TESOL Notebook? It’s a Piece of Cake!

Silvia Diaz
Donna Frazee
Irina McLaughlin
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Binder
- 2 ½ - 3 inch, view binder
- Illustrated cover page (similar to the standard 3 ring binder, but has a clear pocket on the outside for a cover page) with:
  - Title
  - Name
  - Major

Handbook and ESOL Performance Profile Page
- Copy of 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)

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

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

What if…

- Place statement behind tab what, where, when and why. For example:
  "EDG 2701 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

No graded artifacts for a UCF ESOL Infused course

- Place statement behind tab with what, WHO, where, when and why. For example:
  "EDG 2701 was successfully completed at LS/UCF, Lake Sumter Community College at South Lake, Clermont, Florida, Spring 2009. Ms. Wanda Ful, the instructor, did not identify nor provide ESOL artifacts for the course."
  - Use the matrix to determine which ESOL standards were supported, and where supported elsewhere
Graded Artifacts

- Place graded work (artifacts) behind course tab – grade **must** be visible for each item in photograph.

TESOL-in-Progress (TIP) Sheet

- **Each** graded item (artifact) **must** be recorded on the TIP Sheet.
- Record title, course, and semester.

At the end of *Internship II*…

- College/university coordinator and intern sign the final section of the *ESOL Performance Profile*.
- Confirms intern has completed the ESOL Performance Profile requirements and the TESOL Notebook.
<table>
<thead>
<tr>
<th><strong>Documents</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>ESOL Performance Profile</strong></td>
<td>Pages stapled and located in front left pocket of notebook</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>
</tr>
<tr>
<td>Name recorded as Pre-service teacher on Signature pages</td>
<td>Pages: Field Experiences and Internships</td>
</tr>
<tr>
<td>• <strong>TESOL-in-Progress (TIP sheet)</strong></td>
<td>First document in the notebook</td>
</tr>
<tr>
<td>The title of the artifact specifies the name of the activity that corresponds to the standard.</td>
<td>Acceptable title: “Florida Consent Decree” Unacceptable titles: Activity#1, or Challenge Sheet #4, or Module #2.</td>
</tr>
<tr>
<td><strong>Organizing the notebook</strong></td>
<td></td>
</tr>
<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>
</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>
</tr>
<tr>
<td>All artifacts must be graded/evaluated</td>
<td>Grade, checkmark, comment, and others.</td>
</tr>
<tr>
<td>Standards noted on top right of each document</td>
<td>Ex: ESOL Standard 1, ESOL Standard 14, or other.</td>
</tr>
<tr>
<td>Courses not taken at UCF are noted</td>
<td>“This course was taken at _____” (Year, semester and Institution)</td>
</tr>
<tr>
<td>Courses taken at UCF without ESOL Standard documentation</td>
<td>“This course was taken at _____” (Year, semester, Instructor and location)</td>
</tr>
<tr>
<td>Keep up with the notebook; refer to the handbook and matrix as needed. See me if you need help.</td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>Diaz 8/2009</td>
</tr>
</tbody>
</table>