I. ADMISSION

PLEASE NOTE: INTERNATIONAL STUDENTS NEED TO CHECK WITH THE OFFICE OF ADMISSIONS REGARDING APPLICATION DEADLINES AND ADMISSION PROCEDURES

- **Departmental Application Deadlines:** for Fall Quarter Admission – deadline = February 1
- **Departmental Application Deadlines for Intl. Students:** for Fall Quarter Admission – deadline = February 1

Requirements for admission:
The applicant for graduate study leading toward the M.A. must meet the basic requirements set out in the PSU Graduate Bulletin. To be considered for admission to graduate study, the student is expected to hold the B.A. or its equivalent with a minimum cumulative GPA of 3.00. **GRE IS NOT REQUIRED.** Consideration will be given to criteria such as academic excellence, relevant academic background, and experience and interest in teaching ESL/EFL. Admission will be decided by the Applied Linguistics Graduate Committee.

Procedures for admission (domestic students only, international students should check with Admissions department regarding the appropriate procedures):

(1) All applicants must complete two application packets, one for the Office of Admissions and the other for the Department of Applied Linguistics. The packet sent to **ADMISSIONS** must include:
   a. the University application form
   b. the application fee ($50)
   c. one official transcript from every college or university attended (except PSU)
   d. the measles immunization form

   Please check the PSU web page at [www.pdx.edu](http://www.pdx.edu) for application deadlines; they might differ from the department’s deadlines

   The packet sent to the **DEPARTMENT** must include:
   (Department of Applied Linguistics, PO Box 751, Portland, OR 97207-0751)
   a. the Linguistics departmental application form
   b. a copy of each transcript from every college or university attended (including PSU)
   c. at least two supporting recommendations from two **previous instructors** (see specific forms)
   d. a 2-3 page statement indicating the goal and reason(s) for selecting this field as a future profession*

   *Please attach a statement commenting on your background and preparation for entering the field of Teaching English to Speakers of Other Languages (TESOL), outlining your reasons for selecting this field as a future profession, describing your future goals, and explaining why the M.A. TESOL program at Portland State University is an appropriate program for achieving these goals.

(2) Native English speakers should submit evidence of foreign language knowledge (two or more years study at college level, as indicated on a transcript, or an authorized statement if not on a transcript). Students without prior experience with a foreign language may be provisionally admitted; they will need to study a foreign language while taking other courses in the MA program.

(3) Non-native speakers must submit evidence of proficiency in English. We accept the iBT TOEFL score of 100 or above, the PBT TOEFL score of 600 or above and the IELTS with a score of 7.0 or above. They may also be required to take Writing 323, if the advisor deems it necessary.
II. PLANNING THE PROGRAM

Incoming students will be assigned an academic advisor by the department. Any member of the core faculty in Linguistics can serve as academic advisor.

The M.A. student must complete an advisor-approved program of study, taking not less than 46 term credit courses approved for graduate credit and distributed as follows:

1. **Language Education/Applied Linguistics Theory (20 credits)**
   **REQUIRED (16 credits)**
   - LING 538: Second Language Acquisition
   - LING 571: Understanding the International Experience (or advisor approved alternative)
   - LING 577: TESOL Methods I (must be taken prior to LING 578: TESOL Methods II)
   - LING 578: TESOL Methods II
   **ELECTIVE (4 credits), choose one from the following:**
   - LING 509: Community ESL Practicum
   - LING 539: Language Assessment
   - LING 570: Grammar for TESOL
   - LING 575: Curriculum Design & Materials Development
   - LING 510: various special topics (advisor approved)
   - LING 576: Corpus Linguistics in Language Teaching

2. **Foundations in Language/Linguistic Theory (16 credits)**
   - Linguistic Argumentation (4 credits), choose one from the following:
     - LING 511: Syntax
     - LING 512: Phonology
   - Linguistics Analysis (4 credits), choose one from the following:
     - LING 514: Linguistic Pragmatics
     - LING 515: Linguistic Phonetics
     - LING 516: Discourse Analysis
     - LING 520: Historical-Comparative Linguistics
     - LING 510: various special topics (advisor approved)
   - Language and Society/Language and the Mind (8 credits), choose two from the following:
     - **Language and Society:**
       - LING 532: Sociolinguistics
       - LING 580: Bilingualism
       - LING 581: World Englishes
       - LING 582: Pidgins and Creoles
       - LING 510: various special topics (advisor approved)
     - **Language and the Mind:**
       - LING 533: Psycholinguistics
       - LING 537: First Language Acquisition
       - LING 545: Linguistics and Cognitive Science
       - LING 510: various special topics (advisor approved)

