

# TESOL & INTERCULTURAL STUDIES



2024-2025 Student Handbook



2024-2025

Academic Year

# TABLE OF CONTENTS

1. WELCOME and INTRODUCTION -----	2
• Welcome	
• Resources & Opportunities	
• TESOL and Intercultural Studies Programs Faculty and Staff	
2. ACADEMIC INFORMATION -----	6
• Course Catalog	
• Candidacy	
• Comprehensive Exams and Masters Thesis	
• Exit Interviews	
• Term Dates	
3. ELECTIVES AND INTERNSHIPS -----	7
• Overview	
• Courses	
4. TESOL AND INTERCULTURAL STUDIES DEGREE AND CERTIFICATE -----	9
• Required Courses	
○ M.A. TESOL and Intercultural Studies	
○ Certificate in TESOL	
• ESL/BE Endorsement	
• Advice for TESOL students	
5. APPENDIX: SAMPLE FORMS -----	14

# Welcome

Welcome to the TESOL and Intercultural Studies programs in the Wheaton College Graduate School! For over 30 years, Wheaton's TESOL and Intercultural Studies programs have graduated thousands of teachers and other cross-cultural workers who are serving throughout the world.

We continue to offer high-quality residential MA and Certificate programs in addition to our online TESOL Flex model. Over the past decade, we have devoted countless hours to developing high-quality videos and other resources for our online classes. Our innovative approach allows on-campus and online students to interact with each other and develop a sense of community in the various courses.

Whether you are on campus or studying remotely, we want you to understand the programs well and plan effectively. The faculty and staff have put together this orientation handbook to facilitate your entry into the program. This handbook can also serve as a useful reference in the future. We hope you will download and read through it carefully as you enter the program.

We are excited to have you joining us, and we look forward to getting to know you better in the days ahead. If you have any questions, please feel free to reach out to your faculty advisor, to the office coordinator Mary Ossowski, or to me, the program director.

Blessings,



Alan A. Seaman, Ph.D.  
Professor and Director of TESOL and Intercultural Studies  
Department of Education  
Wheaton College Graduate School

# Resources & Opportunities

## Campus Resources

### **Graduate Student Life**

The offices for the Graduate Student Life Director, the Graduate Records Analyst, and the Student Financial Services (SFS) Manager for Graduate Students are located in Billy Graham Hall near the second floor Commons. If you are a residential student, feel free to stop by their offices and discover how they can assist you as a graduate student. If you are TESOL-Flex/Online, you can reach out to them via email:

- Cheryl Margason, Graduate Student Life Director, [cheryl.margason@wheaton.edu](mailto:cheryl.margason@wheaton.edu)
- Gloria Yoon, Multicultural Student Programs Coordinator, [gloria.yoon@wheaton.edu](mailto:gloria.yoon@wheaton.edu)
- Tristan O'Brien, Student Financial Services Manager for Graduate Students, [tristan.obrien@wheaton.edu](mailto:tristan.obrien@wheaton.edu)

**The Writing Center** has a website (<https://www.wheaton.edu/academics/services/writing-center/>) to help students become more proficient with their writing. In person or online appointments for assistance are available.

### **College Library Resources**

The Wheaton campus main library is [Wheaton College Library](#), which houses the TESOL collection as well as many additional resources for students. The library website, [library.wheaton.edu](http://library.wheaton.edu), provides access to online databases for journal articles and research.

The TESOL subject librarian in Buswell is Cathy Troupos, [cathy.troupos@wheaton.edu](mailto:cathy.troupos@wheaton.edu), and she will be your go-to for research assistance in the field. Please contact the TESOL subject librarian with any questions or needs for online materials, or for help with I-Share (see below).

### **I-Share**

I-Share is the online catalog system that searches the holdings of 75 (mainly) academic libraries in Illinois. You can use I-Share for requesting books that Wheaton does not have or that are checked out.

### **TESOL Library**

The TESOL Library in the BGC is located on the second floor in room BGH 213. These items are available for in-person browsing and checking out for brief periods of time.

### **Academic and Institutional Technology (AIT)**

If you need assistance with any technology related question, please email [ait.service.desk@wheaton.edu](mailto:ait.service.desk@wheaton.edu).

