

**State University of New York College at Cortland**

**Department of International  
Communications & Culture**

# **Graduate Advisement Manual**

**for**



**M.S.Ed. in Second Language Education  
&  
Bilingual Extension**

(Revised, March 2006)

**State University of New York College at Cortland**

**Department of International Communications & Culture**

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Bilingual Extension**

**Note:** Because of mandated changes from the New York State Education Department (SED) and NCATE, existing graduate programs are subject to change. Please check for current information at the Office of Graduate Studies and with the Graduate Coordinator in the Department of International Communications & Culture (ICC). The official policies of the College are printed in the College Catalog.

Manual compiled January 2004 by Dr. Jean W. LeLoup, ICC Graduate Coordinator. Special thanks go to Dr. Ellen Jampole, Education Department, Dr. Carol J. Bell, Mathematics Department, and Dr. Denise D. Knight, English Department, at the State University of New York at Cortland, for providing the prototype for this manual, and to Dr. Norma Helsper, Dr. Paul Miller, Dr. Anne Scott, and Dr. Wes Weaver, ICC, for contributing materials to this document.

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## **Introduction to the M.S.Ed. in Second Language Education**

Welcome to the Master of Science in Second Language Education Program or the Bilingual Extension Program: the first step in your post-graduate education. As language educators ourselves, we are convinced that the process of learning a language, and about the cultures expressed through it, is never-ending, even if the language in question is your native tongue! We hope that your studies at SUNY Cortland will deepen both your comprehension of and your curiosity about your chosen field. We want to send you on your way degree in hand and hungry for even more knowledge and understanding.

Attending graduate school while teaching full-time, as most of our students do, is difficult. You should expect graduate school to be challenging and time-consuming. Required reading is extensive and major presentations by students are required in most classes. In our role as faculty, we will do our best to make your investment of time and effort fruitful.

This advisement manual has been developed to provide you with background information about the program requirements. Please read this manual in its entirety and also consult it regularly along with the College Catalog. The College Catalog is the official document that contains the regulations and policies by which you must abide. A web-based version of this manual is available on the department website.

**PLEASE TAKE CARE NOT TO MISPLACE THIS MANUAL.** We encourage you to establish a secure place for important documents received from the College. This includes this manual, your acceptance letter, candidacy confirmation, transcripts, and syllabi of completed courses. **PLEASE MAKE A COPY OF ANY CORRESPONDENCE THAT YOU SEND TO THE COLLEGE AND PLACE THIS MATERIAL IN YOUR SECURE FILE.** If you follow this practice, you will never have to second guess whether or not you have completed certain requirements, such as filing for candidacy. Occasionally our records may be incomplete; if you have maintained this official record you can avoid complications in progressing towards your degree.

This advisement manual has been written to clarify many questions that may arise during your graduate study. Additional sources of answers to your questions include the College Catalog, the Graduate Studies Office, your advisor, and the ICC Graduate Coordinators. You should consult with your instructor regarding any questions concerning a specific course.

We wish you success as you pursue your graduate program in second language education at SUNY Cortland. Welcome! ¡Bienvenidos! Bienvenue!

The duties of Graduate Coordinator are shared by Dr. Colleen Kattau and Dr. Jean LeLoup. General questions regarding the M.S.Ed. program or the Bilingual Extension should be directed to:

|   |   |
|---|---|
| Dr. Jean W. LeLoup<br>ICC Department<br>SUNY Cortland<br>Cortland, NY 13045 | 607-753-2022 (office)<br>leloupj@cortland.edu |
|---|---|

Questions regarding the schedule of course offerings and/or the comprehensive examinations should be directed to:

|   |   |
|---|---|
| Dr. Colleen Kattau<br>ICC Department<br>SUNY Cortland<br>Cortland, NY 13045 | 607-753-2025 (office)<br>kattauc@cortland.edu |
|---|---|

## Offices & Department Information

Please refer to the list below of offices, departments and persons that will be able to provide you with information and services as a graduate student. Be advised that most campus office hours are Monday through Friday, 8 a.m. – 4:30 p.m.

