacher. The recipient is honoured at the Annual Scholarship Dinner.

Marija Hutchinson Scholastic Awards

There are three such awards for which Certificate Program students may apply. Applicants must have completed at least four full-courses in the program with a cumulative Grade Point Average of at least 3.0. For further information, contact the Association of Part-time Undergraduate Students (APUS) at 416-978-3993 or visit www.apus.utoronto.ca.

Graduation Scholarships

Teresa Rose Stephens Prize in Teaching English as a Second Language

Awarded in the amount of \$150 to an outstanding graduating student in the Certificate in Teaching English to Speakers of Other Languages. Established by Antonia Silcox in memory of her mother, Teresa Rose Stephens.

The Carlos Yorio Memorial Scholarship

Awarded in the amount of \$200 to the outstanding graduating student in the Certificate in Teaching English to Speakers of Other Languages. The Scholarship is named in honour of Carlos Yorio, who was the first Academic Coordinator of the program and a well-known and respected specialist in second language acquisition.

Student Support and Services

Services offered at Woodsworth College

Woodsworth College provides academic services to assist students in their courses. The Academic Writing Centre, Academic Skills Workshops and the Computer Laboratory are offered free of charge to Woodsworth College students.

Academic Counselling

Students who have questions or difficulties relating to their TESOL program are encouraged to telephone, e-mail or meet with a Program Advisor for advice. Students enrolled in the Teaching English to Speakers of Other Languages program can obtain assistance from the TESOL program office at Woodsworth College, 3rd floor, by calling 416-978-8713 or emailing tesol@utoronto.ca.

Financial Aid Counselling

Financial Aid Counselling is available through the Woodsworth College Registrar's office. Matters such as Scholarships, Bursaries, Budgeting, OSAP and more can be discussed with the Financial Aid Advisor. For information visit the Woodsworth College website at: www.wdw.utoronto.ca or call 416-978-4444.

Academic Skills Workshops

Academic skills workshops are offered at various times on weekdays and Saturdays throughout the Fall and Winter sessions in the Writing Plus series. These workshops are designed to help you acquire and polish the skills you need to make your university experience a successful one. They can help you get the most out of your lectures and course readings, strengthen your writing skills, improve your performance on tests and examinations, and develop skills which will transfer to the marketplace. The Writing Plus workshops are conducted by instructors from Woodsworth's Academic Writing Centre, their colleagues from the other St. George Campus College Writing Centres, the University Library, and Counseling and Learning Skills Services. For detailed information on workshop topics, dates, times, and locations, see the Writing Plus web page at www.writing.utoronto.ca/writing-plus.

The Academic Writing Centre

The Academic Writing Centre, located in Room 214 in the new wing of the College, offers one-on-one help with all aspects of academic writing. You can come in at any stage of the writing process, from the starting point through to the final draft, and you can bring the same paper in for several appointments if necessary. In a 45-minute session an experienced tutor will read your work-in-progress and help you understand the topic, develop an effective thesis, organize

a strong argument, document your sources correctly, and improve your grammar, sentence structure, and punctuation. Tutors can also work with you on time management, lecture-listening and note-taking, studying and test-taking strategies, or any other academic skills that you want to improve. To book an appointment, you must login to the Academic Writing Centre's online booking system, using your utorID, at wdw.utoronto.ca/index.php/current_students/academic_writing_centre/ If no appointments are available, you can try for a drop-in anytime the Centre is open.

The Computer Laboratory

The joint Woodworth/Commerce computer facility has a computerized reservation system. The lab is equipped with 13 PCs (Windows). Current versions of MS Office (which includes Word, Excel and PowerPoint) and the latest versions of Firefox, Chrome and Internet Explorer are available on each computer. The computer lab is also equipped with a scanner and graphic program for student use. The Lab is located in Room WW116. Please refer to the Woodsworth College Website for details about hours of operation and to confirm when lab administrators are available.

Information Commons

The Computer Access Facility (CAF) is located on the first floor of Robarts Library and is available during regular Robarts Library hours. You will need your UTORid to access the workstations. There are 2 computers that do not require a UTORid login adjacent to the Infostation computers that provide access to the UTL Catalogue and to ROSI/ACORN.

Other On-campus Student Services

The University of Toronto offers students a wide variety of academic, athletic, housing and health services. A directory of these services can be found in a number of student and University publications including www.studentlife.utoront.ca and www.future.utoronto.ca. Please take note of the following student services.

Student Services and Support

Studying at the University of Toronto is challenging, which is why we offer a range of services and support. Find out about writing centres, accessibility support, career advising, and much more.