### **Learning and Accessibility Services (LAS)**

LAS is committed to providing students with disabilities spaces of belonging here at Wheaton College. The staff can be contacted at: [las@wheaton.edu](mailto:las@wheaton.edu)

*Copiers are available in both libraries (and throughout BGH) for copying, scanning, and faxing.*

# Opportunities for Volunteering/Getting Involved Locally for Residential Students

## WORLD RELIEF

World Relief is one of the best opportunities in the area. They help refugees from all over the globe in a variety of ways and are always looking for volunteers. They also offer many ESL classes and provide opportunities for volunteering as a tutor or a classroom aide.

DuPage World Relief office  
191 S Gary Ave Ste 130  
Carol Stream, IL 60188  
Tel: 630.452.7566  
[worldrelief.org](http://worldrelief.org)

## COLLEGE OF DUPAGE

College of DuPage also offers ESL classes. Their PEP (People Educating People) program coordinates volunteers who aide in these classes.

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
<https://www.cod.edu/>

## PUI TAK CENTER

The Pui Tak Center, located in Chicago's Chinatown, is an opportunity to minister to Chinese people. There are chances to volunteer as an ESL tutor as well as in several other capacities.

Pui Tak Center  
2216 S. Wentworth Avenue, Chicago  
phone: (312) 328-1188  
<https://www.puitak.org/>

## SOUTH ASIAN FRIENDSHIP CENTER

The South Asian Friendship Center & Bookstore desires to create a friendly, welcoming atmosphere where South Asians are comfortable to come in and browse the bookstore, sit in the facility, and engage in relaxing conversations.

6017 N Maplewood Ave  
Chicago, IL 60659  
phone: (773) 764- 6846  
<https://safcchicago.com/>

# Faculty & Staff

## **TESOL and Intercultural Studies Programs**

Alan Seaman, Ph.D.  
Professor of TESOL  
Director of TESOL and Intercultural Studies Programs  
[alan.seaman@wheaton.edu](mailto:alan.seaman@wheaton.edu)  
630-364-9091, Office BGH 210

Pam Barger, Ph.D.  
[pam.barger@wheaton.edu](mailto:pam.barger@wheaton.edu)  
Assistant Professor of TESOL  
ELIC Program Director  
ext. 5713, Office BGH 209

Bill Merrifield, Ph.D.  
[bill.merrifield@wheaton.edu](mailto:bill.merrifield@wheaton.edu)  
TESOL Internship Coordinator  
Office BGH 208

Cheri Pierson, Ed.D.  
Associate Professor of TESOL, Emerita  
[cheri.pierson@wheaton.edu](mailto:cheri.pierson@wheaton.edu)  
ext. 7123, Office BGH 208

## **Institute for Cross-Cultural Training**

Natalie Mullen Leisher, Ph.D.  
Director of the Institute for Cross-Cultural Training  
[natalie.mullen@wheaton.edu](mailto:natalie.mullen@wheaton.edu)  
Office BGH 215

Mary Ossowski  
Office and Partnership Coordinator  
[mary.ossowski@wheaton.edu](mailto:mary.ossowski@wheaton.edu)  
ext. 5948, Office BGH 207

Cathy Troupos, M.A., M.L.I.S.  
Assistant Professor of Library Science  
TESOL and Intercultural Studies subject librarian  
[cathy.troupos@wheaton.edu](mailto:cathy.troupos@wheaton.edu)  
ext. 5447, Office Buswell 153

Sara Vroom Fick, Ph.D.  
Assistant Professor of Education  
[sara.vroomfick@wheaton.edu](mailto:sara.vroomfick@wheaton.edu)

# Academic Information

## COURSE CATALOG

The course catalog for TESOL and Intercultural Studies can be found via the Wheaton Portal, or at <https://catalog.wheaton.edu/>.

## DEGREE PROGRAM PLAN FORM

Before a student can exceed 12 semester hours (including TESOL Certificate students) a master's degree Program Plan Form must be completed; see sample forms in the appendix. Please make an appointment with your academic advisor to complete the form and obtain the required signature. The forms for the M.A. degree and TESOL Certificate are available online [HERE](#) via the Office of the Registrar. Questions about the forms should be directed to [registrar@wheaton.edu](mailto:registrar@wheaton.edu).

