

# Information Packet

## Educational Specialist (EdS) in TESOL

UAB's Educational Specialist (EdS) degree program in Teaching English to Speakers of Other Languages (TESOL) is housed in the School of Education (SOE) and its Department of Curriculum & Instruction (C&I), this EdS- TESOL program provides advanced training in the teaching and learning of English as a Second Language (ESL) and English as a Foreign Language (EFL). Targeted for educators who already hold a master's degree in TESOL or in an area related to TESOL, this program prepares teachers to assume mentorship and leadership roles for guiding other educators in meeting the English-learning needs of their students in K-12 and/or adult settings. It equips TESOL educators with state-of-the-art instructional strategies for meeting the evolving needs of linguistically and culturally diverse learners, with collaborative skills for serving as reflective practitioners to guide change, and with mentoring techniques for positively impacting student achievement and institutional improvement. The EdS- TESOL prepares teachers to become dynamic leaders and effective change agents by developing their capacity as lead teachers, division heads, instructional coaches, professional development facilitators, and program specialists.

At UAB, the EdS- TESOL degree is classified by the National Center for Education Statistics (NCES) with code 13.1401 *Teaching English as a Second or Foreign Language*. In the NCES Classification of Instructional Programs (CIP), this code defines programs that "focus on the principles and practice of teaching English to students who are not proficient in English or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs." Within this code, UAB's EdS- TESOL program is unique in how it offers two distinct tracks—the certification track and the non-certification track.

Welcome to the EdS- TESOL at UAB!

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<b><u>CONTENTS</u></b>	<b>page</b>
Certification Track: Courses	2
Non-Certification Track: Courses	3
TESOL Faculty	4
Admission Requirements	4
Applying for Degree-Seeking Admission	5
Non-Degree Seeking Status and Test Taking Tips	6
Information <i>Quick-Links</i> and Application Deadlines	7
Learning more about the EdS- TESOL	8

*NOTE:*

*In this information packet, the words "student" and "candidate" are used interchangeably.  
Candidate refers to current and prospective students in the SOE.*

*Driving and parking information is provided under the ABOUT tab at [www.uab.edu/education](http://www.uab.edu/education)*

## Certification Track: Courses (30-34 credits)

*Prerequisite: Valid Class A certification in ESOL from the Alabama State Dept. of Education (ALSDE).*

This track leads to Class AA certification ESOL from the ALSDE.

<b>Course Number and Title:</b> blended* online**	<b>Credits</b>
<p><b>TEACHING FIELD: 12 credits</b></p> <p><b>EESL 647</b> Instruction and Assessment: Reading and Writing (3 credits)*</p> <p><b>EESL 657</b> Instruction and Assessment: Listening and Speaking (3 credits)</p> <p><u>6 credits of ESL electives from among the following:</u></p> <p style="padding-left: 20px;"><b>EESL 617</b> Teaching English in a Global Context (3 credits)**</p> <p style="padding-left: 20px;"><b>EESL 627</b> Teaching Adult Language Learners (3 credits)*</p> <p style="padding-left: 20px;"><b>EESL 637</b> Methods Teaching English as an International Language (3 credits)</p> <p style="padding-left: 20px;"><b>EESL 677</b> Field Studies (3 credits)**</p> <p style="padding-left: 20px;"><b>EESL 687</b> Practicum Seminar in English Language Teaching (3 credits)*</p> <p style="padding-left: 20px;">Advisor-approved graduate courses in ESL or related to ESL (3-6 credits)</p> <p style="padding-left: 20px;">National Board Certification in English as New Language: Receive 6 credits by enrolling in EESL 677 Field Studies** and EHS 681 National Boards**</p>	<p>3</p> <p>3</p> <p>6</p>
<p><b>DIVERSITY: 3 credits</b></p> <p><b>EDC 732</b> Culturally and Linguistically Responsive Instruction (3 credits)**</p>	<p>3</p>
<p><b>RESEARCH: 6-7 credits</b></p> <p><b>EPR 594</b> Introduction to Educational Research Design (3 credits)**</p> <p><u>either EPR 596 or EPR 607/608:</u></p> <p style="padding-left: 20px;"><b>EPR 596</b> Intro to Qualitative Methods in Educ. Research (3 credits)</p> <p style="padding-left: 20px;"><b>EPR 608</b> Statistical Methods &amp; Action Research (3 credits) taken with</p> <p style="padding-left: 40px;"><b>EPR 607</b> Microcomputer Applications to Statistical Analysis (1 credit)</p>	<p>3</p> <p>3-4</p>
<p><b>ADDITIONAL REQUIRED COURSES: 9 credits</b></p> <p><b>EDC 707</b> Introduction to Teacher Leadership (3 credits)**</p> <p><b>EDC 711</b> Analysis and Evaluation of Teaching (3 credits)**</p> <p><b>Elective</b> (select one of the following):</p> <p style="padding-left: 20px;"><b>EDC 695</b> Coaching for Effective Instruction (3 credits)**</p> <p style="padding-left: 20px;"><b>EESL 680</b> Research in ESL/EFL (3 credits)**</p> <p style="padding-left: 20px;">OR another advisor-approved education course at the 600+ level (3 credits)**</p>	<p>3</p> <p>3</p> <p>3</p>
<p><b>SPECIAL EDUCATION: Survey Course</b> (required if not previously completed)</p> <p><b>ECY 600</b> Introduction to Exceptional Learners (3 credits)**</p>	<p>0-3</p>