**Financial Advisement Office**                      Miller Building, Room 205                      (607) 753-4718

**Graduate Studies Office**                      Brockway Hall                      (607) 753-4800  
FAX: (607) 753-5988

Dr. Yvonne Murnane, Director of Graduate Studies  
Dr. Peter McGinnis, Assistant Director of Graduate Studies  
Mary Cervoni, Office Manager, Summer/Winter Sessions  
Sandy Kline, Receptionist, Graduate Studies  
Nancy Kuklis, Secretary, Graduate Studies  
Annie Wilcox, Records Associate, Graduate Studies

**Department of International Communications & Culture**                      Old Main, Room 228  
(607) 753-4303  
FAX: (607) 753-5965

|                                      |                |                |
|--------------------------------------|----------------|----------------|
| Norma Helsper, Department Chair      | 228 Old Main   | (607) 753-2023 |
| Colleen Kattau, Graduate Coordinator | 227-C Old Main | (607) 753-2025 |
| Jean W. LeLoup, Graduate Coordinator | 225-F Old Main | (607) 753-2022 |
| ICC Department Secretary             | 228 Old Main   | (607) 753-4303 |

ICC Graduate Advisors & Faculty:

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Tina Christodouleas (Spanish)      | 227-D Old Main | (607) 753-4250 |
| Hongli Fan (French)                | 225-G Old Main | (607) 753-2017 |
| Christopher Gascón (Spanish)       | 227-B Old Main | (607) 753-2024 |
| Timothy Gerhard (Spanish & French) | 225-A Old Main | (607) 753-2021 |
| Norma Helsper (Spanish)            | 225-B Old Main | (607) 753-2023 |
| Colleen Kattau (Spanish)           | 227-C Old Main | (607) 753-2025 |
| Jean W. LeLoup (Spanish)           | 225-F Old Main | (607) 753-2022 |
| Robert Ponterio (French)           | 225-D Old Main | (607) 753-2027 |
| Paulo Quaglio (ESL)                | 228-C Old Main | (607) 753-2028 |
| Wesley J. Weaver III (Spanish)     | 225-C Old Main | (607) 753-2018 |
| Donna West (Spanish)               | 227-B Old Main | (607) 753-2019 |

## Matriculation, Candidacy, and Graduation Requirements

Before you read about the program to which you have been admitted, you should first understand some terminology.

**Matriculation** means that you have been accepted into and are enrolled in the Master's degree program. The process for matriculation is as follows: you first apply to the graduate program and then you are accepted into the Department of International Communications and Culture (ICC). There is a College fee for applying; contact the Graduate Studies Office for more information. You will indicate the graduate program in which you wish to enroll on this form. You may only take up to nine credit hours (three courses) before matriculation into the program.

You will be notified of your status by the Graduate Studies Office if your application is lacking any of the requirements such as proof of certification or transcripts. Once conditions of acceptance are met, you will be accepted into the Department of International Communications and Culture. It is up to you to provide proof that conditions have been met. If you are accepted without reservation, you will be notified. When you are accepted into the Master's degree program, you will be assigned an advisor. In addition, at the time you are accepted into a program, you must follow the program listed in the Catalog corresponding to your matriculation date.

**Candidacy** is another requirement that must be met. You need to apply to be a "candidate for a Master's degree." You do this when you have taken between 6 and 15 credit hours at Cortland required for your degree. This is an internal check to make sure you are on the right track, and there is no fee for this process. You will receive a letter once your candidacy is approved.

Please note that if you were *conditionally* accepted into one of the degree programs in the department, you will not be approved for candidacy until those admission conditions have been met.

We offer two Master's degree programs in the Department of International Communications and Culture. The first program is a Master of Science in Education – Second Language Education, and it has three concentration areas: French, Spanish, and English as a Second Language (ESL). Provisional or initial certification is one admission requirement for this program. Successful completion of the M.S.Ed. with a concentration in either French or Spanish leads to a professional or permanent certificate for French (7-12) or Spanish (7-12). Successful completion of the M.S.Ed. with the ESL concentration allows Cortland to recommend the candidate for initial certification in New York State (if the candidate does not already hold this certification).

The second program is a Master of Science in Education – Second Language Education, and it has one concentration area: English as a Second Language (ESL). This is a non-certification program and, as such, does not require New York SED certification as one of the criteria for admission. It does not lead to certification upon completion; Cortland does not recommend candidates for certification in this program.

We also offer coursework leading to the Bilingual Extension in New York State. This extension must be sought in conjunction with another program leading to a Master's degree. In other

words, the Bilingual Extension is not a stand-alone certification area but rather an extension of another certification area.

Students in the programs listed above must meet several all-College, in addition to the program requirements, for completion of the degree program. Also, those programs leading to New York SED certification have additional SED requirements. Differences between the M.S.Ed. programs and the Bilingual Extension requirements are noted. Below are the **requirements for graduation**.

