



ENG 657.01W: TESOL Methods II COURSE SYLLABUS: Spring 2019

Instructor: Dr. Dongmei Cheng (Assistant Professor of Applied Linguistics)

Office Location: Hall of Languages 116

Office Hours: Face/Face: Tuesday 10:00-12:30pm; 2:00-3:00pm or by appointment

Online: Daily (Monday through Friday; emails will be answered within 24 hours on weekdays; video meetings available upon request)

University Email Address: dongmei.cheng@tamuc.edu

COURSE INFORMATION

Required Textbooks:

Brown, H.D., & Abeywickrama, P. (2010). *Language assessment: Principles and classroom practices*. (2nd Ed.). White Plains, NY: Pearson Education. (referred to as B & A in course outline below)

Tomlinson, B. (2nd Ed.). (2011). *Materials development in language teaching*. Cambridge: Cambridge UP. (referred to as T in course outline below)

Additional Text Required:

Publication Manual of the American Psychological Association (6th edition). Those of you who are not familiar with APA style which is required in the discipline of TESOL/applied linguistics, need to purchase a copy of this manual for your synthesis paper. You should obtain this book from booksellers of your choice.

Course Description:

This is the second course in a two-course sequence designed to prepare individuals to become teachers of ESOL. It has two core components: material development and language assessment. The course is designed for MA students who are primarily practitioners. Students will engage in the following activities:

1. Examining fundamental principles guiding successful second language material development and assessment.
2. Selecting, reading, and critically analyzing and assessing second language materials and resources (i.e., textbooks, electronic resources, instructional medium, and computer technology).

Syllabus/schedule subject to change

3. Developing provisional materials for a real or imagined language courses.
4. Preparing and evaluating the materials for a sample lesson as well as teaching a portion of it to a group of students, and
5. Preparing and evaluating test samples for a real or imagined language course.

This course is 3 credit hours (0 lab hours). Prerequisite: TESOL Methods I or instructor approval.

Student Learning Outcomes

1. Students will develop a solid understanding of the core issues in second language material development and assessment through reading critically, discussing, and evaluating existing language teaching materials and assessment tools.
2. Students will have the ability to design their own materials and assessment tools for specific teaching contexts and purposes.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

- Using the learning management system
- Using Microsoft Word (including the track changes and commenting functions under “Review”) and PowerPoint
- Using online presentation programs such as VoiceThread, Screencast-O-Matic and Youtube by following instructions.

Communication: Open Discussion and Message

Please post questions about the course and materials in the **Open Discussion** area so all students can benefit from your question and from answers by me and other students' answers. For individual questions, please send me a **Message** in D2L.

Submitting Papers:

Please place your papers (in Word document format: .doc or .docx) in the **Assignment Submission Folder** specified for each paper. Late assignments (after the cut-off date) will not be graded and will receive a grade of zero. Assignments will not be accepted by e-mail.

Remember that your papers should be submitted using *Microsoft Word* (either PC or Mac). If you are using any other word processor, you must convert your files to MS Word or RTF (rich text format) before submitting them.

You are responsible for submitting a file I can read. If I can't read your first submission, I will alert you and give you the opportunity to correct the problem. After the first time, if you submit work that I cannot read, you will be given a zero on that assignment if the due date has passed.

Weekly Discussions:

You are required to participate in each week's online discussions, post your reply to each discussion topic and respond to your classmates' posts. I expect that students will exhibit courtesy toward others in these online discussions. Courtesy means NOT engaging in online rudeness or refusing to focus on class discussion. Courtesy means engaging in such behaviors such as listening carefully to others, accepting that various points of views can be valid, maintaining a focus on the discussion in hand and treating others as you wish to be treated. Online courtesy requires meeting some different standards than face/face situations: a good guide to Netiquette can be found at: <http://www.albion.com/netiquette/>

Grading Policy:

First and foremost, I want to make it clear that this is not a correspondence course in which you work at your own pace to complete assignments and examinations. This is a paced on-line course in which you will be expected to read and complete assigned work according to given deadlines. Therefore, at the beginning of each week, check all materials and assignments for that week, plan ahead, and ask any questions you might have. Don't log in for the first time in a given week on Sunday afternoon! It is my policy not to accept late work. I will give you what I consider ample time to complete your readings and assignments, so I expect work to be turned in on time. Work that is late will receive zero points. Make it a habit, however, not to wait until 11:59 to turn in an assignment because it takes a few minutes for the online system to log in your assignment. You should turn in your work well ahead of the deadline. If you have any questions about this policy, please contact me.

Assessments:

Each student's performance in the following areas will determine the student's grade for this course:

Discussions/Class Participation (30%): The weekly discussions provide opportunities for you to interact with your classmates to discuss key concepts and terms targeted in the course readings. Your participation in each class is worth 10 points. For online students, you should be engaged throughout the discussion- not simply posting comments and replies at the very end of the discussion. You are also expected to make a minimum number of comments and replies to your classmates' comments for every discussion. The specific requirements are provided in the description for each discussion assignment.

Final e-portfolio (70%): Throughout the semester, you will compile a comprehensive electronic portfolio documenting your accomplishments in this advanced TESOL Methods

course. To ensure the quality of this assignment, the different components of this e-portfolio will be due at different times. You will receive feedback from both the instructor and your colleagues on the different components of your portfolio.

