TESOL Notebook? It’s a Piece of Cake!

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For Early Childhood Ed., Elementary Ed., Exceptional Ed., English Language Arts (gr. 6-12), and Undecided/Undeclared Only!

TESOL Notebook Components

- 2 ½ - 3 inch, view binder
- Illustrated cover
- Course Divider Tabs
- ESOL Student Handbook
  - ESOL Performance Profile Pages
  - Signature Pages
  - Matrix for program major
  - TESOL-in-Progress (TIP) Sheets
- Graded Artifacts

ESOL Student Handbook and ESOL Performance Profile Page

Copy of ESOL Student Handbook:
- ESOL Performance Profile pages:
- Record Name and Major
- Do not record Student ID
- Place ESOL Performance Profile pages, program Matrix, and Signature pages – inside notebook’s front pocket

Signature Pages

- Name on Field Experience page (You are the pre-service teacher)
- Name on Internships page (You are the pre-service teacher)

View Binder

- 2 ½ - 3 inch, view binder (similar to the standard 3 ring binder, but has a clear pocket on the outside for a cover page)
- Illustrated cover page includes:
  - Title
  - Name
  - Major

ESOL Performance Profile

- Field Experience
- Qualified Personnel: Initial, Date and indicate Performance Level
- FEAPs w/ESOL Standards

TESOL—in-Progress (TIP) Sheet

- Graded Artifacts
- Record Title, Course Prefix & Number, and Semester/Year
- At least 2 Assignments per ESOL Standard
Matrix (for Course Divider Tabs)

- Tabs vary for each UCF ESOL Infused Endorsement program
- Use the Matrix for your major and catalog year

Course Divider Tabs

- One for each of your program’s ESOL Infused courses (see Matrix for your major in the Handbook – top gray row lists courses)
- Prefix and number of course must be on each divider tab

TESOL-in-Progress (TIP) Sheet

- Name and Major
- Place TIP Sheet pages in front of course tabs within Notebook (it will become the Table of Contents)
- Place remaining Handbook pages – inside back pocket of Notebook

Graded Artifacts

- Place graded work (artifacts) behind course tab.

What if...

- Place statement behind course tab what, where, when and why. For example:
  - "EDG 2701/EDG 2085 was successfully completed at CFCC/UCF, Central Florida Community College in Ocala, Florida, Spring 2009. It was not a UCF ESOL Infused course."
- Use the matrix to determine which ESOL standards were supported, and where supported elsewhere
What if…

Upper division course (3000 or 4000 level) completed at another institution, and transferred to UCF

• Use the matrix to determine which ESOL standards were addressed in the UCF course
• Complete assignments required by UCF course; or an approved substitute assignment addressing the same standards
• Place assignment in notebook with cover page indicating course was successfully completed (where, when) and work made up; therefore, there is no instructor grade

Note: If course at the institution required ESOL-infused assignments, include the assignment and a cover letter indicating the origin of the assignment

What if…

No graded artifacts for a UCF ESOL Infused course

• Place statement behind course tab with what, WHO, where, when and why. For example: "SCE 3310 was successfully completed at UCF, Spring 2009. Mr. Aston Ishing, the instructor, did not identify nor provide ESOL artifacts for the course; therefore, I do not have any graded artifact for this course."
• Use the matrix to determine which ESOL standards were supported, and where they are supported elsewhere

Available Resources…

• Undergraduate ESOL Handbook
   http://education.ucf.edu/esol/program.cfm
• College of Education ESOL Education Program
   http://education.ucf.edu/esol/index.cfm
• Course Instructor – All UCF faculty have received required faculty ESOL training
• UCF ESOL Faculty
   http://education.ucf.edu/esol/staff.cfm

What if…

Graded artifacts for a UCF ESOL Infused Course have no ESOL references

• Place statement behind the course tab with what, WHO, where, when and why. For example: "RED 3012 was successfully completed at UCF, Spring 2009 with Ms. Wanda Full, the instructor. She did not include ESOL references in the graded artifact(s)."
• Use the matrix to determine which ESOL standards were supported, and where they are supported elsewhere
# TESOL Notebook – 8 Steps!

*Notebook required of Elementary Education, Early Childhood Education, Exceptional Education, Language Arts (6-12), and Undecided/Undeclared majors only.*

<table>
<thead>
<tr>
<th>Item</th>
<th>What/Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3-ring View Binder</td>
</tr>
</tbody>
</table>
| 2    | Title/Cover Sheet | ▪ Example available in TESOL Module  
 ▪ Create with your information  
 ▪ Place/insert in clear front pocket |
| 3    | Print ESOL Student Handbook | Located in TESOL Module and Discussions page (TESOL FAQs and Announcements/Instructors Notes) |
| 4    | Separate Handbook pages into 4 parts | 1. Beginning (pgs. 1-14)  
 2. Matrix for Major  
 3. ESOL Performance Profile w/Chart and Signature Pages  
 4. TIP Sheet (w/Standards Chart) |
| 5    | Handbook - Beginning Pages | ▪ Reference for Notebook  
 ▪ Keep in back pocket of Notebook |
| 6    | Matrix for Your Program Major | ▪ Locate Matrix for Your Program Major (and catalog year)  
 ▪ Use gray row, at top of matrix, to identify and create course tabs for Notebook  
 ▪ Keep Matrix in front left pocket behind ESOL Performance Profile pages |
| 7    | ESOL Performance Profile w/Chart & Signature Pages | ▪ Staple pages together (ESOL Performance Profile w/Chart & Signature Pages)  
 ▪ Place in front left pocket of Notebook |
| 8    | TIP Sheet w/Standards Chart | ▪ 3-hole punch pages  
 ▪ Place in rings of binder (in front of course tabs)  
 ▪ It will be the Table of Contents for Notebook |

Use the Notebook as a Filing Cabinet: to collect, manage and record graded artifacts from ESOL infused courses of your program major.
### TESOL Notebook Checklist

**TSL4080**

<table>
<thead>
<tr>
<th>Documents</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESOL Performance Profile</strong></td>
<td>Pages stapled and located in front left pocket of notebook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and major recorded on ESOL Performance Profile</td>
<td>Do not record Student ID until end of Internship II</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Name recorded as Pre-service teacher on Signature pages</td>
<td>Pages: Field Experiences and Internships</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>TESOL-in-Progress (TIP sheet)</strong></td>
<td>First document in the notebook</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The title of the artifact specifies the name of the activity that corresponds to the standard.</td>
<td>Acceptable title: &quot;Florida Consent Decree&quot;</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Unacceptable titles: Activity#1, or Challenge Sheet #4, or Module #2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Organizing the notebook

<table>
<thead>
<tr>
<th>Organizing the notebook</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use a three ring view binder and “tabs” to divide the notebook</td>
<td>Each “tab” denotes the course title and number. Ex. TSL4080, RED 3012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Cover Sheet</td>
<td>Located in front sleeve pocket of notebook and includes title: TESOL Notebook, your name, major, and graphic</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>All artifacts must be graded/evaluated</td>
<td>Grade, checkmark, comment, and others.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Standards noted on top right of each document</td>
<td>Ex: ESOL Standard 1, ESOL Standard 14, or other.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses not taken at UCF are noted</td>
<td>&quot;This course was taken at ____“ (Year, semester and Institution)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Courses taken at UCF without ESOL Standard documentation</td>
<td>&quot;This course was taken at ____“ (Year, semester, Instructor and location)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Keep up with the notebook; refer to the handbook and matrix as needed. See me if you need help.

**Comments:**

*Diaz 8/2009*