## Non-Certification Track: Courses (30-37 credits)

*This track does not lead to ESOL teacher certification issued by the ALSDE.*

<b>Course Number and Title:</b> blended* online**	<b>Credits</b>
<b>PRE-REQUISITE: 0-3 credits</b> ( <i>required if not previously taken</i> ) EESL 610 Second Language Acquisition (3 credits)*	0-3
<b>TEACHING FIELD (ESL): 12 credits</b> <i>Select 4 courses from the following</i> EESL 612 Curriculum, Programs and Policies (3 credits)* EESL 615 Grammar and Linguistics for ESL Teachers (3 credits)* EESL 620 Special Topics: Heritage Language Instruction (3 credits)** EESL 625 Phonology for Second Language Teachers (3 credits)* EESL 627 Teaching Adult Language Learners (3 credits)* EESL 630 Methods and Materials for Teaching ESL, P12 (3 credits)* EESL 637 Methods Teaching English as an International Language (3 credits) EESL 640 Teaching ESL through Reading or Writing (3 credits)** EESL 641 Teaching Emergent Bilinguals in Early Childhood (3 credits) EESL 643 Promoting Global Peace through TESOL (3 credits)** EESL 647 Instruction and Assessment: Reading and Writing (3 credits)* EESL 657 Instruction and Assessment: Listening & Speaking (3 credits) EESL 660 Effective Teaching and Learning (3 credits)** EESL 670 Engaging Families and Communities (3 credits)** EESL 687 Practicum Seminar in English Language Teaching (3 credits)* Advisor-approved graduate courses in ESL or related to ESL (3-6 credits)** National Board Certification in English as New Language: Receive 6 credits by enrolling in EESL 677 Field Studies** and EHS 681 National Boards**	12
<b>DIVERSITY: 3 credits</b> <i>Select 1 course from the following</i> EESL 613 Teaching ESL in a Multicultural Society (3 credits)* EESL 617 Teaching English in a Global Context (3 credits)** EDC 732 Culturally and Linguistically Responsive Instruction (3 credits)**	3
<b>RESEARCH: 6-7 credits</b> EPR 594 Introduction to Educational Research Design (3 credits)** <u>Either EESL 680, EPR 596, or EPR 607/608:</u> EESL 680 Research in ESL/EFL (3 credits)** EPR 596 Intro to Qualitative Methods in Education Research (3 credits)** EPR 608 Statistical Methods & Action Research (3 credits)** taken with EPR 607 Microcomputer Applications to Statistical Analysis (1 credit)**	6-7
<b>ADDITIONAL COURSES: 9 credits</b> <i>Select 3 courses from the following</i> EDC 695 Coaching for Effective Instruction (3 credits)** EDC 707 Introduction to Teacher Leadership (3 credits)** EDC 711 Analysis and Evaluation of Teaching (3 credits)** EESL 677 Field Studies (3 credits)** Advisor-approved ESL or education course(s) at the 600+ level (3-9 credits)**	9
<b>PRACTICUM: 0-3 credits</b> <i>If candidates have not yet completed an ESL internship, practicum, or equivalent as determined by the ESL advisor/program director, they must take one of the following:</i> EESL 690 Internship in ESL, P-12 (3 credits)* EESL 697 Practicum in Adult ESL (3 credits)*	0-3

