

DEFINITION

These are the minimum requirements for approval. Individual undergraduate certificates may have additional requirements.

An undergraduate certificate is a programmatic or linked series of courses from a single field or one that crosses disciplinary boundaries and may be free-standing or affiliated with a degree program. The certificate provides a structured and focused set of courses that can be used to enhance a student's baccalaureate experience or professional development. There will be a Mandatory Review of all certificates every five years.

An undergraduate certificate program:

- Requires a minimum of 15 semester hours of which at least 12 semester hours must be upper division
- Requires a minimum grade of "C" or better for all upper division courses
- *Consists of courses that must directly relate in whole or large part to the purpose of the certificate. Example: Geographic area certificates must include only courses specific to the title of the certificate, other than a non-English language*
- Is cross disciplinary; or,
 - Certified by a professional or accredited organization/governmental agency; or,
 - Clearly leads to advanced specialization in a field; or,
 - Is granted to a program that does not currently have a major

PROPOSAL PROCEDURES CHECKLIST

Before academic units can advertise undergraduate certificates or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Curriculum and Academic Programs Committee and Academic Senate, and approved by the appropriate Vice Provost.

A complete proposal should include:

1. Justification for the request for Certificate approval. Why should this be a certificate rather than a concentration or a minor, since certificates, by definition, are interdisciplinary, they could not be minors or concentrations, which are housed in disciplines. This proposed certificate (check one):
- Is cross disciplinary; or,
 - Is certified by a professional or accredited organization/governmental agency; or,
 - Clearly leads to advanced specialization in a field; or,
 - Is granted to a program that does not currently have a major.

Justification:

2. A supporting letter from the chair of each of the academic units verifying that:
- A. The proposed certificate has been reviewed and has received faculty approval through appropriate governance procedures in the units concerned.
 - B. The units have the resources to support the certificate as presented in the proposal, without impacting core course resources.
3. A supporting letter from the *sponsoring departments and supervising dean(s)* verifying that the certificate has been reviewed and has received approval through appropriate governance procedures in the college(s).
4. If the certificate program is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.

- 5. A statement concerning the need or demand for the program (student/community/market).
- 6. A list of the knowledge, competencies, and skills (learning outcomes) students should have when they complete this proposed certificate program. Examples of program learning outcomes can be found at (<http://www.asu.edu/oue/assessment.html>).
- 7. A description of each units' strengths in relation to the proposed certificate.
 - Who are the primary faculty participants? *Include full name, title/rank (faculty, lecturer, etc.)*
 - How does the certificate fit with their areas?
 - Who are the supporting faculty?
- 8. Procedures and qualifications for admissions to the certificate program.
- 9. A minimum residency requirement: How many hours of the certificate must be ASU credit?
- 10. A description of the requirements for this certificate illustrated with one or more model programs of study. Be specific in listing required courses as well as electives and specify the total minimum number of hours required for the certificate.
- 11. A description of advising procedures as well as measures for verification of completion of the certificate.
- 12. A description of the administration of the new certificate.
 - How many students will be admitted?
 - Are any new courses required? If so, provide course syllabi and Proposal for Curriculum Action forms.
 - How will the certificate program be governed/administered?
 - What are the budgetary implications, e.g., will library and other forms of academic support resources, equipment, space and personnel services be needed? Specify the source for any additional resources.
 - How will student recruiting be funded and staffed?
 - Provide a procedure to check student transcripts and notify the registrar's Graduation Office so that the certificate appears on the transcript including the correct title.
- 13. A completed Appendix document. This information is to be used during the implementation phase to ensure this program appears correctly and completely on Degree Search.
- 14. Attach other information that will be useful to the review committees and the Office of the Provost.

APPENDIX - PROPOSAL TO ESTABLISH A NEW UNDERGRADUATE CERTIFICATE

(This information is used to populate the Degree Search/catalog website.
Please consider the student audience in creating your text.)

