

Program Requirements for Graduate Students in the ESL Program
Initial Licensure & Non-Licensure Programs in English as a Second Language PreK-6 and 5-12 including requirements for:
Language and Literacy Certificate
Autism Spectrum Disorders Certificate
Transition Specialist Certificate

This form confirms your understanding of the program requirements and policies in English as a Second Language.

Please read carefully, sign below, and return this form to the graduate admissions department with your completed application in order to enroll in classes.

Coursework Requirements:

- As of Fall 2019, the graduate programs in English as a Second Language will be 39 credits for the M.S.Ed. and 42 credits for the Ed.S.
- Once a student begins the graduate program courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.
- Each student in an initial English as a Second Language licensure program is required to complete SPE 548 Reading and Language Arts for English Language Learners or its equivalent but will not be endorsed for SEI since the initial license in English as a Second language fulfills this DESE requirement.
- ESL 507, ESL 532, ESL 533, ESL 534, and SPE 548 require fieldwork experience hours working with English Language Learners in a Public School setting. Students MUST complete the required hours within each course at the time that they take the course.
- A student enrolled in the non-licensure program in English as a Second Language does NOT have to pass the MTELs. A student in this program does NOT earn a license as an English as a Second language public school teacher issued by MA DESE. A non-licensure student can take any EDU/SPE/SEA/RDG 500 level class to fulfill their electives as long as the course does not have the words practicum, pre-practicum or seminar in the title.
- Graduate students are not allowed to audit graduate courses. Do know that ESL 555 has special conditions. Please see your advisor for details.
- All courses need to be completed by the time the student completes the practicum.
- A student may opt to complete the program in one year; however, a student completing the program in one year must complete 15 credits in the summer, and 12 credits in both the fall and spring semesters. To be eligible for a practicum placement in the fall of a one year program of study, the student must pass all required MTELs prior to starting the practicum and must also complete the zero-credit pre-practicum seminars during the spring and summer semesters. Students seeking this option should connect with a program advisor to verify a planned schedule of courses. A student needs to be enrolled at the time of admission for this one year option.
- As of July 1, 2015, Ed.S students are required to successfully complete SPE-540 –Research in Education.
- **Attendance Policy from Academic Catalog:** Students are expected to attend all scheduled classes as outlined in the course syllabi. Absences and lack of participation significantly affect a student's learning and, therefore, their final grade. Specific absence policies are determined by each course instructor, announced at the beginning of each course and presented in the course syllabus. The syllabus includes course learning outcomes, assignments, grading information, and policies for attendance, make-up work, late work and related issues. Faculty will take attendance and will notify the Registrar's Office in writing of the last date of attendance of any student who stops attending classes.
- Students will be exposed to content across the various subject areas above and below grade levels for the licensure programs which they are enrolled in.
- Results from the Test of English as a Foreign Language (TOEFL) is required of all applicants whose first language is not English. The English as a Second Language program requires a score of 550 or higher.

MTEL Information:

- The student must **pass the Massachusetts Tests for Educator Licensure (MTEL) prior to entering practicum.**
 - Generally to earn a first license in English as a Second language (**PreK-6 and 5-12**), there are two required MTEL sections:
 - **Communication & Literacy,**
 - **English as a Second Language Subject Matter**
 - It is the student's responsibility to register for all the tests and to be aware of registration deadlines, appropriate and required tests needed, and rules of test participation. Classes may be held on computer based testing MTEL dates. *Students are not exempt from BPU classes on computer based testing MTEL dates.* Please plan your test dates accordingly.
- **The Communication and Literacy MTEL** should be taken upon admission into all licensure programs in the graduate program in English as a Second Language (if not taken at an earlier time). This is a test of basic college-level reading and writing.
- For a fall practicum placement in the year-long practicum experience, the MTEL last score report in December is the last one that will be considered. Because of the lateness of the last December MTEL administration, September placement is **NOT** guaranteed.

Practicum Requirements: *Please note that BPU practicum goes above and beyond requirements set by DESE.*

- A student will be eligible for a pre-practicum/practicum placement when they have passed all required components of the MTEL, holds a 3.0 cum grade point average, has a grade of B or better in every course, and has completed the required coursework. There is an option to delay practicum (pending no DESE regulation changes) or to complete the non-licensure program if these requirements are not met.
- A passing grade in ESL 555 is required before beginning the practicum.
- The pre-practicum/practicum is a full-time (September-June) assignment and no other day jobs are possible during this time period.
- Students must begin this experience at the end of August/first week of September (the first day of the school year for teachers). *There are no exceptions.*
- Students must complete a CORI (Criminal Offense Records Investigation) and any other requirements as mandated by a school district. Students are responsible for any required expenses associated with their placements including fingerprinting.
- Students who are completing fieldwork or practicum experiences in districts which require medical documentation services will be responsible for the cost of the service.
- If a student is withdrawn from the university before the practicum experience is completed, the student will need to be withdrawn from the entire practicum experience and repeat the entire practicum experience if admitted back into the university.
- A student who fails the practicum experience will not be allowed to return to BPU to complete another practicum experience.

