June 3, 2020

**Metropolitan State University Applied Linguistics TOFL-TESOL Undergraduate Certificate**

Metropolitan State University Program Report 15-001-2019 Applied Linguistics (TOFL-TESOL) NOI

**Executive Summary**

The following document describes and recommends the implementation of a 20-credit undergraduate Applied Linguistics (TEFL-TESOL) Certificate at Metropolitan State University in accordance with Procedure 207: Undergraduate & Graduate Program Approval and Minnesota State Procedure 3.36.1: Academic Programs. The certificate falls under the disciplinary oversight of the Literature & Language Department in the College of Liberal Arts and has been designed in accordance with the 2015 Standards recommended by the TESOL International Association.

**Introduction**

The Literature & Language Department (College of Liberal Arts) proposes a new program: the Applied Linguistics (TEFL-TESOL) Certificate (20 credits). We are undertaking the development of this certificate for two main reasons.

1. **Student Interest**: With this Applied Linguistics certificate, we hope to meet a recent surge of student interest in teaching English as a foreign language, whether abroad or — as is becoming increasingly common — from home via internet applications such as Skype. While most of this interest comes from students who are English majors, many other interested students are majors in other areas. The certificate will directly qualify all of these students to teach English to students and clients abroad. Note: a TEFL-TESOL Certificate does not provide licensure or qualify its holders to teach in Minnesota public schools.

2. **New Careers**: Linguistics skills are in high demand across numerous sectors (especially in emerging technologies such as analytical linguistics, semantic ontology, speech system diagnostics, and natural language / artificial intelligence development). While this certificate does not directly qualify a student for such positions (they require graduate degrees), this certificate does provide the strong grounding in the academic discipline of linguistics preferred for admission to graduate programs in linguistics. Our proposed program, therefore, fills a disciplinary gap in an academic subject which is seeing growth in national student enrollment as well as in careers and professions. (Note: Please see Appendix B for a sampling of Masters of Linguistics program admissions requirements.)
and a demonstration of how this certificate’s academic content supports students’ further study.]

Program Standards

Officially, no single national or international organization oversees TEFL-TESOL certification. This has led to a spate of unscrupulous for-profit programs and institutes offering TEFL-TESOL certification for as little as $100 dollars and one weekend online! These scams victimize students by providing a worthless “certificate” that does not reflect adequate or competitive preparation for the work of teaching abroad. Meanwhile, in response, clients seeking TEFL-TESOL instructors are clamping down with increasingly specific levels and measures of qualifications in their job listings. [See Appendix C 1-3 for sample job listings.]

Fortunately, however, there is very widespread agreement by professional organizations [e.g., British Council, Cambridge English, TESOL International Association, International Association of Teachers of English as a Foreign Language (IATEFL), etc.] that all appropriate TEFL-TESOL certification programs contain the following elements:

- Minimum of 100-180 hours of course work;
- Minimum of 20 hours of practice in teaching actual English language learning students (may not substitute role-playing or peer-to-peer simulations/interactions);
- External accreditation of the certification program (e.g., via an accredited university, by a recognized examination board, or through some national accrediting body); and
- Appropriate educational level of program instructors (minimum of Master’s degree, backgrounds in English, Linguistics, TESOL and/or teaching in an international context).

For its proposed program, the Literature & Language Department incorporates developmental benchmarks and assessment practices that easily surpass each of these suggested minimum requirements.

Further, the Literature & Language Department generally bases its program on the recommendations of the TESOL International Association’s publication, Standards for Short-Term TEFL/TESL Certificate Programs with Program Assessment (TESOL Press, 2015), referred to hereafter as TESOL Standards. In addition to benchmark standards, the TESOL Standards also provides tools for program assessment.

Program Mission

TESOL Standards recommends that certification programs create and post a mission statement. Here is the mission statement for Metropolitan State University’s new program, the Applied Linguistics (TEFL-TESOL) Certificate:
Our mission is to help students earn Applied Linguistics (TEFL-TESOL) Certification by providing deep academic grounding in linguistics, rich opportunities for experiential tutoring in the community, and supportive attention to professional preparation.

