

Seattle University
College of Education

Winter 2018 Newsletter Teaching English to Speakers of Other Languages

Mark Your Calendars:

Classes Begin: Monday, January 8th

Add/Drop Deadline: Friday, January 12th

Martin Luther King's Birthday: Monday, January 15th (No Classes)

President's Day: Monday, February 19th (No classes)

Graduation

Application Deadlines: Summer & Fall 2018, Thursday, February 1st

Commencement: Sunday, June 17th

Advance Registration Begins for Spring 2018: Monday, February 12th

Internship Seminar: Monday, January 8th, 4:30- 5:30 pm, Loyola 200

To register for any of the above, email tagall@seattleu.edu

Dates and Events of Importance

Add/Drop Courses:

Add/Drop may be completed at SUOnline. It must be done by the deadlines (see dates above). After the final day of the Add/Drop period of each term, special fees and processes apply.

Advance Registration:

You should make an advising appointment before registration begins to ensure that you can register without delay at your appointed time. Course schedules are posted on SUOnline several weeks before registration begins.

Please register for your courses as soon as possible so that we may identify potential problems with registration and rectify them in a timely manner. If you are having difficulties, please see the following:

- **If you receive an error message...** capture the error message and email (armitagb@seattleu.edu) with the course you are attempting to register for and the error you received (screenshot or copy/paste).
- **If you need a course but do not have the prerequisites...** email the instructor for the course and ask permission to register. Please cc the program assistant.
- **If you do not know what to register for...** consult with your advisor
- **If you have a hold...** consult with the office who put the hold in place.
- **If a course is full...** complete the [waitlist signup form here](#).

Campus Closure Announcements (Inclement Weather Closures)

Closure information is available on the SU Closure Hotline – 206-296-2200, online at: www.seattleu.edu (SU Homepage), on the radio: AM stations: KIRO 710, KOMO 1000; FM stations: KPLU 88.5, KUOW 94.9; and on TV: KOMO, KING, KIRO, KONG, KCPQ (also on the station websites). An announcement will also be sent out by email and via campus text messaging. Closure decisions are made by 6:00 a.m. No announcement by 6:30 a.m. typically means the University is open. Keep checking for updates. If you are ever unsure about a class cancellation, contact the instructor.

Campus Emergency Text Messaging: To provide official notification of imminent threats to the community, Seattle University is now subscribing to a campus emergency text messaging system. To sign up, you will need to register your cell phone at <https://www.seattleu.edu/safety/emergency-text-messaging/>.

Candidacy Process: When you have completed at least 15 credit hours of course work, please contact your advisor to complete the candidacy process. The candidacy process requires that a program of study be approved that meets degree requirements. It is YOUR responsibility to schedule a meeting with your adviser and complete the candidacy form.

Internship Requirements & Seminars: You must have completed 30 credit hours before beginning your internship. Internship handbooks are available from the [TESOL](#) program website. Remember, you are required to attend one seminar as you plan your internship and another as you complete your work. See "Mark Your Calendars" on page 1 for dates. Please email program assistant to let us know if you plan to attend these seminar sessions.

Comprehensive Examination: If you wish to take the exam, you must register with the program assistant. Students complete the exam on a computer. Accommodations can be made through the Learning Center (Loyola 100, 296-5740). To be eligible to take the exam, you must have completed or be enrolled in all required courses.

Graduation: You **must** apply for graduation by completing an application, available through SUOnline or from the Registrar's Office. See "Mark Your Calendars" on page 1 for deadlines.

Commencement: Commencement will be held Sunday, June 17. The commencement website is www.seattleu.edu/commencement.

Library Access: You must be currently registered for courses to access library services (an "N" grade is not considered a current enrollment). If you have not yet completed your degree and are not currently enrolled in a course and you want to obtain library access, please contact your academic adviser.

Reminder: Your program handbook is a good resource for additional information and answers to your questions! You can access the program handbooks online at the [TESOL](#) program website.

Program Schedule and Personal Planning Worksheet

The following tentative schedule will help you plan your course of study. Be sure to note that this schedule may have changed from previous schedules. We strongly recommend that you check your planning documents and calendar as well as your candidacy form to make sure you plan to take courses in the quarters they are offered. SUOnline is the best source for accurate schedule information. We urge you to make an appointment with your adviser!

Use the blank worksheet to plan your courses and the quarter during which you intend to take each. You should refer to the list of required courses and elective courses available and then determine when each course will actually be offered. Be sure to note that the offerings vary from one year to another. You must be very careful to verify the correct quarter for each course. You should start with those courses you want to take but are only offered once a year or every other year. Then fill in with the courses that are offered more often.