1. Program Description (150 words maximum)

The *TESOL undergraduate certificate* consists of a coherent set of courses that are related to teaching English to speakers of other languages. This certificate is designed for students who are interested in teaching English as a foreign language (EFL). It will also be a good preparation for students who want to later pursue graduate studies in the MTESL program at ASU or in a similar program at another institution. Note, however, that this certificate does *not* certify students to teach in AZ public schools (K-12).

2. Contact and Support Information

Office Location (Building & Room): LL 542

Campus Telephone Number: 480-965-3168

Program email address: englishadvising@asu.edu

Program website address: English department website (<http://english.clas.asu.edu/uprograms>)

3. Program Requirements: Provide applicable information regarding the degree such as curricular restrictions or requirements, specific course lists, or academic retention requirements.

Any student admitted to ASU can elect to complete the certificate program. Interested students should approach the TESOL certificate coordinator, a faculty member supervising the program, to discuss whether they could complete the 18 credits of the program as well as decide on the electives they would like to take.

To complete the certificate, students must complete 18 credit hours with a minimum grade of "C". Twelve of these credits will come from upper-undergraduate classes.
A minimum residency requirement: All courses must be ASU credit.

Required classes (12 credit hours):

- ENG 213: Introduction to the study of language
- ENG 404¹: A course in SLA Theory
- ENG 404: A course in TESOL Methods
- ENG 484: Internship

Electives (6 credits): One (1) ENG 404 course with a different topic; and one (1) course such as ENG 214, ENG 313, ENG 314, ENG 312, ENG 413 or others approved by the advisor.

¹ ENG 414 has been requested to be split between ENG 414 and ENG 404.

4. **Additional Admission Requirements** If applicable list any admission requirements (freshman and/or transfer) that are higher than and/or in addition to the university minimum undergraduate admission requirements.)

**Proposal:
TESOL Undergraduate Certificate**

The Teaching English as a Second or Other Language (TESOL) *undergraduate certificate* will consist of a coherent set of courses that are related to teaching English to speakers of other languages. This certificate will be attractive to students who are interested in teaching English as a foreign language (EFL). It will also be a good preparation for students who want to later pursue graduate studies in the MTESL program at ASU or in a similar program at another institution. Note, however, that this certificate does *not* certify students to teach in AZ public schools (K-12).

1. Program Justification

The proposed certificate program would allow recognizing the coherent set of courses students take in the field of TESOL. The TESOL certificate is likely to increase the marketability of our undergraduate students who are applying for an English-teaching position overseas. Currently ASU does not offer a major or minor specifically focusing on TESOL at the undergraduate level.

All the courses, faculty expertise, and other resources needed for the certificate are already available, and some students with strong interests in the field already take advantage of it. What the proposed certificate provides is a formal structure to (1) help students take a series of courses relevant to their goals more systematically, and (2) to have their expertise in the field of TESOL explicitly recognized on the transcript.

2. Student Demand for a Certificate

Each year, several undergraduate students, particularly students who have participated in study abroad programs, express interest in teaching English overseas immediately after graduation, and we advise them to take courses similar to what is required for this certificate. In a sense, these students are already completing the TESOL certificate although we have no way of officially recognizing this fact. These students typically come from majors such as English, Linguistics, SILC, Geography, Education, Anthropology, and Political Sciences and Global Studies. International students may also be attracted to this certificate, as an additional option for them to find a job as they return to their home country upon graduation, should they fail to find a position in their field.

3. Evidence of Employer Demand

Analysis of recent job advertisements as well as conversation with EFL program administrators and teacher educators from different parts of the world suggest that there are many overseas teaching opportunities for students with BA degrees and some background in teaching English to speakers of other languages. We believe that, in applying for such jobs, an official TESOL certificate would help our students stand out from the crowd.

4. Faculty Resources

We offer a Master's degree in MTESL, which requires from our faculty to teach classes that are very similar in nature to those included in the proposed certificate. In other words, our faculty already offers the courses as part of the curriculum.

Primary faculty: Mark James (Associate Professor), Roy Major (Professor), Paul Kei Matsuda (Professor), Aya Matsuda (Assistant Professor), Matthew Prior (Assistant Professor), Claire Renaud (Assistant Professor), and Bryan Smith (Associate Professor).