## COMPREHENSIVE EXAM OR MASTER'S THESIS

The comprehensive exam (Comps) is a 0-credit, pass/fail exam taken during your final semester in the program. Register for the exam (LING 692) as you would for a course on your Wheaton Portal the semester you plan to graduate. It is designed to test your knowledge of the core required courses for the MA program. At the beginning of the semester, you will be notified by the program director concerning the exam schedule, the preparation work required, and due dates. Most students report that they enjoy the chance to review and integrate all that they have learned during their time in the program. In lieu of taking the comprehensive exam, some students choose to write a Master's thesis (LING 698/699). This is a good option for those who are interested in researching a topic in depth, but most students choose to take the comprehensive exam. Talk to your advisor during your first semester if you are interested in writing a thesis.

## EXIT INTERVIEWS

We need your help! The purpose of the exit interview is for you to give helpful feedback to the department on the strengths and limitations of the TESOL and Intercultural Studies programs. How do you do that? Students must have an exit interview with their advisor during the last two weeks of the semester in which you graduate.

## TERM DATES

Important Academic dates and deadlines can be found in the [Academic Deadlines for Students](#) portion of the website, or in the front pages of the Course Schedule provided each semester via Wheaton Portal.

## ONLINE OR RESIDENTIAL SECTIONS

Occasionally a course may have two sections, one held on-campus for residential students, and one online for flex/fully remote students. When you register, you can see which is the online section as it will have the OL designation in the section column ("Sec") with the time and location listed as TBA. All online courses are run asynchronously unless otherwise noted. *Please note: Residential students are expected to enroll in the on-campus section unless they have an urgent need (e.g. scheduling conflict for a required course) to enroll in the online section, and need permission from their academic advisor to do so.*



# Electives & Internships

## ELECTIVES & INTERNSHIPS

The MA in TESOL and Intercultural Studies is a 36-credit-hour degree program which includes 4 hours of electives. These electives allow you to personalize your degree program by taking courses that appeal to your interests and future goals. To complete the elective requirement, you can select from courses offered through the department, or you may take approved courses offered by other graduate departments. It is also possible to take a 300- or 400-level undergraduate class for graduate credit if you are on campus and have the professor's permission. You should discuss elective options with your advisor near the beginning of your time in the MA program.

### TESOL and Intercultural Studies Elective Courses

LING 552 Cross-Cultural Perspectives on Gender and Leadership (2 credits)  
LING 563 Cross-Cultural Teaching and Learning (2)  
LING 601 Introduction to TEFL Methodology (2)  
LING 602 Second Language Acquisition in Intercultural Contexts (2)  
LING 608 Second Language Acquisition (4)  
LING 618 English Language Learning Methods for Content-Area Teachers, K-12 (2)  
LING 639 Introduction to Linguistics (4)  
LING 642 Bilingual Methods and Materials (2)  
LING 643 English Language Learning Methods for Specialists, K-12 (2)  
LING 644 English for Specific Purposes (2)  
LING 695 Independent Study (2-4 credits)  
LING 696 Internship (2 or 4 credits)  
LING 698 Thesis (2 credits)

Several examples of popular electives in other departments are provided below. Some are offered in online form; others are only offered residentially. Permission is required from your advisor and from the course instructor prior to registration.

HDI 624 Refugee and Forced Migration Issues (2)  
HESD 641 Emerging Adult Development (4)  
MML 512 Leadership and Spiritual Formation (4)  
BITH 524 Intro to Hermeneutics (2)

## INTERNSHIPS

### Local Internship Opportunities

TESOL MA students who are new to the profession may want to gain more teaching experience than a practicum field placement can provide. To receive credit for an extended internship, students can register for LING 696 as an elective course for 2 or 4 credit hours. Local internships involve a semester of assisting/teaching in a local ESL program. For example, World Relief's education department offers a year-long internship (combined with the TESOL practicum) in their ESL programs in Wheaton and Aurora. This can be a paid internship when combined with work-study. Additional internship opportunities can be arranged with the ESL program at the Pui Tak Center in Chicago and with local community college ESL programs (College of DuPage, Waubensee Community College, Harper College). These local internships are also popular options during the summer session, along with the overseas internships. Please see Dr. Alan Seaman for more information: [Alan.Seaman@wheaton.edu](mailto:Alan.Seaman@wheaton.edu)

### International Internships

The department has long-term connections with a number of schools and summer programs throughout the world for practicum field placements and internships. Please consult with the internship coordinator for a specific list of opportunities. Residential students who plan to travel abroad must apply to the Global Programs and Studies department for approval. Students who are based abroad (TESOL Flex) may be able to use participation in local programs for internship credit, with departmental approval.