1. Total Credit Hours: A minimum of 30-42 credit hours must be earned for graduation in the M.S.Ed. – Second Language Education programs. (NOTE: The credit hours above 30 are required only for those pursuing the M.S.Ed. degree with a concentration in English as a Second Language leading to initial certification. These candidates are required to student teach in an ESL classroom). Up to six of these hours may be earned at other accredited institutions and may be transferred with approval. At least 9 of the hours must be at the 600-level. In addition to the credit hours, New York SED also requires an additional 50 hours of classroom observation in local schools for those in the ESL concentration. These hours are included in the required coursework for the concentration. The SED also requires 12 credit hours or 4 semesters of study of a second language for certification in English as a Second Language.

The Bilingual Extension requires five specific 3 credit courses for a total of 15 credit hours of coursework. You do not “graduate” from this program but rather are recommended to SED for this certification area by the College once you have completed all requirements of the program.

2. Cumulative Average: A cumulative average of 3.0 for all coursework completed at Cortland is required for graduation. No grade below a C- will be counted toward a Master’s degree.
3. Time to Complete: According to New York SED regulations, all graduate degree requirements leading to the permanent or professional teaching certificate must be completed within five years of receipt of the provisional or initial teaching certificate.
4. State Exams: Students holding provisional certification and enrolled in the M.S.Ed. with concentrations in French or Spanish must receive a passing score on the Content Specialty (CST) for the language of study. Students enrolled in the ESL concentration must receive a passing score on the CST for ESOL.

Students pursuing the Bilingual Extension must pass the Bilingual Education Assessment (BEA) in the target language of instruction. A person who has achieved a passing score on the CST of the target language is not required to take the BEA in the same language.

5. Comprehensive Examinations: In addition to the requirements listed above, all students must successfully complete a departmental comprehensive examination covering the material from the required core in the area of study. The comprehensive examination may not be taken until all coursework has been completed. Students enrolled in the M.S.Ed. degree with a concentration in ESL leading to initial certification may take the examination after completion of coursework but prior to student teaching, if desired.

These examinations are given every summer and during the fall semester. Please check with Dr. Colleen Kattau, ICC Graduate Coordinator, regarding specific dates for examinations. Students must notify this ICC Graduate Coordinator at least one semester prior to that during which they wish to take the examinations.

There is no comprehensive examination requirement for the Bilingual Extension.

6. Foreign language requirement: Candidates for both M.S.Ed. programs in Second Language Education with a concentration in English as a Second Language must demonstrate proficiency in a second language at the 4<sup>th</sup> college semester level. This may be accomplished through CLEP testing, 12 college credits or the equivalent of one foreign language, or private evaluation of language proficiency (at the candidate's own expense). Please consult with your advisor and/or the ICC Graduate Coordinators about fulfilling this SED requirement.
7. Observation hours: Candidates for the M.S.Ed. in Second Language Education with a concentration in English as a Second Language leading to initial certification and for the Bilingual Extension must complete 50 hours of classroom observation tailored to their particular program (ESL or bilingual classrooms). These hours are subsumed in required coursework (ICC 620 and ICC 624) and are mandated by SED.

## **Policies and Procedures**

The following section outlines the policies and procedures you should follow as you pursue your graduate study. The selections are listed in alphabetical order.

### **Admission to Closed Courses**

Individual instructors may allow you to enter a closed course at their discretion with written permission. Doing so, however, is a courtesy extended by individual instructors rather than an obligation. Instructors are not required to allow students into closed courses. You will normally have to wait until the Drop/Add period before each semester to determine whether an opening in the course becomes available. Please see the ICC secretary, Department Chair, or one of the Graduate Coordinators to effect a schedule change of admission to a closed course.

### **All Those Forms**

See the “Checklist of Important Items” AND record the date for each requirement completed. File the notification you receive for each requirement. Be aware of when each form is due, such as filing for candidacy, transferring coursework, or filing for graduation.

### **Appropriate Courses for My Degree Program**

In order to determine appropriate courses, you need to consult the page in the College Catalog for your particular Master’s degree. Then, read more about the courses and the sequence in which you have to take them. It is your responsibility to know the frequency of course offerings, which can also be determined by consulting the College Catalog. Look for the section titled Frequency Code. You are also responsible for knowing which courses are prerequisites for other courses.

### **Change of Address, Telephone, e-mail, or Name**

When you change your address, telephone number, e-mail address, or name, please be sure to notify the Graduate Studies Office and the ICC Department secretary. This is very important and will help ensure information gets to you correctly and will allow us to keep your folder in order.

### **Change of Major**

If you decide to change your major in the Master’s program, you must file a “Change of Status” form and it must be approved before the change becomes official. You must file the Change of Status form so that you are coded correctly on the computer network, so your transcript will be correct, and so on.