## TESOL Faculty

Susan Spezzini, PhD	Associate Professor & Program Director
Josephine Prado, PhD	Assistant Professor (tenure-track)
Kelly Hill, PhD	Assistant Professor (tenure-track)
Julia S. Austin, PhD	Adjunct Professor
Gabriel Diaz-Maggioli, PhD	Adjunct Professor
Susan Olmstead-Wang, PhD	Adjunct Professor
Rebecca L. Oxford, PhD	Adjunct Professor

Additional information: <http://www.uab.edu/education/esl/faculty-a-staff>

## Admission Requirements

### 1) Becoming Informed

- a) Educators in the greater Birmingham area are invited to attend an EdS information session: Thursdays, 5:00-5:45 in EB 100.  
→ Confirm your attendance (RSVP) by emailing Dr. Spezzini ([spezzini@uab.edu](mailto:spezzini@uab.edu)).
- b) Distance educators are invited to email Dr. Spezzini [spezzini@uab.edu](mailto:spezzini@uab.edu) and schedule a virtual meeting.
- c) All educators are encouraged to visit UAB's website for ESL education programs [www.uab.edu/esl](http://www.uab.edu/esl).
- d) For information purposes, educators should access the Program of Study Checklists: [www.uab.edu/education/checklists](http://www.uab.edu/education/checklists)  
→ Scroll down to Education Specialist, find ESL or TESOL, and click on Certification Track or Non-Certification Track.

### 2) Official Transcripts

- a) 3.0 cumulative GPA on degree-issuing master's transcript from a regionally accredited college
- b) Request official transcripts from all colleges attended, even if you took just one course and it appears on another transcript.
- c) Have official transcripts from each college attended (except for UAB) emailed to [SOEtranscripts@uab.edu](mailto:SOEtranscripts@uab.edu)  
OR mailed to SOE Office of Student Services (OSS), 1720 2<sup>nd</sup> Avenue South—EB 232; Birmingham, AL 35294-1250

### 3) Admission Exams

either MAT (scaled score 388 = raw score 35): <http://www.uab.edu/testing/institutional-tests/mat>  
or GRE (score of 290 current or 850 former): <http://www.ets.org/gre>

*By emailing an earlier score report to Dr. Spezzini ([spezzini@uab.edu](mailto:spezzini@uab.edu)), you can request a waiver of the 5-year limit.*

International students: TOEFL 90 (minimum of 20 on each subscore) or IELTS 7.0 (minimum of 6.5 on each subscore)

### 4) Certification Track

***Prerequisite: Master's degree in ESL and valid Class A certification in ESOL issued by the ALSDE.***

The certification track is for teachers who hold master's-level certification (i.e., Class A) in English to Speakers of Other Languages (ESOL) issued by the ALSDE. This track leads to the ALSDE's advanced teacher certification (i.e., Class AA). Teachers may use their National Board Certification in English as a New Language for elective credits in the EdS-TESOL by enrolling in two courses. By following a blended approach, this track includes both on-ground and online courses. Because this certification track is exclusively for teachers who hold the ALSDE's Class A certification in ESOL, all other educators will pursue the EdS-TESOL degree through its non-certification track.

### 5) Non-Certification Track

***Prerequisite: Master's degree in Education or TESOL or an area related to TESOL***

The non-certification track is for K-12 teachers who have an MA in education and also teacher certification in a field other than ESL or perhaps ESOL endorsement from another state or even the ALSDE's Class B ESOL certification. This track is also for educators who teach ESL/EFL to adult learners and/or coordinate ESL/EFL programs in one or more of this profession's diverse array of settings. Such settings could include intensive English programs on college campuses, English for Specific Purposes, workplace-situated English classes, community programs, refugee centers, and online instruction. When pursuing the EdS-TESOL, most graduate students focus their coursework on their own professional interests and/or on the needs of their respective institutions. This student-centered focus can range from P-12 schools, parent clinics, and rural community outreach to intensive English programs, academic support, and post-doctoral writing. EdS students can pursue this non-certification track by following a blended approach and taking both on-ground and online courses. Or, they can pursue it by taking only online courses and doing a two-week residency at UAB. Built around each graduate student's interests and needs, this summer residency usually consists of an ESL teacher institute on campus and also visits to several ESL sites in the greater Birmingham area.

