

Handbook for Graduate Students in TESL and Applied Linguistics Programs

Section A	M.A. in Applied Linguistics and Teaching English as a Second Language (MA-AL/TESL)
Section B	Ph.D. in Applied Linguistics (PhD in AL)
Section C	Teaching English as a Second Language Certificate (TESL Certificate)

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ENG 618 – Discourse Analysis ENG 628 – Recent Grammars
ENG 648 – Psycholinguistics
ENG 658 – Second Language Acquisition
ENG 678 – Topics in ESL (variable emphases)
ENG 70X – PhD-

to provide the syllabus, reading list, projects, and exams that you have completed.

In general, the TESL Practicum (ENG 688) is not waived. Any requests for a waiver of Practicum credits hours must be made in writing to the advisor, who will, in turn, consult with the Applied Linguistics Area Committee for a decision.

If any required course is waived, an elective course must be substituted.

A9. Should MA-AL/TESL students have a background in a second language?

It is very helpful for a person in the field of TESL to have second language learning experience. The program assumes that TESL students have had a relevant second language learning experience, but we do not test this knowledge base.

A10. Can I take a foreign language course as an elective?

A course offered by NAU's Department of Global Languages and Cultures can only be taken as an elective if the course (a) is at the 400 level or above and (b) centers on issues related to language teaching and/or language learning. Approval by an MA-AL/TESL advisor is required. No more than one Global Languages and Cultures course at the 400 level or above (3 credit hours) can be allowed toward the MA-AL/TESL degree.

A11. Are independent studies available in the MA-AL/TESL program?

Yes, but only under special circumstances. Students interested in a particular topic, which cannot be explored in regular course offerings, can pursue an independent study with appropriate faculty supervision. In order to do an independent study course, students must first locate a faculty sponsor and then fill out the Request for Independent Study (ENG 697), available in the English Department Office. The form requires a description of the project to be done and a preliminary reading list.

Note that this request must be approved prior to the semester in which a student wishes to begin the independent study so that the Registrar's Office can assign a sequence number to the course. Thus, advance planning is essential.

A12. What is the usual course load?

Graduate students who are not teaching assistants may take 12 hours of course work per semester, but students are generally encouraged to take 10-12 hours per semester.

A16. What happens if I do not pass the M.A. Writing Requirement?

Students who do not pass the M.A. Writing Requirement should meet with their advisor to consider various options for improving their writing abilities.

A17. When is the M.A. Comprehensive Exam given and what does it entail?

The M.A. Comprehensive Exam is a four-hour and 15-minute written examination that is given twice each year. This examination is a 'closed-book' exam. Students may not use any reference materials while answering questions. Students may write the examination by hand or using a

Copies of past exams and scoring criteria are available on the English Department website, in the MA-AL/TESL program's General Information section. Consulting past exams is a good strategy for preparing for the exam.

A18. What is the best way to study for the Comprehensive Exam?

Students may want to form study groups with others who will take the exam. In any case, they should remember that the exam is, as the name implies, a comprehensive test of their ability to (a) synthesize and apply knowledge from core courses and (b) provide specific citations of related research, so they need to begin studying well in advance of the exam date. It may be helpful to outline course materials while still enrolled in the relevant courses.

the relevant deadlines. Students should also realize that it may be difficult to contact instructors who are no longer at NAU, so it is best to avoid accruing incomplete grades.

A25. May I transfer credits taken at other universities?

See NAU conditions governing transfer credit at

you miss two or more semesters, you must reapply for admission to the Graduate College. If you are readmitted, you will be admitted under the admissions policies which govern graduate admission in the English Department at the time of your reapplication.

<p style="text-align: center;">Section B Ph.D. in Applied Linguistics at NAU</p>
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The Ph.D. program in applied linguistics is an advanced degree program designed to prepare

Note: Seminars taken to meet requirement #2 (three courses in quantitative research methods)

programs of study. Students may pursue a diverse range of issues, including:

- computer-assisted language learning (CALL)
- corpus linguistics
- grammar and discourse
- language testing and program evaluation
- language variation
- pragmatics
- psycholinguistics
- register analysis
- research methodology
- second language acquisition
- second language skill development
- second language teaching and learning
- speech perception and production
- teacher training

B3. How do I plan my program?

The paper will be evaluated by members of the Applied Linguistics faculty to determine whether

A current copy of your CV should be submitted with the petition.

B8. How long do I have to complete the Ph.D. Screening Process?