Licensure:

- Preliminary license is between you and the DESE. It is your responsibility to make sure you meet these requirements. The BPU program does not guarantee requirements for preliminary licenses.
- There is no guarantee that you will be recommended for licensure or will pass requirement exams.
- It is the student's responsibility to remain informed and compliant with all Massachusetts requirements for licensure; including MTEL test requirements.
- Students cannot request to have courses that have been transferred or waived to count toward preliminary licensure.

Financial Aid:

- It is the student's responsibility to monitor his/her financial aid. Grades, changes to programs, etc. could have financial aid implications that students are required to monitor.
- Please know the federal financial aid guidelines limit the number of classes a student can complete within a program. If a student is switching between program options and/or degrees, or adding certificates to the program of study, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make sure all coursework will be covered.

General Program Information:

- Each student must check his/her BPU Google email account on a daily basis. All Bay Path-related correspondence must be from the student's BPU Google email account. All information about the School (as well as MTEL information) is posted in the School of Education Group in Canvas. Students are responsible for checking SOE Canvas Group weekly. Students must check the graduate catalog for additional university/program policies.
- Students need to follow all university policies stated in the online graduate catalog. Students are responsible for making sure the correct audit is posted and completing required courses listed on audit.
- To participate in commencement a student must complete all coursework and requirements by the end of the semester in which they will be graduating.
- Requirements in the English as a Second Language graduate program are subject to modification due to changes as stipulated by Bay Path University and/or recommendations from the Massachusetts Department of Elementary and Secondary Education.

Shared Google Docs:

- Online communication in academic life presents opportunities for academic dishonesty. The same instances of academic dishonesty that can occur with paper and pencil can also occur via the internet and online communications. One in particular is use of Private Shared Google Folders/Docs. **Therefore the following is not allowed:**
 - Downloading assignments, papers or portions of papers and assignments from a colleague's Google drive sources and presenting the assignments/papers as the student's own work.
 - Sharing your work so others can copy all or part of it.

Academic Dishonesty as it relates to Shared Google Docs:

- **Students may not engage in the following:**
 - A student submitting work that is not original.
 - A student allowing someone else to submit the student's work, or a modification of that work.
 - A student submitting someone else's work, or a modification of that work, with or without that person's knowledge, regardless of the circumstances under which it was obtained, copied, or modified.
 - Students solving as a group a problem in which group work is prohibited, and submitting multiple copies, each as individual work.
 - A student using someone else's work, including segments without proper attribution.
 - A student using another student's work without the latter's consent or collaboration.
 - A student contracting coursework out to others.
 - A student planning or executing with another student a cooperative subterfuge during an exam.
 - A student obtaining any privileged course-related information from the instructor's accounts.
 - A student making use of unauthorized material during an exam.

Certificate Programs/Concentrations:

- It is your responsibility to contact the registrar's office & your program advisor if you're interested in adding a certificate or changing your program concentration. Please note that certificates should be added at the start of your program. It is the student's responsibility to contact the Office of Financial Services with questions and/or concerns regarding aid related to degree programs or certificates.
- All certificate program requirements are listed below.

LANGUAGE AND LITERACY CERTIFICATE

Coursework Requirements:

- As of Spring 2014, the graduate certificate in Language and Literacy will be 12 credits.
- Required courses are SPE 547, SPE 543, SPE 525, and SPE 548. Each are 3 credits.
- Once a student begins the graduate program courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.

AUTISM SPECTRUM DISORDERS CERTIFICATE

Coursework Requirements:

- As of Spring 2014, the graduate certificate in Autism Spectrum Disorders will be 12 credits.

- This Autism Spectrum Disorders Certificate does not lead to endorsement from the Massachusetts Department of Elementary and Secondary Education.
- Required courses are SPE 546, SPE 552, SPE 556, and SPE 510. Each are 3 credits.
- Once a student begins the graduate program courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.

TRANSITION SPECIALIST CERTIFICATE

Coursework Requirements:

- As of Spring 2023, the graduate certificate in Transition Specialist will be 12 credits.
- This Transition Specialist Certificate does not lead to endorsement from the Massachusetts Department of Elementary and Secondary Education.
- Required courses are SPE 572, SPE 573, SPE 574, and SPE 575. Each are 3 credits.
- Once a student begins the graduate program courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.

Please sign and return to the Graduate Admissions Department

Student's Signature: _____ Date: _____

Student's Name (*Print*): _____

Please sign and return to the Graduate Admissions Department