### **Class Cancellations**

If the weather is inclement, please consult radio or TV stations in your area, or the SUNY Cortland Homepage, which also posts the cancellation of classes, to determine if classes are canceled.

### **Course Load**

Students wishing to enroll in more than 12 credit hours require permission of their advisor and the Director of Graduate Studies.

### **Comprehensive Examination**

As part of your degree requirements you will need to complete a comprehensive examination. The department policies for these examinations are outlined in the section “Comprehensive Examination.”

### **Degree Plan**

Knowing the frequency of courses and the prerequisites (if any) of courses will allow you to determine a tentative degree plan. Because of the number of people registering for courses, you may not get the courses you want exactly when you want them. Therefore, you should have an alternative plan. Make sure you plan for courses that are required and offered only in certain semesters.

### **Dropping a Course**

If you have to drop a course, you should do so only in consultation with your advisor. Before you drop a course, please consider what the effect will be on your timeline for graduation and certification as well as your financial situation.

### **Full-time Status**

A graduate student who enrolls in 9 credit hours per semester during fall and/or spring is considered full-time. However, if you are receiving financial aid as a full-time student, you may be required to register for 12 credit hours. During the two summer sessions, seven hours is the maximum for each session. You may, under certain circumstances, take more than the maximum allowable hours, but you must receive prior approval from the Graduate Coordinator and the Director of Graduate Studies.

### **Grade Point Average**

The minimum Grade Point Average (G.P.A.) needed to remain in graduate school is a 3.0. If your G.P.A. falls to a 2.8 – 2.99, you will be placed on probation. If your G.P.A. falls below a 2.8, you will be dismissed from the College.

### **Incomplete Grades**

If you did not finish coursework for one of your courses, and you received an “IN” as the grade, you have one calendar year in which to make up the work. You should not wait the whole year; you should make up the work as soon as possible. Work from a specific course should be made up in consultation with the professor of that course. A few weeks after submitting the necessary work to complete the course, you should call the Registrar’s Office or check Banner to confirm that a grade has been submitted. If not, please contact the professor for the specific course. Work not made up within one calendar year automatically converts to an “E” (failing) grade.

### **Lack of Notification from the College**

There may be several reasons for not receiving items from the College: e.g., (1) you are not matriculated (admitted to the program), (2) you have not been put on the mailing list (check with the Graduate Studies Office), (3) you moved or changed your name and neglected to inform the College, or (4) your address is listed incorrectly (please notify the ICC Department and the Office of Graduate Studies with the correction).

### **Letters of Verification**

Sometimes other State Education Departments require you to submit a letter stating you have graduated from an accredited institution, at what level, and so forth. If you need this letter for CERTIFICATION purposes, please contact the Graduate Studies Office.

If your principal (or district) wants a letter stating you are enrolled in a program for payroll purposes, contact the ICC Graduate Coordinator. Be very specific as to whom the letter needs to be addressed and what it needs to state.

### **Number of Years to Complete the Degree**

According to New York SED regulations, all graduate degree requirements leading to the permanent or professional teaching certificate must be completed within five years of receipt of the initial teaching certificate. **All graduate degree requirements must be completed within five years after the date of the first graduate enrollment, even though such enrollment may be on a non-matriculated basis.** Students who wish to request an extension must apply directly to the Director of the Office of Graduate Studies. There is no guarantee that an extension will be granted.

### **Paperwork for Course Approval for Your District**

If the district in which you teach requires you to submit paperwork for course approval before you register for courses, it is always a good idea to include a list of several required courses, as you are not guaranteed to get a spot in your first-choice class.

### **Registration Procedures**

Graduate students can now register for courses using Banner Web Registration. See “How to Register on the Web” by going to the Cortland Homepage ([www.cortland.edu](http://www.cortland.edu)) and clicking on “Registrar” in the Quick Links. Graduate students will need only an active time-ticket to register and will NOT have a Registration PIN number.

### **Seeing Your Advisor**

When you make an appointment, be sure to know what you want or need. It is generally best to make an appointment in advance so that your advisor can pull and review your file prior to the meeting.

### **Transferring Coursework to Cortland**

If you wish to transfer courses from another institution to the graduate program at Cortland, you may do so after you have been approved for candidacy and only if the courses are from an accredited institution. A total of **6 credit hours** may be transferred.

Courses are not automatically transferred to Cortland. For courses taken prior to establishing candidacy, use the form provided in the appendix titled “Request for Acceptance of Graduate Courses Already Completed at Other Institutions.” For courses that you will be taking after candidacy has been established, you must receive prior approval for the course to make certain it will fit into your program. You may obtain prior approval by submitting the form provided in the appendix titled “Request for Prior Approval to Transfer Graduate Course Work from Another Institution.”