### Internship Requirements:

To receive 2 or 4 semester hours of credit for LING 696, the TESOL internship, the student must:

1. Complete **80 hours of work** as a teacher (or in another teacher's classroom) in an agency under the supervision of an approved administrator (**160 hours** for a 4-credit-hour internship);

(The 80/160 hours described above can include activities such as attending meetings, preparing lessons, serving as an aide in the classroom and some co-teaching);

2. Maintain a **journal** which records both the hours worked and reflections on the experience;
3. **Meet (in person or by videoconferencing)** with a Wheaton College TESOL professor to report on progress in the internship;
4. Write a **paper** (@ 12-15 pages in length) which includes
  - a. **insights from the internship** and goals for the future,
  - b. a **description of the** teaching situation.

Students who register for LING 696 must also fill out an internship application which is available through the Registrar's office at Wheaton College.

### Teaching Expectations:

In some cases, the intern will be the main teacher of an ESL class, responsible for preparing the lessons and delivering instruction. In most cases, the intern will be present in another teacher's class and will assist instruction in a variety of ways. **Because of the variety of programs sponsoring internships, the teaching expectations are flexible.** The intern is expected to participate in the ESL class (or classes) on a regular weekly schedule, primarily as an aide, but also with some co-teaching later in the term. The amount of co-teaching will be determined by the intern and cooperating teacher.

# TESOL and Intercultural Studies Degree and Certificate

## Required Courses

### M.A. in TESOL and Intercultural Studies

#### Required courses:

LING 531 Theological Perspectives on Language and Education (2)

LING 561 Intercultural Communication (4)

LING 573 Qualitative Research for 2<sup>nd</sup> Language Educators (2)

LING 613 TESOL Classroom Dynamics Practicum (2)

LING 614 Curriculum and Materials Development (2)

LING 615 Teaching Reading and Composition to ESL/EFL Learners (2)

LING 616 English Phonology for ESL/EFL Learners (2)

LING 617 Principles of ESL/EFL Assessment (2)

LING 619 Teaching Speaking and Listening to ESL/EFL Learners (2)

Choose **one** of the following courses for Theological Studies Requirement (TSR)

*Please note: TSR courses cannot be transferred or substituted*

BITH 565 Christian Theology (4)

BITH 566 Foundations for Biblical Interpretation (4)

BITH 576 History of Christianity to 1900 (4)

Electives (4 hrs)

**Total credits: 36**

**Certificate in TESOL (meets ESL and BIL endorsement requirements in Illinois and most other states)**

**Required courses:**

	<b>Endorsement Area</b>
LING 563 Cross-Cultural Teaching and Learning (2)	Culture
LING 611 Theoretical Foundations of TESOL Methodology (4)	Theoretical Foundations
LING 612 Descriptive English Grammar for TESOL (4)	Linguistics
LING 613 TESOL Classroom Dynamics Practicum (2)	Methodology (100 hours)
LING 614 Curriculum and Materials Development (2)	Methodology
LING 615 Teaching Reading and Composition to ESL/EFL Learners (2)	Methodology
LING 616 English Phonology for ESL/EFL Learners (2)	Linguistics
LING 617 Principles of ESL/EFL Assessment (2)	Assessment

Select one of the following:

LING 618 EL Methods for Content-Area Teachers (2) (if K-12)	Methodology
OR	
LING 695 Independent Study (if non-K-12) or approved elective (2)	

Select one of the following:

LING 619 Teaching Speaking and Listening to ESL/EFL Learners (2)	
OR	
LING 643 EL Methods for Specialists (if K-12 ESL) (2)	Methodology (ESL)
OR	
LING 642 Bilingual Methods and Materials (if K-12 bilingual) (2)	Methodology (BIL)

**Total credits: 24**

# Requirements for an English as a Second Language Endorsement/Approval in Illinois

Teachers wanting to work as specialists in English as a Second Language (ESL) or bilingual education (BE) in Illinois public schools must earn an endorsement or approval that is recognized by the state. Here are the current requirements for an ESL endorsement/approval.

