***MA TESL Roadmap to Success***

Welcome to Penn State’s Department of Applied Linguistics! This *MA TESL Roadmap to Success* is designed to help you think about and plan your MA TESL experience at Penn State.

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**FALL Semester**

(Year 1/Semester 1)

**Academic Requirements**

1. **Academic Advisor**:
	1. You will be assigned an Academic Advisor the semester you enroll. Please plan to meet with your Academic Advisor during the fall semester.
2. **Capstone Projects**
	1. During the first year of study, you should begin to think about your MA TESL capstone projects: the MA Paper and e-Portfolio. We hold workshops during the fall and spring semesters to help you develop your capstone projects.
3. **Courses and Registration**:
	1. Consult LionPath to find out courses offered each semester. Use the MA TESL Program Requirements Checklist as a guide to help you choose your courses each semester.
	2. After you have determined the courses you would like to take, request a meeting with your Academic Advisor and be sure your advisor agrees with your choices.
	3. The registration dates for each semester can be found on this website:

<https://www.registrar.psu.edu/registration/registration-timetable.cfm>

* 1. If you have credits from another institution that you would like to have considered as transfer credits, you must meet with the MA TESL Program Director to determine whether or not your credits can be transferred. Approval for transfer of credits also has to be approved by The Graduate School.
1. **Degree requirements**:
	1. With your Academic Advisor, create a timeline for your program. Be sure to include possible course selections for each semester as well as a plan for completion of your capstone projects.
2. **Scholarship and Research Integrity (SARI)**

The Graduate School at Penn State requires all graduate students to be trained in research ethics. You are required to complete the following in order to graduate:

**Part 1: Online Course(s)**

1. *Responsible Conduct of Research (RCR)* Course
* All MA TESL students are required to take the *Responsible Conduct of Research (RCR)* course which is part of the Collaborative Institutional Training Initiative (CITI).
* This training is available on this website: <https://citi.psu.edu/>.

**Part 2: SARI Workshops**

1. You must attend two hours of training with the Office of Research Protection.
2. You can do this by attending their workshops: <https://www.research.psu.edu/training/sari>.
3. When you attend these events, your attendance will automatically be recorded as a “Comment” in the In-Person level in LionPath.

**Professional**

The fall semester is a great time to explore the many opportunities for professional development offered through our department and across the University. The APLNG website has information about upcoming events, and you will also receive email announcements about those events through the APLNG email listserv.

Here is a sampling of activities:

* **Departmental Events**: Round Table presentations, lectures with invited speakers, professional development workshops, end-of-year Open House
* **Departmental Committees:** Graduate students serve on departmental committees along with faculty members. You might volunteer to serve on committees to help with socials, Round Tables, the Center for Language Acquisition (CLA) speaker series, the APLNG newsletter, grad student travel, etc.
* **Special Interest Groups:** You can join faculty-run reading/study groups (i.e., SCT Reading Group, CRELLT CA Data Research Group, Migration Studies Project, Multilingual Writing Research Group)
* **Other University events:** You might also be interested in events sponsored by the University or other departments. Information can be found on department websites and the University on-line calendar. Also watch for announcements in the *Daily Collegian*, Penn State’s student-run newspaper.

**SPRING Semester**

(Year 1/Semester 2)

**Academic**

1. **Academic Advisor**:
	1. Plan to meet with your Academic Advisor during the semester.
2. **Courses and Registration**:
	1. In consultation with your Academic Advisor, choose and register for Summer (if applicable) and Fall courses.
	2. Please use the *MA TESL Program Requirement Checklist* as a guide.
3. **Degree requirements**:
	1. Review and update your program timeline.
4. **e-Portfolio and MA Paper**:
	1. Attend e-Portfolio workshop and begin to create your e-Portfolio.
	2. Attend MA Paper workshop and discuss possible MA Paper topics with your advisor.
5. **FERPA:** “The Family Educational Rights and Privacy Act) is a federal law that governs how we protect and disclose student educational records.” Because you will be teaching and tutoring as part of your MA TESL program experience, please read the FERPA information on this website: <http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm>
6. **Scholarship and Research Integrity (SARI)**
	1. Please see the explanation above in Semester 1.
	2. Please be sure you have completed the requirements the semester BEFORE you intend to graduate.