Discover student services and supportive resources below.

A-Z List of Links for Students

<http://www.future.utoronto.ca/newly-admitted-students/a-z-list-links-students>

Categorized List of Links for Students:

<http://www.future.utoronto.ca/newly-admitted-students/categorized-list-links->

Aboriginal Student Services & Programs

First Nations House provides culturally-relevant services to Aboriginal students that support and unite academic success with personal growth and leadership development. We offer learning opportunities for all students to engage with Aboriginal communities, within the University of Toronto and beyond.

<http://www.studentlife.utoronto.ca/fnh>

Academic Success Centre

A team of dedicated professionals from diverse academic backgrounds can help you develop the skills, strategies and competencies that you need to succeed.

Open to students from all faculties and disciplines (undergraduate or graduate).

<http://www.studentlife.utoronto.ca/asc>

Accessibility Services

Find out about academic accommodations, adaptive technology and other disability-related supports and services. www.studentlife.utoronto.ca/as

Anti-Racism & Cultural Diversity Office

The Anti-Racism & Cultural Diversity Office serves faculty, staff and students in various ways to help facilitate a supportive environment within which to live, learn and work. www.antiracism.utoronto.ca

Career Centre

Explore career possibilities, learn about the latest job-search strategies, or build on your professional skills through the Career Centre.

www.studentlife.utoronto.ca/cc

Centre for International Experience

The Centre for International Experience serves international students coming to U of T and domestic students looking to go abroad.

<http://www.studentlife.utoronto.ca/cie>

Family Care Office

The Family Care Office provides confidential guidance, resources, referrals, educational programming and advocacy for the University of Toronto community and their families. <http://www.familycare.utoronto.ca/>

Health & Wellness

The Health & Wellness Centre offers University of Toronto students a wide range of services to help support them in achieving their personal and academic best. www.studentlife.utoronto.ca/hwc

Sexual & Gender Diversity Office

Innovative education, programming, resources and advocacy on sexual and gender diversity for students, staff and faculty across the University's three campuses. sgdo.utoronto.ca/

Safety & Support

The University of Toronto strives to maintain an environment free from discrimination and harassment, and a safe space for students. You'll find many activities, programs and supports at the University that can help you -- whether you feel uncomfortable walking alone at night and would like a Walksafer escort, are interested in a self-defence course, need personal counselling or require crisis support.

Safety Programs and Services

Find out which programs and services are available to help you stay safe on campus – from our Walksafer escort and self-defence programs to personal and assault counselling services.

safety.utoronto.ca

www.communitysafety.utoronto.ca

U of T St. George WalkSmart: 416-978-SAFE (7233)

Sexual Assault Help

Learn about on-campus and community resources available if you need help related to sexual assault, domestic violence, or another personal safety concern. Find out how to reach campus police, treatment centres and other crisis services.

safety.utoronto.ca

Athletics and Recreation

Athletic Facilities

University of Toronto's St. George campus offers a 5,000-seat outdoor stadium and turf field at the Varsity Centre; a 2,000-seat field house, a state-of-the-art strength and conditioning centre, and a sport medicine clinic at the new Goldring Centre for High Performance Sport; a 50-metre Olympic pool, squash and tennis courts, a gymnastics gym, basketball courts and more at The Athletic Centre; as well as multi-level fitness facilities at Hart House.

Varsity Centre: kpe.utoronto.ca/facility/varsity-centre

Goldring Centre: kpe.utoronto.ca/facility/goldring-centre-high-performance-sport

Athletic Centre: kpe.utoronto.ca/facility/athletic-centre

Hart House: www.harthouse.ca

Intramurals

Have fun, make friends and keep active by joining an intramural sports program. From soccer, hockey and basketball, to ultimate frisbee and water polo, you have lots of options to choose from. www.uoftintramurals.ca/

Varsity Sports

The University of Toronto Varsity Blues teams have won every major Canadian university sporting championship over the past 100 years. We run one of the largest and most successful university sports programs in North America. Our 44 teams compete in 26 sports, including rowing, swimming, football, soccer, baseball, rugby, wrestling and more. Olympic and national-team athletes are among our coaches and competitors, and over 900 student athletes represent U of T here and internationally. www.varsityblues.ca

Creative Arts

Explore your creative side with U of T's vibrant artistic community. You can join an arts group, take a creative workshop or sign up for a class on creative writing, music or film. Find out about upcoming events and artistic opportunities through U of T's main arts hub, ArtsZone. www.arts.utoronto.ca

Student Unions and Associations

Woodsworth College Students' Association (WCSA)

Every student studying at Woodsworth is a member of WCSA. WCSA provides a program of extracurricular, academic, cultural, sporting, and social activities, and contributes to a number of College functions such as Orientation and the Graduation and Scholarship Dinners. The Association is administered by a student Board of Directors elected in the spring of each year. You are encouraged to get involved and attend the open monthly meetings. Call 416-946-3333 for more information, or drop in at the WCSA office in Room 103 of the College, or visit <http://mywcsa.com/wdw>.