When sending the appropriate form for transferring a course, you will also need to send an official transcript along with the syllabus and catalog description of the course. If you have not taken the course, you need only to send the catalog description of the course and your form; you will need to mail the syllabus as soon as possible. It is also your responsibility to have an official transcript mailed to the Registrar's Office at Cortland upon successful completion of the course so that your records may be updated.

Any courses that you wish to transfer may not be older than five years from your first graduate registration at Cortland.

### **Withdrawing from the Master's Program**

If you decide to withdraw from any of the Master's programs in Second Language Education for any reason, please contact the Graduate Coordinator in the ICC Department. In addition, you must obtain a document to withdraw from the college and the appropriate signature in the Office of Graduate Studies. Your folder will continue to be kept on file for five years. After a period of five years, if you decide to continue pursuing a Master's degree, you must reapply to the program since no coursework more than five years old may be applied towards a Master's degree.

## **Comprehensive Examinations**

Comprehensive examinations are designed to demonstrate the advanced abilities you have developed in relation to your graduate study in Second Language Education. You must have all the core coursework completed, have maintained a G.P.A. of 3.0, have your candidacy accepted, and have no grades of incomplete. The comprehensive examinations are required for Master's Degree in Second Language Education.

### **Comprehensive Examinations**

You are required to take a comprehensive examination covering the material from the required core courses in Second Language Education, as well as from the required courses in the concentration.

#### Rationale and Purpose:

The comprehensive examination in the MSED in Second Language Education program is designed to give the Master's degree candidates an opportunity to demonstrate an in-depth knowledge of their field (Second Language Education) and of their concentration area (French, Spanish, or English as a Second Language). The examination serves an educational and evaluative purpose through which students are expected to review and integrate what they have learned throughout their coursework and to carry that knowledge further by responding to questions that require extensive analysis, synthesis, and critical thinking. The successful candidate will demonstrate the following abilities and competencies with depth, breadth, and detail:

- target language (TL) competence at an advanced level (beyond the expectation of attainment at the end of an undergraduate degree)
- knowledge of second language acquisition theories and their application to foreign/second language instruction
- general knowledge of linguistics and an understanding of how language “works”
- the ability to approach, consider, and think analytically and comparatively about TL civilizations, cultures, and literatures from both an historical and contemporary perspective
- the ability to integrate TL culture and literature into the foreign/second language curriculum

The guidelines for taking a comprehensive examination are listed below.

1. These examinations are given every summer and also at the end of the Fall semester, as needed. Please check with the designated ICC Graduate Coordinator regarding specific dates for examinations. Students must notify the designated ICC Graduate Coordinator at least one semester prior to that during which they wish to take the examinations.

2. The comprehensive examinations are graded by a committee of professors, scored with a rubric, and a final pass/fail decision is made by a consensus of the committee.
3. If you miss a scheduled date that you signed up to take the examination, you must wait until the next scheduled date to take the examination. That is, there are NO make-up comprehensive examinations. Note that missing the examination could delay your graduation.
4. If you fail the comprehensive examination, you must also wait until the next scheduled examination date to retake the exam. Note that failing the examination could delay your graduation.
5. You will be notified within approximately one month after taking the comprehensive examination whether or not you have passed.

## **M.S.Ed. in Second Language Education**

This program leads to the New York State professional certification in French or Spanish, or initial certification in English as a Second Language. The program consists of five core courses (15 hours) required of all students, plus five additional courses (15 hours) for each of the three areas of specialization. The ESL concentration also requires 50 hours of field observation (subsumed in required coursework) and a semester-long (or equivalent) student teaching experience. Students selecting the ESL concentration must also satisfy a 12 semester-credit hour (or the equivalent) foreign language requirement.

### **General coursework**

#### **Core Courses**

- An advanced course in the philosophical or social foundations of education
- Seminar in the Teaching of Secondary Foreign Languages
- Second Language Acquisition
- Linguistics for Foreign Language Educators
- Integrating Technology in the Foreign Language Classroom

#### **Specialized Courses**

##### **ESL Concentration**

- Theory and Practice of Bilingual/Multicultural Education
- Materials and Techniques for Teachers of ESL for Mathematics, Science, and Social Science
- Methods of Teaching English to Speakers of Other Languages
- Advanced English Grammar and Usage
- Program-related Elective
- Student teaching at both elementary and secondary levels

##### **French Concentration**

- Teaching French and Francophone Literature
- Two graduate-level courses in French literature
- Teaching French and Francophone Civilization
- Program-related Elective