You must comple

3. The Department of Global Languages and Cultures will make a professional judgment

computer program developed by the student. The computer program code should also be submitted together with the research paper documenting the methods and findings. Generally, the Applied Linguistics faculty member teaching the programming course will certify that the level of competence demonstrated by coursework and the research project satisfies this requirement.

B11. How long do I have to choose a doctoral committee?

extended responses. Three weeks will be allowed for the completion of the qualifying examination questions. Copies of the exam papers should be submitted to all committee members.

After completing the written exam, the student has two additional weeks to submit the final revised draft of the dissertation proposal, incorporating advice from committee members as well as whatever was learned from completing the qualifying exam. Up to two weeks after submitting the final proposal, the full committee will meet for the final proposal defense.

B15. What should be included in a dissertation proposal?

The dissertation proposal is a document that sets out the general aim, scope, rationale, and methodology which the student expects to use in the dissertation. The dissertation proposal is very similar in scope and purpose to a grant proposal. The proposal length and format should be determined in consultation with your committee chair.

The proposal should set out the background and importance of the study, the research questions, specific analytical goals, and anticipated contributions. It will present a literature review, including only the most relevant publications and showing how the proposed research project will fill existing gaps. It should present a fairly detailed work plan, including overall design, data collection, methods of analysis, and timeline with identification of specific tasks. (The proposal should also include permission to use human subjects if applicable. Note that students should have the appropriate permission of the IRB in hand before data collection begins.)

B16. How are the Dissertation Proposal and Qualifying Examinations evaluated?

A student's successful completion of the qualifying process will depend on the student's performance on both the written and oral aspects of the exams. At the oral exam, the student will present the proposed dissertation project and address any issues relating to either the written exam papers or the dissertation proposal. If the committee feels that a student should revise research goals, take additional coursework, or undertake additional pilot research, the requisite recommendations will be made.

B17. When do students advance to Ph.D. candidacy?

As soon as students have satisfied the Ph.D. language requirement, completed all the courses required for their doctoral program, and successfully completed the qualifying process, they will advance to doctoral candidacy. Students must formally apply for admission to candidacy; forms are available from the Graduate College.

B18. When should I sign up for dissertation units?

You may register for dissertation units (ENG 799) any time during or after the semester in which you complete the Ph.D. Qualifying Process. (Prior to that, you may sign up for Independent Study, ENG 697, or Graduate Research, ENG 685.) You may register for 1–12 dissertation units

in any one semester; the number of units for which you register in any one semester will be determined by you and your dissertation chair, who together should estimate the amount of time required. Fifteen semester units of dissertation credit are required as part of the Ph.D. program.

Note: after you register for 799 credits once, you must continue to register for at least one dissertation unit in every subsequent semester until you graduate.

B19. How long do I have to complete the Ph.D.?

See conditions governing time to degree in the NAU Graduate Catalog. Your final dissertation defense must occur within four years of passing the Qualifying Examination process.

B20. How many years of funding support will I receive from the English Department during my PhD program?

Many PhD students receive funding support from the English Department (e.g., a GTA teaching freshman composition or teaching in the PIE, or a research assistantship working on a grant project). However, some PhD students do not receive funding support from the English Department.

Students who enter the program with financial support from the English Department in the form of a teaching/research assistantship can expect four years of funding (contingent upon satisfactory performance in the PhD program and in teaching).

B21. What is the Ph.D. residency requirement?

See the NAU Graduate Catalog. The Ph.D. residency requirement is an academic requirement, related to your residence on campus for degree purposes. It is thus different from the Arizona residency requirement, which is a legal requirement related to determining the persons who qualify as state residents for the purpose of paying in- or out-of-state tuition.

The Ph.D. residency requirement is intended to provide time to concentrate on advanced study, participate in seminars, and interact with faculty members. Residency for the Ph.D. degree is defined as carrying a minimum load of 9 semester hours during two consecutive semesters. Note that you can meet the Ph.D. residency requirement only after you have been admitted to the degree program with regular (non-provisional) status; for applied linguistics students, this means that Ph.D. residency requirements can be fulfilled only after the Ph.D. Screening Process has been completed.

B22. Can I teach elsewhere while I am completing the dissertation?

Yes, so long as you have fulfilled the Ph.D. residency requirement at NAU and register for dissertation units.

B23. Can Ph.D. coursework be taken during the summer?

No. Most doctoral courses and seminars are offered only during the academic year.

B24. It is possible to enroll in an independent study with a faculty member in lieu of a regularly offered course?

Students who have screened in are eligible to pursue an independent study with appropriate faculty supervision. Students must first locate a faculty sponsor and then fill out the Request for Independent Study (ENG 697), available in the English Department Office. If anyone wants to start an independent study before the screening-in decision, he/she must submit a petition to the Applied Linguistics faculty for approval.