## Applying for Degree-Seeking Admission

- Go to the Graduate School's website:** [www.uab.edu/graduate](http://www.uab.edu/graduate) and click on APPLY NOW (hand/finger icon at far left)
  - Create application account by clicking "Sign up" at bottom of webpage.
  - As username, use an email address that you never used in submitting an admission application to UAB.
  - Create a password to access your application account for all future applications to UAB's Graduate School.
- Degree-Seeking Application:** Go to your Graduate School application account and create a degree seeking application. Submit your application by the deadline for your targeted admission semester. It is OK if your exam score arrives a few days after the deadline.
 

**July 15** (admission to fall)      **Nov. 15** (admission to spring)      **April 15** (admission to summer)
- Click on Educational Specialist (EdS):** Select TESOL and then the appropriate concentration:
 

Teaching English to Speakers of Other Languages, <b>Concentration:</b> Certification Track or Non-Certification Track
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**Term:** Fall 2018, Spring 2019, Summer 2019 (*Options for TERM appear only after you have selected a concentration.*)

**Admission Exams:** Select the exams that you have taken or plan to take, i.e., MAT or GRE.  
If you have already received your unofficial exam score reports, expedite your application by uploading a PDF.

**Education Background:** Select your colleges/universities by typing in the first few letters (e.g., Univ of Alabama at Birmingham).  
If you can't find your college, type "Unknown School" and then type its entire name.

**Transcripts:** Expedite your application by uploading a PDF of your unofficial transcripts from all colleges attended (except for UAB)

**Personal Essay** (statement of purpose, academic interests, career goals, relevant background experience): Upload essay as a PDF.

**Resume/CV:** Update your resume or Curriculum Vitae (CV) and upload it as a PDF.

**References** (*waiving right*): Include names and emails of three recommenders. UAB will automatically email them the reference forms.

**In-state Residency: Do you claim to be a resident of Alabama?** YES NO  
Birth state, Dates resided in Alabama, High school graduation state, High School (type a few letters and select your school),  
Currently residing in Alabama, Reason for being in AL (education, employment, personal), Home address, Current address

**Disciplinary and Criminal History:** several questions

**Application Fee:** \$50 (\$60 for international applicants). This fee must be paid online with a credit card or debit card.

**100% Complete - Review, Electronic Signature, and Final Submit Button:** These steps are required to submit your application.
- International applicants:** Meet requirements for international students: <http://www.uab.edu/global/international-students-and-scholars>
- Application Status:** Check application account periodically and/or contact the Graduate School, 205-934-8227, [gradschool@uab.edu](mailto:gradschool@uab.edu).
- Program Review:** After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SOE.
- Processing:** After all materials have arrived, it usually takes from 2 to 10 weeks for an application to be fully processed (goal = ASAP).
- Admission email:** After your application has been processed, you will receive an email from the Graduate School with the subject line: "UAB Graduate School Admission Decision". This email will prompt you to go to your application account and retrieve your letter:
  - Your student number (letter "B" followed by 8 digits) *NOTE: You will need this number for identification purposes.*
  - Your program (e.g., High school EdS, Elementary EdS) and, if applicable, your concentration (e.g., Math)
  - Your status as an Alabama resident (with in-state tuition) or as a non-resident (with out-of-state tuition)
- BlazerID:** Follow instructions in your admission letter with respect to processing a BlazerID (or reactivating your inactive BlazerID).  
Go to BlazerNet Central: [www.uab.edu/blazerid](http://www.uab.edu/blazerid) and immediately process your BlazerID (or reactivate a former BlazerID).  
Your BlazerID serves as your UAB email. Select 8 letters/digits that convey a professional image. (*Alias emails are available.*)  
You should check your UAB email regularly and must always use it in official communication with UAB.  
If you have linked your new UAB email to your home email, check frequently to ensure this connection is working properly.
- HEALTH:** All students (degree-seeking and non-degree seeking) who take one or more on-ground courses must obtain medical clearance. Students pursuing a totally online degree program usually do not need to meet these health requirements. After you are admitted, you will receive an email about obtaining medical clearance. It will have links to UAB's Student Health and Wellness (SHW) website and to the Patient Portal: <http://www.uab.edu/studenthealth/medical-clearance>. Links to these SHW webpages are also available on your BlazerNET account.  
You must meet the medical clearance deadline (e.g., Aug. 1, 2017 for Fall admission). If not, you will be blocked from registering for class. If you are already registered but don't submit all required records by the medical clearance deadline, your classes might get canceled.
 