##### **Spanish Concentration**

- Teaching Spanish Peninsular and Latin American Literature
- One graduate-level course in Spanish Peninsular literature
- One graduate-level course in Latin American literature
- Teaching Spanish Peninsular and Latin American Civilization
- Program-related Elective

## **M.S.Ed. in Second Language Education - French Concentration**

### **Core courses**

- EDU 671: Philosophical or social foundations of education (3 sem. hrs.)
- EDU 637: Seminar in the Teaching of Secondary Foreign Languages (3 sem. hrs.)
- ICC 623 : Second Language Acquisition (3 sem. hrs.)
- ICC 621: Linguistics for Foreign Language Educators (3 sem. hrs.)
- ICC 523: Integrating Technology in the Foreign Language Classroom (3 sem. hrs.)

### **Concentration courses**

- FRE 504: Teaching French Civilization (3 sem. hrs.)
- FRE 506: Teaching French Literature (3 sem. hrs.)
- Two graduate-level courses in French literature (3 sem. hrs. each)
- Program-related Elective (3 sem. hrs.)

Program total: 30 semester hours

## **M.S.Ed. in Second Language Education - Spanish Concentration**

### **Core courses**

- EDU 671: Philosophical or social foundations of education (3 sem. hrs.)
- EDU 637: Seminar in the Teaching of Secondary Foreign Languages (3 sem. hrs.)
- ICC 623 : Second Language Acquisition (3 sem. hrs.)
- ICC 621: Linguistics for Foreign Language Educators (3 sem. hrs.)
- ICC 523: Integrating Technology in the Foreign Language Classroom (3 sem. hrs.)

### **Concentration courses**

- SPA 604: Teaching Hispanic Civilization (3 sem. hrs.)
- SPA 606: Teaching Spanish Literature (3 sem. hrs.)
- SPA 615: One graduate-level course in Spanish Peninsular literature (3 sem. hrs.)
- SPA 616: One graduate-level course in Latin American literature (3 sem. hrs.)
- Program-related Elective (3 sem. hrs.)

Program total: 30 semester hours

## **M.S.Ed. in Second Language Education - ESL Concentration**

### **Core courses**

- EDU 671: Philosophical or social foundations of education (3 sem. hrs.)
- EDU 637: Seminar in the Teaching of Secondary Foreign Languages (3 sem. hrs.)
- ICC 623 : Second Language Acquisition (3 sem. hrs.)
- ICC 621: Linguistics for Foreign Language Educators (3 sem. hrs.)
- ICC 523: Integrating Technology in the Foreign Language Classroom (3 sem. hrs.)

### **Concentration courses**

- ICC 620: Materials and Techniques for Teachers of ESL for Mathematics, Science, and Social Science [25 hours of field observation] (3 sem. hrs.)
- ICC 622: Theory and Practice of Bilingual/Multicultural Education (3 sem. hrs.)
- ICC 624: Methods of Teaching English to Speakers of Other Languages [25 hours of field observation] (3 sem. hrs.)
- ENG 601: History of the English Language OR AED 661: Literacy Development in Adolescents (for non-English majors) (3 sem. hrs.)
- Program-related Elective (3 sem. hrs.)
- ICC 626: Student teaching at both elementary and secondary levels (12 sem.hrs.)

Program total: 42 semester hours (additional hours due to required student teaching)

Additional requirement: 12 semester-credit hours (or the equivalent) of a foreign language.

## **M.S.Ed. in Second Language Education**

### **Concentration in English as a Second Language (non-certification)**

#### **Program description, structure and content**

This program leads to the M.S.Ed. in English as a Second Language. The program consists of five core courses (15 hours) required of all students, plus five additional courses (15 hours) for the ESL area of specialization. This degree program does **not** lead to NY State certification and thus does not require student teaching. Students in this program must also satisfy a 12 semester-credit hour (or the equivalent) foreign language requirement.

#### **Core Courses**

- An advanced course in the philosophical or social foundations of education
- Seminar in the Teaching of Secondary Foreign Languages
- Second Language Acquisition
- Linguistics for Foreign Language Educators
- Integrating Technology in the Foreign Language Classroom

#### **Specialized Courses**

##### **ESL**

- Theory and Practice of Bilingual/Multicultural Education
- Materials and Techniques for Teachers of ESL for Mathematics, Science, and Social Science
- Methods of Teaching English to Speakers of Other Languages
- Advanced English Grammar and Usage
- Program-related Elective

**SUNY Cortland**  
**Department of International Communications & Culture**  
**M.S.Ed. in Second Language Education**

**ESL – Non-certification**

**Core courses**

- EDU 671: Philosophical or social foundations of education (3 sem. hrs.)
- EDU 637: Seminar in the Teaching of Secondary Foreign Languages (3 sem. hrs.)
- ICC 623 : Second Language Acquisition (3 sem. hrs.)
- ICC 621: Linguistics for Foreign Language Educators (3 sem. hrs.)
- ICC 523: Integrating Technology in the Foreign Language Classroom (3 sem. hrs.)