Program Description

The Applied Linguistics (TEFL-TESOL) Certificate prepares students to meet professional standards for teaching English to language learners residing abroad. The program of study includes linguistics courses about the nature of language and cultural aspects of linguistic systems, as well as courses in English syntax, phonology, morphology, and pragmatics. A unique feature of Metropolitan State University’s certification process is the four-part internship sequence designed to help students meet the two-year teaching/tutoring experience requirements preferred by hiring agencies.

Note: an Applied Linguistics (TEFL-TESOL) Certificate does not provide licensure or qualify its holders to teach in Minnesota public schools.

Program Student Learning Outcomes

1. Students can articulate and apply foundational linguistics principles.
2. Students achieve high mastery of Standard Written English (SWE).
3. Students can critically analyze complex cultural and linguistic contexts arising from legacies of colonialism, genocide, and linguistic suppression associated with the teaching of English in historic and present-day contexts.
4. Students can apply qualitative and quantitative methodologies to analyze linguistic structure and patterns.
5. Students can compare language variation and cross-linguistic differences.
6. Students use theories of primary and second language acquisition to gain insights into language learners’ development.
7. Students can collect, organize, and analyze linguistic data.
8. Students gain experience tutoring clients in English and engage in reflective, self-evaluation of their tutoring effectiveness.
9. Students demonstrate high levels of professionalism, can articulate the professional applications of a TEFL-TESOL certificate, and join a professional organization.

Applied Linguistics (TEFL-TESOL) Certificate Jobs/Careers

The Applied Linguistics (TEFL-TESOL) Certificate is a direct requirement or preferred qualification for the following jobs:

- Teaching English by travelling to institutions abroad
- Securing private clients abroad
- Teaching English from home to foreign clients via Skype and other internet applications
• Consulting, instructing, and coaching speakers of other languages as they prep for the TOEFL in order to gain admissions to an English-speaking university
• Tutoring English language learners in Minnesota, outside of public school contexts

The certificate qualifies the student to join national professional organizations (e.g., the International TESOL Association) with access to community, job boards, visa information, professional development opportunities, advocacy, etc.

The Applied Linguistics certificate can complement students’ study in a wide variety of fields. For example, individuals are sometimes presented with the following opportunities as a result of studying and/or teaching English linguistics at home or abroad:

• Cross-language liaison for business, non-profit, or advocacy work in the U.S.A.;
• Cultural consultant for businesses abroad;
• Natural language computer/AI applications development; or
• Application for more advanced or senior positions within an organization.

Students can also use their certificate in Applied Linguistics as a foundation for future graduate work in linguistics, which, in conjunction with study in other fields (e.g., foreign language, computer science), leads to careers such as:

• Cryptologic Linguist
• Special Agent: Linguist
• Computational Linguist
• Speech System Diagnostics
• Semantic Ontologist
• Translators
• Dialect Analytic Linguist
• Analytical Linguist

**Required Coursework**

• LING 316: The Nature of Language (4 credits)
• LING 326: Language and Culture (4 credits)
• LING 360: Morphology and Syntax (4 credits)
• LING 475: Semantics and Pragmatics (4 credits)
• LING 401-404 Tutorials 1-4 (total 4 credits)

**Courses Currently Offered at Metropolitan State University**

Two of the required four courses already exist as part of the Literature & Language’s course offerings.

• LING 316: The Nature of Language (4 credits)
This course introduces students to the study of how language is acquired and learned, concepts and methods of analyzing language, and how the linguistics field relates to regional, social, and gender differences in language. It also explores the origin and development of languages through time, writing systems, and the complexities of written and spoken language.

