



CERTESL Program, University of Saskatchewan

## **Practicum Additional Hours Registration Information**

TESL 42 registrants who need to complete more hours of practicum than required by the CERTESL Program during the same term in which they complete the regular CERTESL Practicum course, TESL 42, must register for Practicum Additional Hours. Additional Hours are most commonly required by people in the following situations:

- CERTESL students who are planning to apply for TESL Ontario certification and therefore need to complete practicum observation and/or teaching hours in excess of those normally documented for the purposes of TESL 42 (Supervised Practicum)
- TESL Ontario-CERTESL PLAR applicants whose prior training did not include supervised practica of the required duration, or who completed practica in programs of instruction for children or adolescents rather than adults, and have been required as a result of Prior Learning Assessment to complete more practicum teaching hours than are provided in TESL 42.
- CERTESL students who must conduct adult practica in order to meet TESL Canada accreditation standards but who also wish to conduct a practicum in a program that meets the needs of children or adolescents.

You will be required to complete your additional hours during the same term in which you complete TESL 42. If, for whatever reason, your additional hours must be completed during a term other than the one in which you are registered in TESL 42, please contact the CERTESL Academic Advisor at [Shannon.storey@usask.ca](mailto:Shannon.storey@usask.ca) or (306)966-2085. In most cases, you will be required to re-register in a second session of TESL 42 if you need to complete your additional hours in a different term.

If you are eligible to register for Additional Practicum Hours, please complete the first part of the following form. If your nominated supervisor is the same person who has been nominated for TESL 42, that person should fill in only his or her name and contact information; note in the “qualifications” section that he or she has also been nominated to supervise you in TESL 42, then sign the agreement to supervise your additional hours found near the end of the second page. If the nominee will not be responsible for your supervision in TESL 42, he or she must provide the requested information regarding degrees, TESL/TEFL training and TESL/TEFL teaching experience, and sign the agreement to supervise and the permission for CERTESL to confirm the information provided.



**CERTESL Program, University of Saskatchewan**  
**Practicum Additional Hours**  
**Registration Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ (h) \_\_\_\_\_ (w)

Email: \_\_\_\_\_

U of S Student Number or PLAR Application Number: \_\_\_\_\_

Year and Term of TESL 42 Registration: \_\_\_\_\_

Date of Practicum Additional Hours Registration: \_\_\_\_\_

Reason for requesting registration for Practicum Additional Hours:


Term of TESL 42 Registration: \_\_\_\_\_

Additional Hours Registration Fee: \$150.00

Method of Payment:  cheque (payable to University of Saskatchewan)  
 credit card  VISA  Mastercard

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature Authorizing Payment: \_\_\_\_\_

**Return this form with the Practicum Additional Hours Supervisor Approval Form to:**

**CERTESL Program Office**  
**Room 464 Williams Building, 221 Cumberland Avenue North**  
**Saskatoon, SK S7N 1M3, fax: 306.966.5590**



**CERTESL Program, University of Saskatchewan**  
**Practicum Additional Hours**  
**Overview of the Role of Additional Hours Supervisor**

Thank you for agreeing to supervise the Practicum Additional Hours required by your student teacher in order that he or she meet regional TESL/TEFL certification requirements. For supervising these additional hours, you will receive a modest stipend (\$50.00 Canadian), our sincere appreciation, and the rewards of assisting a colleague and enabling your region to meet its need for well-trained TESL/TEFL professionals.

By the time your student teacher’s additional hours begin, he or she should already have conducted 20 hours of guided classroom observation and 10 hours of supervised practice teaching in TESL 42. During the coming weeks, your student should conduct an additional 10 hours of observation and 10 of teaching in an adult noncredit ESL/EFL program. Your student will require documentation of these hours by you , the teacher(s) observed, or a supervisor in the program within which the teaching and observation take place.

Please refer to the TESL 42 local supervisor’s handbook which you will receive in order to find out what is expected of your student during his or her Supervised Practicum (TESL 42) and Practicum Additional Hours. As Additional Hours Supervisor, your role consists of the following:

- To observe your student teacher formally at or near the end of the 10-hour Additional Teaching period, taking notes or using checklists as mutually agreed upon beforehand (a prepared checklist is included in the package of materials send to supervisors, but you may choose another format if you wish as long as we receive similarly rich data)
- to offer constructive feedback to the student teacher throughout the additional hours period and in particular prior to and following the lesson which is reported formally to us
- to submit a written report based on your observations of the student teacher to the University of Saskatchewan TESL practicum tutor/marker assigned to your student.

The student teacher should have already identified ESL/EFL students to work with during Practicum Additional Hours. It is not your responsibility to do this for them, although you may choose to facilitate by arranging to have them observe and teach your class or another in your school or program.

The CERTESL student teacher may ask to discuss lesson plans, the contents of the language class, teaching strategies and so on with you as part of the process. We encourage you to participate in these discussions as it will help you identify the student teacher's level of awareness, knowledge, and skill as he or she strives to apply theory to practice. The illumination of these aspects of the practicum is certainly within your role of practicum supervisor. However, you are not expected or required to help interpret, write, or grade student assignments. You should direct the student teacher's inquiries regarding assignments to the practicum tutor/marker based at the University of Saskatchewan. You will not be expected to give the student a final grade. That is the role of the tutor/marker. However, you may wish to share your documented feedback with the student-teacher to ensure that he or she knows areas of strength and weaknesses in order to improve as the practicum progresses.

If you are not this student’s TESL 42 local supervisor, please complete the other side of this form to indicate that you have read this document and accept the role of Practicum Additional Hours supervisor. If you are the student’s TESL 42 local supervisor, please use the box below.

I have read the information above and agree to serve as Practicum Additional Hours supervisor for my  
 TESL 42 student, \_\_\_\_\_.

**Signature:**

