**TESOL Notebook?**

*It’s a Piece of Cake!*

Silvia Diaz  
Donna Frazee  
Irina McLaughlin

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

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**Documentation**

- **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

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**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

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**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

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**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

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**Signature Pages**

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

- Lower division course (1000 or 2000 level) completed at another institution, not UCF
# What if...

## Upper division course (3000 or 4000 level)
- 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 w/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

## What if...

## Graded artifacts for a UCF ESOL Infused Course
- 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

## Available Resources...
- Undergraduate ESOL Handbook
  [http://education.ucf.edu/esol/program.cfm](http://education.ucf.edu/esol/program.cfm)
- College of Education ESOL Education Program
  [http://education.ucf.edu/esol/index.cfm](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](http://education.ucf.edu/esol/staff.cfm)
# 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. 3-ring View Binder</td>
<td>Available at local retail stores (2-3 inch, View Binder with clear front pocket to insert Title/Cover Sheet)</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**

### I

| Name:   |  |
|---------|  |
| Documents |  |

<table>
<thead>
<tr>
<th><strong>ESOL Performance Profile</strong></th>
<th>Pages stapled and located in front left pocket of notebook</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TESOL-in-Progress (TIP sheet)</strong></th>
<th>First document in the notebook</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The title of the artifact specifies the name of the activity that corresponds to the standard.</td>
<td><strong>Acceptable title:</strong> “Florida Consent Decree”&lt;br&gt;<strong>Unacceptable titles:</strong>&lt;br&gt;Activity#1, or Challenge Sheet #4, or Module #2.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Organizing the notebook

<table>
<thead>
<tr>
<th>Use a three ring view binder and “tabs” to divide the notebook</th>
<th>Each “tab” denotes the course title and number. Ex. TSL4080, RED 3012</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<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>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Courses not taken at UCF are noted</td>
<td>“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>“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