University of Toronto Students' Union (UTSU)

The University of Toronto Students' Union represents all 47,000 full-time undergraduate and professional faculty students at UofT's St. George and Mississauga campuses. We work to build community on campus and ensure you

have the best possible student experience while you are here. Visit:

<http://utsu.ca>

The Association of Part-Time Undergraduate Students (APUS)

All part-time undergraduate students at the University of Toronto are members of APUS. The role of the Association is to ensure its members have access to the full range of services, programs and resources within the University in order to improve the quality of the part-time undergraduate educational experience. This is achieved by representing part-time students throughout the decision-making process of the university, and of governments, as well as by acting as a voice for the concerns of its members. APUS also offers a number of scholarships and bursaries to part-time students throughout the year, and services such as final exams and photocopying. The APUS office, in Room 1089 of Sidney Smith Hall, is open days and evenings during the summer and winter sessions. Telephone: 416-978-3993, website: www.apus.utoronto.ca, email: info.apus@utoronto.ca.

Professional Organizations

TESL Ontario

Established in 1972, TESL Ontario is a non-profit organization serving the needs of teachers of English as a Second Language (ESL) and English Literacy Development (ELD). In its commitment to professional development and advocacy, TESL Ontario addresses the range of competencies, experiences, and issues that influence the success of immigrants, refugees, visa students, and others who are learning English.

Membership to TESL Ontario automatically includes membership to TESL Canada and your Local TESL Affiliate at no additional cost. Payment of an annual membership fee entitles individuals to reduced fees at mini-conferences, at the annual fall conference for those involved in ESL in the province, a subscription to "Contact" (the Association's quarterly newsletter), a subscription to the "TESL Canada Journal," and more.

Please note that students should contact TESL Ontario directly for information on certification (also available on their website, listed below). In particular, please note that TESL Ontario may require evidence that students meet language proficiency and university education requirements. In addition, students will need to provide documentation of their practical assignments.

For additional information please contact:

The TESL Association of Ontario
27 Carlton Street, Suite 405

Toronto, Ontario M5B 1L2
Phone: 416-593-4243 or 1-800-327-4827
Website: www.teslontario.net

TESL Canada

TESL Canada is a national organization dedicated to advancing communication and coordinating awareness of issues for those concerned with English as a Second Language and English skills development. The organization promotes advocacy for ESL learners, unifies teachers and learners by providing a forum and network capabilities, supports the sharing of knowledge and experiences across Canada, and represents diverse needs and interests in TESL nationally and internationally.

For membership and additional information contact:

TESL Canada Federation
408-4370 Dominion Street
Burnaby, British Columbia V5G 4L7
Phone: 604-298-0312
Website: www.tesl.ca

Teachers of English to Speakers of Other Languages (TESOL)

TESOL is a global association for English language teaching professionals encompassing a network of over 60,000 educators worldwide. Its mission is to ensure excellence in English language teaching to speakers of other languages. Representing a multifaceted academic discipline and profession, TESOL offers members serial publications, books, and electronic resources on current issues, ideas, and opportunities in the field of English language teaching. TESOL also conducts a variety of workshops and symposia, including an annual convention, regarded as the foremost professional development opportunity for English language educators worldwide. For more information contact TESOL at 700 S. Washington St. Suite 200, Alexandria, VA 22314, telephone: 703-836-0774, e-mail: info@tesol.org or website: www.tesol.org.

Directory

Administrative Staff for TESOL Program

TESOL Program Enquiry: 416-978-8713

Woodsworth College Registrar's Office: 416-978-4444

Director: Sarah Witol

Academic Coordinator: Carolyn L. Coté

Graduating Advisor: Wendy Shern

Woodsworth College Administrative Staff

Principal: Joseph R. Desloges

Vice-Principal: Brock MacDonald

CAO: Roger Bulgin

Director, Academic Writing Centre: Brock MacDonald

Dean of Students: Liza Nassim

Registrar: Cheryl Shook

Executive Director, Advancement, Alumni & Communications: Barbara Track

General Officials of the University

A list of officials of the University of Toronto can be found at:

www.governingcouncil.utoronto.ca