- **LING 326: Language and Culture (4 credits)**
  In this course students undertake language analysis (e.g., phonology, morphology, syntax) in a cultural context, including the relationship between language, culture and thought. It presents an anthropological perspective on various linguistic and cultural systems, with special emphasis on those of Chicano/Latino, African-American, American Indian and Anglo-American peoples. Students are introduced to the implications of linguistic and cultural differences in work and classroom situations. Significant focus is given to issues of race and racism throughout the course.

**Courses Just Developed**

The following courses have recently passed through CLA Curriculum and the university’s Academic Affairs committees (January 29, 2020). They include two core content-area courses in linguistics and four 1-credit tutoring internships.

- **LING 360: Morphology and Syntax (4 credits)**
  The course empirically examines language from its smallest phonological and morphological components to the larger architecture of syntax. Students learn the theories and tools for conducting linguistic analysis of morphology and syntax, how to investigate and analyze morphological and syntactic data, and how to apply such analysis to an understanding of first and second language learning and acquisition. 
  *(Prerequisite: WRIT 131 and LING 316)*

- **LING 475: Semantics and Pragmatics (4 credits)**
  This course provides an introduction to the formal study of linguistic meaning. Students learn the theories and technical tools for analyzing compositional and interactive structures of meaning, how meaning is related to other linguistic analysis (such as morphology and syntax), and how to apply such data to an understanding of first and second language learning and acquisition. 
  *(Prerequisite: LING 360 or departmental permission)*

- **LING 401 Tutorial I (1 credit)**
  This internship provides students with the opportunity to learn skills and gain experience as an English tutor. Under the direction of a site supervisor at one of our community partner locations, students complete 40 hours of tutoring within the semester. In addition, a faculty director assigns and evaluates short assignments
designed to assess the intern’s learning. The Level 1 Internship focuses on identifying, evaluating, selecting, and adapting age-appropriate and linguistically accessible tutoring materials to help clients develop listening, speaking, reading, and writing skills. (Prerequisite: WRIT 131 and 48 credits of earned college credit)

- **LING 402 Level 2 Tutorial (1 credit)**
  This internship provides students with the opportunity to learn skills and gain experience as an English tutor. Under the direction of a site supervisor at one of our community partner locations, students complete 40 hours of tutoring within the semester. In addition, a faculty director assigns and evaluates short assignments designed to assess the intern’s learning. The Level 2 Internship focuses on analyzing assessment instruments (portfolios, observation checklists, reading logs, video conversations, in-house rubrics at the internship site, etc.) for performance-based measurement of listening, speaking, reading, and writing skills. (Prerequisite: LING 401)

- **LING 403 Level 3 Tutorial (1 credit)**
  This internship provides students with the opportunity to learn skills and gain experience as an English tutor. Under the direction of a site supervisor at one of our community partner locations, students complete 40 hours of tutoring within the semester. In addition, a faculty director assigns and evaluates short assignments designed to assess the intern’s learning. The Level 3 Internship focuses on issues of international assessment, such as students preparing for the TOEFL in order to gain admittance to English-speaking universities. (Prerequisite: LING 402)

- **LING 404 Level 4 Tutorial (1 credit)**
  This internship provides students with the opportunity to learn skills and gain experience as an English tutor. Under the direction of a site supervisor at one of our community partner locations, students complete 40 hours of tutoring within the semester. In addition, a faculty director assigns and evaluates short assignments designed to assess the intern’s learning. The Level 4 Internship focuses on professionalism, national organizations, and membership in an international TESOL association (fees may apply). (Prerequisite: LING 403)

**Suggested Sequence of Courses**

The coursework for the Applied Linguistics (TEFL-TESOL) Certificate is highly structured and it is recommended that students take courses in the following sequence:
Disambiguation/Overlap

Currently, the Literature & Language Department houses the English BA, the English for Teaching BS, the English Minor, and the Humanities Minor.

The proposed Applied Linguistics (TEFL-TESOL) Certificate does not significantly overlap with any of these extant academic programs. (The English for Teaching BS does require one LING elective. The English BA allows majors to include a LING elective if they wish.)

No other department or program at Metropolitan State University offers linguistics courses or TEFL-TESOL certification.