1. A valid Illinois teaching certificate.
2. ESL clinical experience equal to 100 clock hours or three months teaching experience with ESL students.
3. Credits totaling 18 semester hours distributed among the following course areas:
  - Linguistics
  - Theoretical Foundations of Teaching ESL
  - Assessment of the Bilingual Student
  - Methods and Materials for Teaching ESL
  - Cross-Cultural Studies for Teaching LEP Students

## Graduate-Level ESL Endorsement

LING 611 Theoretical Foundations of TESOL (4)  
LING 612 Descriptive English Grammar (4)  
LING 613 TESOL Practicum (2)  
LING 614 Curriculum and Materials Development (2)  
LING 615 Teaching Reading and Composition to ESL/EFL Learners (2)  
LING 616 English Phonology (2)  
LING 618 ELL Methods and Materials (2)  
LING 561 or 563 Intercultural Communication or Cross-Cultural Teaching and Learning (4 or 2)

Undergraduate students at Wheaton College can earn an SL endorsement by completing any combination of the following courses that covers all five areas and adds up to at least 18 semester hours.

## Undergraduate Endorsement Requirements (ESL or BE)

English as a Second Language (ESL)

LING 224 Theoretical Foundations of Language Acquisition (4)  
LING 227 Cross-Cultural Teaching/Learning (2)  
LING 325 Principles of Assessment for TESOL (2)  
LING 326 EL Content Methods (2)  
LING 328 EL Methods for Specialists (2)  
LING 328L ESL Practicum (1)  
LING 329 Curriculum and Materials Development (2)  
LING 331 Introduction to Linguistics (4)

## Bilingual Education

- LING 224 Theoretical Foundations of Language Acquisition (4)
- LING 227 Cross-Cultural Teaching/Learning (2)
- LING 323 Bilingual Methods and Materials (2)
- LING 323L Bilingual Practicum (1)
- LING 325 Principles of Assessment for TESOL (2)
- LING 326 EL Content Methods (2)
- LING 328 EL Methods for Specialists (2)
- LING 328L ESL Practicum (1)
- LING 331 Introduction to Linguistics (4)
- \*\* Elective\*\* LING 329 Curriculum and Materials Development

# Advice for TESOL Students

The TESOL program at Wheaton has a strong relationship with both secular and Christian agencies and institutions, in the Chicago-area and internationally. Here are some suggestions for growing professionally during your time here:

**Join [International TESOL](#) and [Illinois TESOL-BE](#).** The international association of Teachers of English to Speakers of Other Languages (TESOL) has over 15,000 members and holds a major convention each year. You can join TESOL at a special student rate and begin to receive publications such as TESOL Connections and TESOL Quarterly. The state affiliate of TESOL, Illinois TESOL-BE is a very active organization which you can join separately at a student rate. Each year Illinois TESOL-BE hosts several Saturday workshops and a statewide convention in the Chicago area. Wheaton TESOL students have been very active in this organization, attending the events and presenting papers. You might consider attending the annual convention in late February ([itbe.org](http://itbe.org)).

**Get Involved with an ESL Classroom.** We strongly encourage all of our graduate students to get involved in local ESL classrooms as volunteers during each semester that they are in the program.

**Consider Part-Time ESL Employment After One or Two Semesters.** A number of local programs hire Wheaton TESOL students as part-time instructors once they have completed a semester or two of study. Your faculty advisor will have information about local programs and will guide you with advice about the job search process.

**Use the Professional and Curriculum Libraries Located at Wheaton.** Over a thousand TESOL curriculum and professional/academic books are in [Buswell Library](#). The TESOL curriculum books (those intended for use in classrooms) are located in a special section (ask a librarian if you need help locating them). A number of professional books (intended for teachers) are also in Buswell, and a different set of professional books can be found in the 400-428 section of the stacks. Several hundred books are also located in our resource room-library, BGH 213, and may be checked out for brief periods of time.

## A NOTE ON ICCT

The [Institute for Cross-Cultural Training](#) (ICCT) offers intensive training workshops and courses that can be used for credit towards the certificate or degree programs. All workshops and courses are offered online throughout the year. The SLA course is a wonderful opportunity for those pursuing summer elective credits. You can take some incredibly useful courses, learning alongside international workers and church leaders.