<p style="text-align: center;">Section C Teaching English as a Second Language (TESL) Graduate Certificate at NAU</p>

The TESL Certificate provides foundational coursework and a coherent educational experience for people wishing to teach in a range of settings with ESL or EFL students. The 18 credit hours earned for the TESL Certificate can be applied toward an MA-AL/TESL degree. Certificate students wishing to enroll in the MA-AL/TESL program must, however, submit an application for the MA program.

For further information on the TESL Certificate, please visit the English Department website.

Section D
Other Information of Potential Interest to TESL and Applied Linguistics Students

English composition skills. The Center can also provide tutors with specific preparation in TESL to assist second language students. Their website address is:

<https://nau.edu/english/resources/university-writing-commons/>

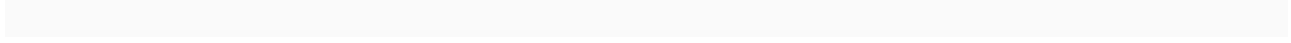
Of course, it goes without saying that you should visit your professors during their office hours (typically noted on their course syllabi and posted on their office doors) to seek assistance as well.

D2. Can I be asked to leave the TESL Certificate, MA-AL/TESL, or Ph.D. programs?

Yes. If your academic advisor thinks that you are not making adequate academic progress, you will be asked to withdraw from your degree program. The Graduate College (and, if you are an international student, the Center for International Education) will be notified that your status as a degree-seeking student will be terminated.

Academic Style Manuals for Graduate Course

Brown Bag events (during which faculty members and guest speakers showcase their research and/or experiences)
Journal Club (during which graduate students present and discuss



The MA-AL/TESL degree by itself does not constitute teacher certification. However, if students complete the M.A. in AL/

and/or adult education coordinator in the Flagstaff Unified School District to find out about opportunities available. The Literacy Center (TLC), mentioned below, uses volunteers to teach adult ESL classes.

D18. Are there programs where I can volunteer to get experience in tutoring or teaching ESL students?

Yes. Volunteer experience with ESL students is available both on campus and off. Volunteer tutors are sometimes needed in the Writing Center (Student Union 254, talk to the Coordinator of the Writing Center to determine current possibilities) and the Program in Intensive English (South Beaver School, talk to the PIE Director). Some off-campus programs (like Literacy Volunteers of Coconino County/The Literacy Center) may need volunteers; you need to contact the director or coordinator of the program in which you would like to volunteer to find out about opportunities. The TESL Practicum (ENG 688), required of MA-AL/TESL students, offers tutoring and teaching opportunities in many of these venues.

NAU Student Services

The Park

Post Office

D26. What postal services are available on campus?

The NAU Post Office, located under the Bookstore, offers a full range of national and international postal services. The Postal Services website is: <https://in.nau.edu/postal-services/>

International Student Concerns

D27. Is there a campus office to provide assistance to international students?

Yes. The Center for International Education (CIE) located in Blome building, can assist international students with visa concerns and other questions that affect their academic well-being on campus.

The International Student Club also provides an active network for social and academic support for NAU's international students and their families. The CIE website is: <https://nau.edu/cie/>

Child Care

D28. Is child care available on campus?

At present, there is no child care available on campus. However, you can contact the Office of Student Life to get referrals to child care programs in the Flagstaff community. Students with children can apply for a child care voucher, to be used towards a referred child care center in town.

Recreation

D29. What kinds of recreational facilities are available on campus, and how can I use them?

NAU offers many recreational opportunities for students. Facilities include an Olympic-size pool at the Wall Aquatic Center (located at the north end of campus) and a Recreation Center (located in the Health and Learning Center) with courts for racquetball, squash, and basketball and various exercise classes. NAU's Recreation Center also rents equipment for skiing and camping.

You can use these facilities by showing your ID cards and, in some cases, by paying a small fee. Opportunities to participate in intramural sports are also available. The Recreation Center website is: <https://nau.edu/campusrecreation/recreation-center/>

Veteran's Benefits

D30. Where can I find out about educational benefits available to veterans of the U.S. armed forces?

The Military and Veteran Student Center, Box 6028, can provide information. The Veterans and Military Service website is: <https://nau.edu/veteran-and-military>

Flagstaff Community Information

D31. Where can I get more information about the Flagstaff community?

The Flagstaff Chamber of Commerce, located four blocks north of campus on Beaver and Route 66, can provide a wealth of information about local organizations, cultural groups, religious groups, clubs, and current events in and around Flagstaff.