Supporting faculty: Karen Adams (Professor), Carrie Gillon (Assistant Professor), Robert Mailhammer (Assistant Professor), Elly van Gelderen (Regents Professor).

5. Program Administration

Students must approach the TESOL certificate coordinator with an interest in completing the certificate. The TESOL certificate coordinator will ensure that all requirements are fulfilled and will

advise the registrar's office, indicating that the certificate should be awarded to the student. No new resources are needed, and new courses need not be specifically created for this program.

The TESOL certificate coordinator will oversee the program and advise students as to the classes they ought to take. He or she will be responsible for ensuring that all requirements are fulfilled by the students.

6. Recruitment

Information about the certificate will be disseminated to students using the existing resources to advertise various English programs, including its website, undergraduate advisors, and announcements made in related courses.

7. Admission and Requirements

Any student admitted to ASU can elect to complete the certificate program. Interested students should approach the TESOL certificate coordinator, a faculty member supervising the program, to discuss whether they could complete the 18 credits of the program as well as decide on the electives they would like to take.

To complete the certificate, students must complete 18 credit hours with a minimum grade of "C". Twelve of these credits will come from upper-undergraduate classes. A minimum residency requirement: All courses must be ASU credit.

Required classes (12 credit hours):

- ENG 213: Introduction to the study of language
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- ENG 404: A course in TESOL Methods
- ENG 484: Internship

Electives (6 credits): One (1) ENG 404 course with a different topic; and one (1) course such as ENG 214, ENG 313, ENG 314, ENG 312, ENG 413 or others approved by the advisor.

8. Learning Outcome

At the completion of program, students will have a fundamental understanding of key issues and practices in the teaching English as a foreign language, second language acquisition, the structure of English, and uses of English in various contexts, as demonstrated by the successful completion of required and elective courses.

9. Program Size

Projected Enrollment in the Program

Year 1: 3-5 Year 2: 4-6 Year 3: 5-10 Year 4: 5-10 Year 5: 5-10

Because this is a certificate, students may wait until their graduating semester to declare; as a result, the actual number of students working toward the certificate at any given semester may be slightly larger.

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June 6, 2011

I am delighted to write in support of our proposal for a TESOL Undergraduate Certificate. The proposal has been reviewed and received approval at three levels in the Department of English: the Linguistics, Applied Linguistics, TESOL area committee, the Undergraduate Curriculum Committee, and the Department. This certificate will serve our undergraduate students well, giving them the kind of training they will find invaluable as they enter the job market or graduate school.

This certificate program does not require any new resources and does not impact our core requirements for the BA in English.

I would be glad to answer any other questions you may have regarding the TESOL Undergraduate Certificate. Please email me or call me at the number below.

Sincerely,



Maureen Daly Goggin, Chair
Professor, Rhetoric

Department of English

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(480) 965-3535 Fax: (480) 965-3451
<http://www.asu.edu/cclas/english>

From: Neal Lester [neal.lester@asu.edu]
Sent: Thursday, September 15, 2011 11:11 PM
To: curriculumplanning@asu.edu
Cc: Jenny Smith
Subject: FW: Proposals for Undergraduate Certificates
Attachments: TESOL Certificate.pdf; European Union Studies Cert.pdf

Importance: High

approved

Neal A. Lester, PhD
Dean of Humanities
Professor of English
Coordinator, **Project Humanities** [http://humanities.asu.edu]
Chair, Board of Directors, Arizona Humanities Council

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From: Jenny Smith
Sent: Thursday, September 15, 2011 9:05 AM
To: Neal Lester
Cc: Paul LePore; Mary Margaret Tamiso
Subject: Proposals for Undergraduate Certificates
Importance: High

Neal,

The CLAS Curriculum Committee and Senate have approved the following new undergraduate certificate proposals.

- . Proposal to establish a TESOL Undergraduate Certificate
- . Proposal to establish a European Union Studies Undergraduate Certificate

Please forward these proposals with your approval to curriculumplanning@asu.edu

Thank you,
Jenny