Schedule for Upcoming Quarters

Academic Year 2017-2018	Academic Year 2018-2019	Academic Year 2019-2020
Summer 2017 W TSOL 5420 Structure of English II Th TSOL 5410 Language Assessment	Summer 2018 * TSOL 5210 Second Lang Listening and Speaking * TSOL 5220 Second Lang Reading and Vocab Acquisition	Summer 2019 * TSOL 5410 Language Assessment * TSOL 5420 Structure of English II
Fall 2017 * TSOL 5310 Linguistics I * TSOL 5330 Second Lang Acquisition O AEDT 5100 Course Design	Fall 2018 * TSOL 5310 Linguistics I * TSOL 5330 Second Lang Acquisition O AEDT 5100 Course Design	Fall 2019 * TSOL 5310 Linguistics I * TSOL 5330 Second Lang Acquisition O AEDT 5100 Course Design
Winter 2018 W TSOL 5320 Linguistics II M TSOL 5340 2 nd Lang Teaching Method O AEDT 5100 Course Design O AEDT 5630 Instruction Methods	Winter 2019 * TSOL 5320 Linguistics II * TSOL 5340 2 nd Lang Teaching Method O AEDT 5100 Course Design O AEDT 5630 Instruction Methods	Winter 2020 * TSOL 5320 Linguistics II * TSOL 5340 2 nd Lang Teaching Method O AEDT 5100 Course Design O AEDT 5630 Instruction Methods
Spring 2018 * TSOL 5230 Second Lang Writing M TSOL 5360 Lang in Society W TSOL 5380 Structure of English O AEDT 5630 Instruction Methods	Spring 2019 * TSOL 5240 Teaching Eng for Academic Purposes * TSOL 5360 Lang in Society * TSOL 5380 Structure of English O AEDT 5630 Instruction Methods	Spring 2020 * TSOL 5230 Second Lang Writing * TSOL 5360 Lang in Society * TSOL 5380 Structure of English O AEDT 5630 Instruction Methods

- Check SUOnline for schedule of required courses offered every quarter, including EDUC 5000, EDUC 5130, and EDUC 5200.
- A few other EDUC and AEDT courses are also possible electives, Check with your advisor.
- **O** = Online course
- * = day of week TBD

Personal Planning Worksheet

Academic Year 2016-2017	Academic Year 2017-2018	Academic Year 2018-2019	Academic Year 2018-2019
Summer 2016	Summer 2017	Summer 2018	Summer 2019
Credits: _____	Credits: _____	Credits: _____	Credits: _____
Fall 2016	Fall 2017	Fall 2018	Fall 2019
Credits: _____	Credits: _____	Credits: _____	Credits: _____
Winter 2017	Winter 2018	Winter 2019	Winter 2020
Credits: _____	Credits: _____	Credits: _____	Credits: _____

Spring 2017	Spring 2018	Spring 2019	Spring 2020
Credits: _____	Credits: _____	Credits: _____	Credits: _____

Information Technology Services for Students

CANVAS: Seattle University uses CANVAS Learning Management System to support online instruction. If a course you are taking utilizes CANVAS, you will need to learn to use the system to access course information and activities. Go to the [Canvas Help Center](#) for assistance in using the system.

SUOnline: SUOnline contains information about courses, class schedules, meeting times, etc. To access this general information, you do not need a password or PIN. To get to SUOnline, go to www.suonline.seattleu.edu. Course offerings are organized by quarter or semester and by college. Within the College of Education, the courses are listed by prefix, e.g., AEDT (Adult Education and Training), TSOL (Teaching English to Speakers of Other Languages), and EDUC (Education core courses, such as EDUC 5000 - Introduction to Educational Research).

SUOnline also provides specific information about your grades and other personal data, such as unofficial transcripts. To access SUOnline for your personal information, you need your password as well as your username. If you forget your password, click the ‘forgot password’ link and follow the instructions. If you need further assistance, bring photo ID to the Help Desk (EGRN 302).

“Report cards” are not distributed. You must check your grades on SUOnline. If you need a paper copy of your grade report, for purposes such as tuition reimbursement, you will need to download and complete a grade report request, available at <https://www.seattleu.edu/media/redhawk-axis/registrar/Grade-Report-Request.pdf>, and submit it to the Registrar’s Office (it may not be emailed).

Email: To get a Seattle University email account, you need to go in person to the Help Desk (EGRN 302). The usual office hours are Mon.-Thurs. 7am-5:30pm. You must have photo identification with you. Point out that you are a graduate student and do not have student identification. You will receive an email account and a password. Seattle University policy requires that you acquire a Seattle University email account and that you monitor it regularly to get important information. You can arrange to have your SU email forwarded to another account.

If you forget your password or it has expired, just click the corresponding link in the log-in window and follow the instructions. If you need further assistance, contact the Help Desk (helpdesk@seattleu.edu, 206-296-5571 or 855-501-0858).

Faculty and staff use students’ individual SU email addresses for most communication and SU email lists to broadcast announcements of interest to all students, like job openings. Having a functional SU email address is essential for getting this information.

Instructional Technology Support: The Office of Information Technology offers technical support and online support for students. Visit their [website](#) for more information and a listing of services.

Websites: The College and program websites contain a great deal of useful information, including quarterly newsletters, programs of study, student handbooks, internship handbooks, and guidelines for candidacy, comprehensive exams, and graduation.

TESOL: <http://www.seattleu.edu/education/tesol/>
 College of Education: <http://www.seattleu.edu/education/>

Program Faculty and Staff

Dr. Jian Yang	206-296-2682	yangj@seattleu.edu	Loyola 411
Lisa Tagal (Sr. Admin. Asst.)	206-296-5774	tagall@seattleu.edu	Loyola 507