**Which immunizations do you need?** To find out, go to [Medical Clearance](#) and answer these questions:

-When did/will you matriculate (begin classes) at UAB?	Summer term 2016 or later	Prior to summer term 2016
-Are you a clinical or non-clinical student?	<b>Non-clinical (no patient contact)</b>	<b>Clinical (patient contact)</b>
-Are all of your courses completely online?	<b>Yes, all courses are completely online.</b>	<b>No, at least one class will be on campus.</b>
-Are you a United States citizen?	<b>Yes, I am a U.S. citizen.</b>	<b>No, I am not a U.S. citizen</b>

**Level 1 Immunization.** Most EdS students are classified as requiring Level 1 immunization which consists of the following: **MMR** (Measles, Mumps, Rubella), **TDAP** (Tetanus, Diphtheria, Acellular Pertussis), **Varicella** (Chickenpox/Shingles); and **TB** (Tuberculosis) screening. Immunizations and TB screening are available at SHW (1714 Ninth Avenue South) for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at <http://www.uab.edu/studenthealth/services/immunizations-and-tb-tests>

**Submitting health records (for students who start after Summer 2016).** Click "Forms" on Patient Portal. Then click "Immunizations entry form" and "Add immunization record." Upload scanned documents as JPEG, JPG, PNG, or GIF. Or, instead, you can fax your immunization records to 205-996-7468. As you complete these requirements, your immunization status will be reflected on your student profile in BlazerNET and on the Patient Portal under the "Immunizations" tab. If you have questions, contact [medclearance@uab.edu](mailto:medclearance@uab.edu).

## Non-Degree Seeking Status

UAB Graduate School, 205-934-8227 [gradschool@uab.edu](mailto:gradschool@uab.edu)

1. Non-degree seeking status is for applicants who do not meet the degree-seeking application deadline and wish to start taking courses.
2. **Instructions:** Read the instructions for non-degree seeking students at <http://www.uab.edu/graduate/nondegreestudents>
3. **Non-degree application:** Go to the graduate admission application account that you created on UAB's Graduate School website (page 3, item 5) and submit a non-degree seeking application by the deadline: August 25 for admission to Fall 2018, January 1 for Spring 2019 and June 18 for Summer 2019 B term (*probably May 3 for the full summer term and June 1 for the Summer A term*).
4. **Degree choice:** After clicking "Start new application", respond to the four key questions as follows:
  - a. For which of the following are you applying? Non-Degree Seeking
  - b. Intended Program of Study Education Non-Degree
  - c. Concentration *Not Applicable: selected program does not offer concentration options*
  - d. Term: Select the term that you are interested in registering for as a non-degree seeking student.
5. **Payment:** Pay \$40 online (debit card or credit card) and click SUBMIT.
6. **Transcripts:** Non-Degree students must submit a copy of their transcript from a regionally accredited university showing that a bachelor's degree or higher has been awarded. This transcript may be unofficial, and can be uploaded within the application prior to submission. If you would like to submit an unofficial copy of your transcript after submission, please send it via email to [gradschool@uab.edu](mailto:gradschool@uab.edu). Your application cannot be processed until the Graduate School has received a copy of your transcript.
7. **Fingerprints:** *Follow instructions on page 3, step 4. You must have background clearance to do field experiences.*
8. **Admissions:** Once you have completed your application by paying the fee and submitting a copy of your unofficial transcript showing a bachelor's degree or higher has been awarded from a regionally accredited university, the Graduate School will process your application within 1-3 business days. Once an admissions decision has been rendered, you will be notified via email and will need to log back into the application dashboard to view your decision. You will find crucial information within your decision letter, such as a link to complete the Acknowledgement of Non-Degree Policies form, how to create your BlazerID if you do not already have one, and information regarding required overrides that must be issued to non-degree seeking students.
9. **No financial aid:** During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
10. **Change Non-Degree Seeking Credit to Degree-Seeking Credit:** Submit this form after you earn degree-seeking status.