The School of Urban Education offers an English as a Second Language Minor. Superficially, such a minor may seem to overlap our proposed Applied Linguistics (TEFL-TESOL) Certificate. They are, however, quite different in terms of program aims, program content, and program licensure/certification, as is usually the case when distinguishing between Urban Ed programs and content-area programs.

- **Program aims**: the point of Urban Education’s English as a Second Language Minor is to prepare students “to meet the standards for being licensed to teach ESL to students in K-12 classrooms.” It has been designed as an additional licensure-prep program for students already pursuing a Minnesota teaching license: “With completing a few more courses and practicum experience, student will meet the requirements to add a K-12 ESL teaching license to the initial teaching license being completed as part of your major and Bachelor’s degree.”

- **Program content**: Urban Education’s ESL Minor is comprised of 25 credits of course work. Of these, only four credits (LING 316) overlap with our proposed 20-credit Applied Linguistics (TEFL-TESOL) Certificate. The 20 credits of the proposed certificate are linguistics credits, under the academic aegis of the Literature and Language Department (Professor Beverly Hill is a Ph.D. in Linguistics).

- **Program licensure/certification**: Urban Education’s ESL Minor is a specialized license added on top of an overall teaching license for students in Education preparing to become K-12 teachers in Minnesota. Our proposed Applied Linguistics (TEFL-TESOL) Certificate certifies students to teach clients who reside in foreign countries. Such a

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certificate does not qualify or license holders to teach in Minnesota K-12 schools. This certificate is, however, a preferred or required qualification for clients abroad.

At the Minnesota State level, several universities (Moorhead, St. Cloud, Metro) offer Masters degrees in Teaching English as a Second Language (including St. Cloud’s very specific MA in “Teaching English as a Second Language: Teaching English as a Foreign Language (TEFL) Emphasis”). Our proposed undergraduate certificate does not replicate or overlap such graduate programs, most of which are designed to complement K-12 teaching licensure, anyway. Our program is a decidedly undergraduate level program. Indeed, “completion of a recognized TESOL certificate” is one of the admission requirements to gain entry into St. Cloud’s Master’s-level TEFL program.

Mankato offers an undergraduate minor, mainly associated with Minnesota K-12 licensure but with an optional 16-credit Non-Licensure track (which leads to neither licensure nor TEFL-TESOL certification). Southwest offers an undergraduate ESL major which, similar to Metro’s Urban Education ESL minor, is designed for education majors seeking K-12 licensure.

The Literature & Language Department concludes that there is no significant overlap at the college, university, or system level for its proposed Applied Linguistics (TEFL-TESOL) Certificate.

Program Details NEW PROGRAM (NOTICE OF INTENT)

This application has a 20 day review and comment period

COLLEGE/UNIVERSITY

- Metropolitan State University

START TERM: 1) When students will be able to enroll (ISRS) and 2) attributes published on Minnesota State website.

START TERM 20205 (Spring 2020)

END TERM 99999 (No End)

CAMPUS CODE HELP LIST Metropolitan: 15-nnn-nnnn

NOTICE OF INTENT CODE 15-001-2019

Program Information

PROGRAM TYPE Full: all courses offered by award granting college/university

NAME/TITLE Applied Linguistics (TOFL-TESOL) NOI

# OF CREDITS (whole number) 20.00

AWARD TYPE Undergraduate certificate

AWARD Undergraduate Certificate
DELIVERY MODE  Land plus: face-to-face where some online courses may be available or required

Summary

Other Program Properties

Locations
#  Address
1.  Metropolitan State University, St Paul Campus
    700 East Seventh Street
    St. Paul MN  55106-5000
    United States of America

2.  Metropolitan State University, Midway Center
    1450 Energy Park Drive,
    St. Paul MN  55108
    United States of America

Emphases  There are no emphases assigned to this program.

To provide comments and feedback submit an email to: AcademicPrograms@minnstate.edu by June 30, 2020