The following are the components of the final e-portfolio and grade distributions:

- Part One: An **introduction** of your targeted student group and the background information of your class. This introduction needs to contain all necessary background information regarding your targeted student group for others to understand your material and assessment design. **(5%)**
- Part Two: A complete set of **self-developed materials** for a specified unit of language instruction and a rationale paper to argue for their effectiveness. **(20%)**
- Part Three: Two different means of **self-developed assessment** tools utilized in your lessons and a rationale paper to argue for their effectiveness. **(20%)**
- Part Four: A **microteaching** presentation which includes your demo teaching of 15-20 minutes of a selected unit from a syllabus you prepare to a real/imagined group of ESL students. If you are currently teaching or have access to a classroom, you will video-record yourself in the classroom. If you don't have access to a real group of ESL learners, you can video-record yourself while pretending to teach an imagined group of ESL students. In this mini-teaching presentation, you need to demonstrate how you use one material (e.g., an instructional handout, a PPT/prezi, etc.) and one assessment tool (e.g., a paired interview task, a writing task, etc.) you have developed. You will embed your micro-teaching video in your final e-portfolio. **(10%)**
- Overall quality: This is referring to the **final product** of your e-portfolio. You are required to revise the different parts of your portfolio based on instructor and peer feedback. At the end of the semester, you will upload revised content from all parts to a designated e-platform for the final assessment. **(15%)**

Total Possible = 100%
 (“No curve” grading scale / 100 percent possible, 90-100=A 80-89=B 70-79=C and so on. . .)

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of

Device	Operating System	Browser	Supported Browser Version(s)
			June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- **For YouSeeU Sync Meeting sessions 8 Mbps is required.** Additional system requirements found here: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The

most current version of Java can be downloaded at: [JAVA web site](#)
<http://www.java.com/en/download/manual.jsp>

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](#) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](#) (*version 17 or later*) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](#) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](#) <http://www.apple.com/quicktime/download/>

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a

backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

I check D2L message and Open Discussion area daily (Monday through Friday) and answer most questions within 24 hours. Questions sent in Friday afternoon or evening may be answered in the following Monday.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late Assignment Policy:

No late work will be accepted. Work should be submitted by 11:59pm, Central time, on the due date that is given in the week's assignment. In a special circumstance with a valid excuse (which needs to be documented in paper and authorized), you may be granted with 24-hour grace period to complete your assignments.

If you are having difficulties completing your work, please let me know before the work is due.

Student Responsibilities:

- You are responsible for familiarizing themselves with the syllabus and all course instructions found in the online course platform.
- You are responsible for reading/watching all print and online resources assigned to you each week.
- You are responsible for completing and submitting all assignments online.
- You are responsible for contacting the professor via email regarding questions on assignments **PRIOR** to the due date.
- You are expected to complete all assignments on time, as **no late assignments are accepted. All work not submitted on time will receive a grade of 0.**

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Please NOTE: According to [University Procedure13.99.99.R0.10 Graduate Student Academic Dishonesty](#), the course instructor must report all alleged graduate academic dishonesty violations to the Dean of Graduate Studies for investigation and resolution.

Please avoid self-plagiarism.

Self-plagiarism is reusing one's own previously written work partially or entirely in another piece of work without referring to the previous use. Instructors expect unique coursework for individual classes to demonstrate students' persistent learning and growth. Submitting an assignment that has already been submitted for another class, also called "recycling fraud", is a form of academic misconduct and never allowed. In case you want to further explore a topic that you have examined in another class, please do ask for the instructor's permission beforehand.

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#)

document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE

Note: Schedule is flexible and subject to change.

Week/Days	TOPIC/ASSIGNED READING	ASSIGNMENTS DUE BEFORE CLASS <i>(Weekly assignments are due at 11:59pm on Sunday unless otherwise noticed)</i>
Week 1 1/14-1/20	Introduction of the course & material development T Part A Data collection and material development	None
Week 2/ 1/21-1/27	T Part A Data collection and material development Introduction to the final portfolio project	Discussion
Week 3/ 1/28-2/3	T Part B The process of material writing	Discussion Final Portfolio Part One: Introduction (5%)
Week 4/ 2/4-2/10	T Part C The process of materials evaluation	Discussion
Week 5/ 2/11-2/17	T Part D The electronic delivery of materials	Discussion
Week 6/ 2/18-2/24	T Part E Ideas for material development	Discussion
Week 7/ 2/25-3/3	None	Final Portfolio Part Two: Self-developed Materials (20%)
Week 8/ 3/4-3/10	<i>Introduction of language assessment</i> B & A Chapter 1 Assessment concepts and issues B & A Chapter 2 Principles of language assessment	Discussion

Week 9/ 3/11-3/17	B & A Chapter 3 Designing classroom language tests B & A Chapter 4 Standard-based assessment B & A Chapter 5 Standardized testing	Discussion
3/18-3/24	Spring Break	
Week 10/ 3/25-3/31	B & A Chapter 6 Alternative assessment B & A Chapter 12 Grading & Student evaluation	Discussion
Week 11/ 4/1-4/7	B & A Chapter 7 Assessing listening B & A Chapter 8 Assessing speaking	Discussion
Week 12/ 4/8-4/14	B & A Chapter 9 Assessing reading B & A Chapter 10 Assessing writing B & A Chapter 11 Assessing grammar & vocabulary	Discussion
Week 13/ 4/15-4/21	None	Final Portfolio Part Three: Self-developed Assessments (20%)
Week 14 4/22-4/28	Final Online Presentation	Final Portfolio Part Four: Microteaching presentation (10%)
Week 15 4/29-5/5	Final E-portfolio	Final E-portfolio Link Due: 5/5