## Test-Taking Tips

- 1) **Miller Analogies Test:** Students can access a limited amount of test preparation materials online at the MAT website. They can also purchase a test preparation book at major bookstores. When doing so, students should be sure the materials say MAT (and not GMAT).
- 2) **Study Techniques:** An excellent way to prepare for the MAT is by taking several practice tests (included in the online and purchased test preparation materials) in a secluded area and by setting a timer for the allotted time.
- 3) **Disability Support:** If students have a disability, they should register with UAB's Disability Support Services (205) 934-4205. This takes time. So, if students plan to seek a disability designation at UAB, they must start this process at least 3 months before the test date. Once students have been designated by UAB's Student Disability Services as having a disability, they will be allowed to take the MAT with accommodations. The exact accommodation depends on the type of disability.
- 4) **Arriving on Time:** Test takers should arrive at the test center at least 30 minutes before the test is scheduled to start. Test-takers must be inside of the designated testing room before the time indicated on the instructions. For example, if test-takers are told to arrive by 10:30, this means that the door of the testing room closes at 10:30 and no one else is permitted to enter.
- 5) **Default Response:** If test takers do not know the answer to a question, they should mark their default response rather than leaving it blank. "C" is often recommended. Test takers should not worry about marking "C" numerous times. Using a default response works well since the passing score on the MAT 35 questions being correct out of 100. Of an individual's default responses, about 25% are often correct. For example, of 20 "simply mark C" responses, about 5 will be correct. For some test takers, this is the difference between passing and not passing. Instead of "C," test takers may wish to use "B" or another letter. *NOTE: This approach will not work as well when a higher cut score is required. It also does not work on other types of exams, e.g., Advanced Placement; it depends on the test design.*
- 6) **Keeping track of time:** One minute before the test ends, test takers should "simply mark C" on the remaining questions. That way, if they run out of time, they will have responded to all questions. For computer-based tests, the time appears on the screen. For paper-based tests, the test takers could wear a simple watch with clear numbers. They cannot rely on their cell phone for telling time because they are not allowed to bring cell phones into the testing room. They also cannot rely on the wall clock because sometimes it is not easily visible. When taking paper-based tests, the test takers may wish to write down the time when they start the test and the time when the test is supposed to end.

## Information QuickLinks

Go to [www.uab.edu/education](http://www.uab.edu/education). Find **SEARCH** in the top right corner. Right below **SEARCH** are these Quicklinks:

### Education Quicklinks

- Dept. of Curriculum & Instruction**
- Class Schedule**
- Financial Aid**
- Graduate School** (*applications & much more*)
- Office of Clinical Experiences** (*internship*)
- Office of Student Services/OSS** (*applications*)
- Scholarship Opportunities**
- Sterne Library**
- Task Stream**
- Tuition/Fees**

### UAB Quicklinks

- Academic Calendar**
- Apply** (*seeking admission*)
- Ask IT** (*technology problems*)
- BlazerExpress** (*bus system*)
- BlazerNET** (*registering, paying, etc.*)
- Campus Map**
- Canvas** (*online course access*)
- Directory** (*names and contact info*)
- Email** (*accessing your email account*)
- Emergency/B-Alert** (*bad weather*)

EXAMPLE:

### Education QuickLinks

Tuition/Fees

### UAB QuickLinks

Academic Calendar and BlazerNet

Graduate Students 2017-18	Tuition per semester credit	Tuition per 3-credit course
In-state residents	\$437	\$1,311
Out-of-state residents	\$995	\$2,985

*Fees: online \$150, field supervision \$100, internship \$75, laboratory \$50; late payment \$50, payment plan \$25, reinstatement \$50 - \$150*

## Application Deadlines

### 1) Application(s) for Admission Graduate School (LHL G03) [www.uab.edu/graduate](http://www.uab.edu/graduate) click on **APPLY NOW**

Projected Term for Admission	Degree-Seeking Admission*
<b>Spring 2018</b> (starts January 8 <sup>th</sup> )	November 15, 2017
<b>Summer 2018</b> (starts 5/7, 6/4 & 6/25)	April 15, 2018
<b>Fall 2018</b> (starts August 27 <sup>th</sup> )	July 15, 2018

\*Subject to change: Updates will be posted at [Graduate School Deadlines](#)

### 2) Application for Degree.

SOE graduate students must submit their Application for Degree online about **six months before they intend to graduate**. Failure to do so will delay their graduation by at least one semester.

Anticipated Graduation	SOE Deadlines
<b>Spring 2018</b>	<i>November 1, 2017</i>
<b>Summer 2018</b>	<i>April 1, 2018</i>
<b>Fall 2018</b>	<i>July 1, 2018</i>

Visit the Graduate School  
[Website and select "Forms Used to Complete Graduate Study"](#)  
for detailed instructions on how to submit your application for degree.

The School of Education (SOE) recommends students to UAB's Graduate School for graduating with a master's degree. After approving the recommendation, the Graduate School awards the master's degree.