**Professional**

Continue to explore professional development opportunities and get involved in those of interest to you:

* **Departmental Events**: Round Table presentations, lectures with invited speakers, professional development workshops, end-of-year Open House
* **Departmental Committees:** Socials, Round Tables, Center for Language Acquisition (CLA) speakers series, APLNG newsletter, grad student travel
* **Special Interest Groups:** Faculty-run reading/study groups (i.e., SCT Reading Group, CRELLT CA Data Research Group, Migration Studies Project, Multilingual Writing Research Group)
* **Other University events:** Events sponsored by the University or other departments.
* **Conferences and Professional Memberships:** You strongly recommend that you join AAAL, TESOL, or another professional organization and consider attending conferences in your areas of interest. Conferences that may be of interest to you include AAAL, TESOL, SLRF, PennTESOL East, Three Rivers TESOL, SCT Working Group, AERA and LANSI.
* **Volunteering:** Consider volunteering with university and community language teaching organizations.

**FALL Semester**

(Year 2/Semester 3)

**Academic**

1. **Academic Advisor**:
	1. Plan to meet with your Academic Advisor and Second Reader at least two times throughout the semester.
2. **Coursework**:
	1. In consultation with your Academic Advisor, choose and register for Spring courses.
	2. Please use the *MATESL Program Requirement Checklist* as a guide.
3. **Degree requirements**:
	1. With your advisor, review and update your program timeline to be sure you are on track for graduation.
	2. If you plan to graduate in December, complete the “I*ntent to Graduate”* which can be found on-line. Please do this even if you are not sure that you will graduate in the spring. It is easier to remove you from the graduation list than it is to add you at the last minute:
		1. Activate your *“Intent to Graduate”* in LionPATH.
		2. A tutorial about process is available on the LionPATH Graduate Student Help page at http://lionpathsupport.psu.edu/help/graduate-students/.
4. **e-Portfolio and MA Paper**:
	1. Continue to develop your e-Portfolio.
	2. Continue to work on your MA Paper.
	3. **NOTE**: As an MA TESL student, you are required to present your e-Portfolio and MA Paper at our APLNG Department’s *Spring Open House* in May*. You will develop a poster for your MA Paper.* So please plan accordingly!
5. **Scholarship and Research Integrity (SARI)**
	1. The Graduate School at Penn State requires all graduate students to be trained in research ethics. See the explanation above in Semester 1. Please complete these requirements by the end of this semester.

**Professional**

* As always, continue to explore professional development opportunities and get involved in those of interest to you. Please see either the Fall or Spring Semester (Year 1) for the list of possibilities.
* This is also the time to begin to think about and plan your next steps. More education? Seek a job here or overseas?

**SPRING Semester**

(Year 2/Semester 4)

**Academic**

1. **Academic Advisor**:
	1. Plan to meet with your Academic Advisor and Second Reader at least twice this semester.

1. **Degree requirements**:
	1. Review your degree requirements with your Academic Advisor to be sure you are on track for graduation.
	2. If you have not yet done so, complete the *“Intent to Graduate”* process:
		1. Activate your *“Intent to Graduate”* in LionPATH.
		2. A tutorial about process is available on the LionPATH Graduate Student Help page at <http://lionpathsupport.psu.edu/help/graduate-students/>
2. **e-Portfolio and MA Paper**:
	1. Compile the final draft of your e-Portfolio and prepare to present it at the APLNG Department’s *Spring Open House* in May.
	2. Submit final draft of your MA Paper to your committee
		1. prepare Signature Page and collect signatures
		2. prepare poster on your MA Paper topic for the APLNG Department’s Spring Open House

on the last day of classes

1. **Scholarship and Research Integrity (SARI)**
	1. Confirm with the Graduate Program Assistant that you have completed ALL SARI requirements.

**Professional**

* Continue to explore professional development opportunities and get involved in those of interest to you.
* Continue to move forward with your professional development plan!