**Concentration courses**

- ICC 620: Materials and Techniques for Teachers of ESL for Mathematics, Science, and Social Science (3 sem. hrs.)
- ICC 622: Theory and Practice of Bilingual/Multicultural Education (3 sem. hrs.)
- ICC 624: Methods of Teaching English to Speakers of Other Languages (3 sem. hrs.)
- ENG 601: History of the English Language OR AED 661: Literacy Development in Adolescents (for non-English majors) (3 sem. hrs.)
- Program-related Elective (3 sem. hrs.)

Program total: 30 semester hours

Additional requirement: 12 semester-credit hours (or the equivalent) of a foreign language.

## **Bilingual Extension**

This program is for Master's level candidates and leads to the New York State Professional Extension in Bilingual Education. The program consists of five courses (15 hours) required of all students, as listed below. Please note that ICC 620 and ICC 624 each have a 25-hour field observation requirement.

- ICC 620: Materials and Techniques for Teachers of ESL for Mathematics, Science, and Social Science
  
- ICC 622: Theory and Practice of Bilingual/Multicultural Education
  
- ICC 623 : Second Language Acquisition
  
- ICC 624: Methods of Teaching English to Speakers of Other Languages
  
- ICC627: Teaching Reading in the Second Language Context

## Checklist of Important Items

Below are the important items you must comply with in order to assure successful completion of your degree. Keep this list in your folder of important documents as suggested and write the **DATES** in for every item when it has been completed.

- \_\_\_\_\_ Pick up a Graduate Catalog and a copy of the ICC Graduate Advisement Manual so that you have easy access to course descriptions, course prerequisites, and regulations. (Graduate Studies Office)
- \_\_\_\_\_ Gain acceptance into the program (matriculation). Be sure to include proof of certification and formal transcripts as needed. (Graduate Studies Office)
- \_\_\_\_\_ First graduate course taken.
- \_\_\_\_\_ Gain approval for candidacy. You must apply for candidacy no sooner than the completion of 6 credit hours at Cortland and no later than the completion of 15 credit hours. **Send this form to your advisor in the ICC Department.**
- \_\_\_\_\_ Transfer of courses (limit: 6 credits). If you are transferring graduate courses from another approved institution, you must fill out a transfer approval form and make certain official transcripts are on file at SUNY Cortland. You must be approved for candidacy before you are allowed to transfer courses. **Send this form to your advisor in the ICC Department.**
- \_\_\_\_\_ Completed successfully all required and elective hours. You must maintain a G.P.A of 3.0 throughout your graduate study. (A 3.0 G.P.A. is required for ESL student teaching.)
- \_\_\_\_\_ Notified, in writing, the appropriate Graduate Coordinator of your intent to take the comprehensive examinations ONE SEMESTER prior to the date when you wish to take the exams.
- \_\_\_\_\_ Completed successfully the comprehensive examinations. (Consult with the Graduate Coordinator in ICC)
- \_\_\_\_\_ Foreign language requirement completed [for M.S.Ed./ESL concentration students].
- \_\_\_\_\_ Observation hours (50) completed [for M.S.Ed./ESL concentration certification and Bilingual Extension students].

- \_\_\_\_\_ Applied for student teaching placement [for M.S.Ed./ESL concentration certification students]. (Consult with the Graduate Coordinator in ICC)
- \_\_\_\_\_ Completed successfully student teaching [for M.S.Ed./ESL concentration certification students].
- \_\_\_\_\_ Filed for graduation. (Graduate Studies Office)
- \_\_\_\_\_ Filed for State Certification [for M.S.Ed. certification students – all concentrations]. (Graduate Studies Office)

If you have not done this for your undergraduate degree, students in the M.S.Ed./ESL concentration certification program must complete the following workshops and be fingerprinted (if/when completed, submit proof to Graduate Studies Office):

\_\_\_\_\_ Child Abuse Workshop    \_\_\_\_\_ Fingerprinting    \_\_\_\_\_ SAVE Workshop

## Forms

The remaining pages in this advisement manual include the following forms:

1. Coursework tracking sheet
2. Application for Candidacy for the Master's Degree  
([http://www.cortland.edu/gradstudies/appl\\_candidacy.pdf](http://www.cortland.edu/gradstudies/appl_candidacy.pdf))
3. Request for Change of Status/Program  
([http://www.cortland.edu/gradstudies/change\\_status.pdf](http://www.cortland.edu/gradstudies/change_status.pdf))
4. Request for Acceptance of Graduate Credit Completed at Other Institutions  
([http://www.cortland.edu/gradstudies/credit\\_transfer.pdf](http://www.cortland.edu/gradstudies/credit_transfer.pdf))

Additional forms are available in the Office of Graduate Studies (Brockway Hall) or online at <http://www.cortland.edu/gradstudies/>

## MSED GRADUATE PROGRAM: STUDENT TRACKING FORM

### STUDENT INFORMATION

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

ID: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Prior degree: \_\_\_\_\_ Date: \_\_\_\_\_ Field: \_\_\_\_\_

Institution: \_\_\_\_\_

### DATES:

Admission to program: \_\_\_\_\_ To candidacy: \_\_\_\_\_

First graduate course: \_\_\_\_\_ Applicable catalog: \_\_\_\_\_

COURSE WORK (Required 30 cr. hrs. minimum (ESL [non-certification], French & Spanish concentrations, 42 cr. hrs. ESL certification concentration [includes student teaching]; 15 cr. hrs. core)

### CORE COURSES

| COURSE  | TITLE                          | SEM | CRS | GRADE | INSTITUTION (if not Cortland) |
|---------|--------------------------------|-----|-----|-------|-------------------------------|
| EDU 637 | Advanced FL Methods            |     |     |       |                               |
| EDU 671 | Educational Foundations        |     |     |       |                               |
| ICC 523 | Technology in the FL Classroom |     |     |       |                               |
| ICC 621 | Linguistics for FL Educators   |     |     |       |                               |
| ICC 623 | Second Language Acquisition    |     |     |       |                               |

### FRENCH CONCENTRATION

| COURSE  | TITLE                            | SEM | CRS | GRADE | INSTITUTION (if not Cortland) |
|---------|----------------------------------|-----|-----|-------|-------------------------------|
| FRE 504 | Teaching French Civilization     |     |     |       |                               |
| FRE 506 | Teaching French Literature       |     |     |       |                               |
| FRE     | French or Francophone Literature |     |     |       |                               |
| FRE     | French or Francophone Literature |     |     |       |                               |
| FRE     | Program-related elective         |     |     |       |                               |

**SPANISH CONCENTRATION**

| COURSE  | TITLE  | SEM | CRS | GRADE | INSTITUTION (if not Cortland) |
|---------|--|-----|-----|-------|-------------------------------|
| SPA 604 | Teaching Spanish & Latin American Civilization |     |     |       |                               |
| SPA 606 | Teaching Spanish & Latin American Literature   |     |     |       |                               |
| SPA 615 | Spanish Peninsular Literature                  |     |     |       |                               |
| SPA 616 | Latin American Literature                      |     |     |       |                               |
| SPA     | Program-related elective                       |     |     |       |                               |

**ESL CONCENTRATION - certification**

| COURSE             | TITLE  | SEM | CRS | GRADE | INSTITUTION (if not Cortland) |
|--------------------|--|-----|-----|-------|-------------------------------|
| ICC 620            | ESL Materials for Math, Science, and Social Studies  |     |     |       |                               |
| ICC 622            | Theory/Practice of Multicultural/Bilingual Education |     |     |       |                               |
| ICC 624            | ESL Methods  |     |     |       |                               |
| ENG 601 or AED 661 | English Grammar and Usage                            |     |     |       |                               |
| XXX                | Program-related elective                             |     |     |       |                               |
| ICC 626            | Student Teaching                                     |     |     |       |                               |

**ESL CONCENTRATION – non-certification**

| COURSE             | TITLE  | SEM | CRS | GRADE | INSTITUTION (if not Cortland) |
|--------------------|--|-----|-----|-------|-------------------------------|
| ICC 620            | ESL Materials for Math, Science, and Social Studies  |     |     |       |                               |
| ICC 622            | Theory/Practice of Multicultural/Bilingual Education |     |     |       |                               |
| ICC 624            | ESL Methods  |     |     |       |                               |
| ENG 601 or AED 661 | English Grammar and Usage                            |     |     |       |                               |
| XXX                | Program-related elective                             |     |     |       |                               |

Date passed comprehensive examinations: \_\_\_\_\_

FL requirement fulfilled (ESL concentration only): \_\_\_\_\_