### 3) Application for K-12 Class AA Certification in ESOL (Only for students in the Certification Track)

Anticipated Graduation	Due Date for Preferential Processing
<b>Spring 2018</b>	<i>April 1, 2018</i>
<b>Summer 2018</b>	<i>August 1, 2018</i>
<b>Fall 2018</b>	<i>November 1, 2018</i>

Basic information is provided at this website:  
<http://www.uab.edu/education/student-services/home/teacher-certification>

## I am interested in learning more about the EdS-TESOL

**Names:** First & Middle \_\_\_\_\_ (preferred \_\_\_\_\_); Last \_\_\_\_\_ (former \_\_\_\_\_)

Do you hold Class A certification in ESOL issued by the Alabama State Department of Education? YES NO

**Targeted Track in the EdS-TESOL program** (check or circle):

\_\_\_ Certification Track      \_\_\_ Non-Certification Track

Date of Birth \_\_\_\_\_ Home email \_\_\_\_\_ Work email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

BA/BS degree: major \_\_\_\_\_ minor \_\_\_\_\_ college/univ. \_\_\_\_\_ year graduated \_\_\_\_\_

Master's degree: major \_\_\_\_\_ minor \_\_\_\_\_ college/univ. \_\_\_\_\_ year graduated \_\_\_\_\_

Other degree: \_\_\_ major \_\_\_\_\_ minor \_\_\_\_\_ college/univ. \_\_\_\_\_ year graduated \_\_\_\_\_

Certification/Endorsement (if applicable) \_\_\_\_\_

Current Employment: \_\_\_\_\_

Former Employments: \_\_\_\_\_

Total years working in ESL/EFL/TESOL: \_\_\_\_\_

### **Prerequisites for both tracks**

Minimum GPA of 3.0 on degree-issuing master's transcript from a regionally-accredited college

Passing score on the MAT (388+) or GRE (290+ current or 850+ former)

*International students:* TOEFL=90 (with 20+ for each subscore) or IELTS=7.0 (with 6.5+ for each subscore)

### **Prerequisite for the Certification Track**

Valid Class A Teacher Certification in ESOL issued by the Alabama State Department of Education (ALSDE)

### **Prerequisite for the Non-Certification Track**

Master's degree in education or TESOL or an area related to TESOL

### **I am aware of the following:**

- 1) Applicants should read and follow the stipulations in this information packet and keep themselves informed regarding any changes.
- 2) All regulations described in this information packet are valid only up until the date on this packet.
- 3) Policies for the Certification Track are established by the ALSDE, these policies are subject to change, and all candidates must abide by all such changes.
- 4) Candidates must submit their admission [applications](#) to UAB's Graduate School by the deadline. However, it is usually OK for the exam score report to arrive a few days after the deadline.
- 5) When communicating with UAB faculty and staff by email, candidates should always use professional email etiquette, should fully identify themselves, and should also provide some background information.
- 6) After candidates have obtained a UAB email, they must check it frequently and always use it in official communication.
- 7) Candidates must maintain a 3.5 GPA in UAB's EdS program in order to continue from semester to semester and also to be eligible for earning an EdS degree. Certification Track candidates must have a 3.5 GPA upon graduating to be eligible for Class AA certification.
- 8) Candidates must take all courses on their program checklists and follow all procedures to earn an EdS degree from UAB and, if in the Certification Track, to earn Class AA certification from the ALSDE.
- 9) If recommended by a course instructor or the program director, candidates must take GRD 727 Academic Writing.
- 10) Candidates must always demonstrate a high level of professional dispositions worthy of the teaching profession.
- 11) Candidates must confer with their SOE faculty advisor or with their program director whenever they have questions concerning their program. Advisors and program directors give advice but that they are not responsible for a candidate's program or degree.
- 12) Candidates must submit an Application for Degree online about 7 months before their anticipated graduation. Failure to do so may delay their graduation by a full semester.
- 13) Candidates in the Certification Track must submit an Application for Certification to the SOE Office of Student Services during their final semester. Eligibility for certification expires if application is not submitted within 60 months of graduation.
- 14) After conferral of their EdS degree, Alabama teachers should submit a request to UAB for an official transcript to be sent to their school district's HR office to begin the process of being categorized in a new salary bracket.
- 15) Upon discontinuing studies for more than a year, even with leave of absence, candidates must qualify for and follow the program in effect upon seeking re-entry.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_