3. **Research and Culminating Experience (12 credits)**
   - LING 559: Introduction to Graduate Study (2 credits); taken during a student’s first quarter in the program or the first time it is offered after entry to the program
   - LING 560: Research Design (2 credits), taken after 16 credits of 500-level coursework
   - LING 561: Research Methods (2 credits); prerequisite: LING 560; may not be taken concurrently w/LING 560
   - Thesis, project or comprehensive exam: sign up with an advisor (6 credits)

**TOTAL CREDITS: 48**

**Grammar Requirement:** All students must fulfill a grammar knowledge requirement by either 1) passing the Department Grammar Test; or 2) passing LING 392: Structure of the English Language with a grade of ‘B’ or better.

**Practice Component:** 70 hours of documented tutoring, observation, and practice teaching, presented in a Portfolio (which includes other elements, such as a philosophy of teaching statement). Much of this portfolio will be developed as part of the assignments in LING 577 and 578 (TESOL Methods I and II).
• **Important:** Courses taken under the undifferentiated grading option (Pass/No Pass) are not acceptable toward fulfilling department requirements. All courses used to satisfy the MA requirements, whether taken in the department or elsewhere, must be graded B or above.

• No later than the end of the first quarter after admission to the program, the student is required to consult with the TESOL advisor to select the appropriate courses and areas of concentration.

• Some students may be required by the terms of their admission or by their advisor to take more than the minimum 46 credits of course work for their degree. For example, students with no prior training in linguistics must take LING 390 before attempting a 500 level course. Non-native students with limited writing skills are advised to take Writing 520 or another advisor approved writing-intensive course before attempting a 500 level course in our department. Such courses will not count toward the MA degree.

• A maximum of 16 credits taken prior to admission can be transferred into the program. Reading and conference courses applicable toward the degree are limited to 12 credits.

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**III. FOREIGN LANGUAGE REQUIREMENT (consult the PSU Bulletin)**

See attached Foreign Language Requirement information. Based on this information if you are required to take a test please contact the Foreign Language Department (491 Neuberger Hall). Non-native speakers must submit evidence of proficiency in English sufficient for admission to the MA program (International TOEFL score of 600 or above (250 computer-based), or equivalent proficiency). The TOEFL score might be used to fulfill the reading portion of the foreign language examination but an oral proficiency test still needs to be taken in the Applied Linguistics department.

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**IV. APPLICATION FOR THE DEGREE**

Students must complete an APPLICATION FOR THE DEGREE FORM, to be procured from Degree Requirements office **two terms** prior to the anticipated term of graduation.

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**V. ADVANCEMENT TO CANDIDACY (consult the PSU Bulletin)**

To be eligible for candidacy, students must hold regular degree status, have maintained a cumulative GPA of at least 3.0, and have fulfilled the foreign language requirement. Students must have an approved graduate program (GO-12) by the first week of the term of graduation. Only courses with grades B or higher (not B-) can count toward the MA degree.

Students submit one copy of the GO-12 form to the Applied Linguistics Graduate Committee together with the program planning sheet showing the distribution of course work and the topic of the thesis.

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**VI. CULMINATING EXPERIENCE (THESIS, PROJECT, or EXAM)**

In addition to satisfactory completion of course work; completion of a Culminating Experience dealing with a specific aspect of TESOL is a requirement for the MA degree. The Culminating Experience requirement may be satisfied through submission of an M.A. Thesis, an M.A. Project, or an M.A. Comprehensive Examination.

**THESIS** The thesis is supervised by a thesis advisor selected by the student from the core or adjunct faculty in Applied Linguistics in consultation with the academic advisor. The thesis advisor and the student choose one or two additional members of the thesis committee. Research can involve empirical data that may take two or more terms to gather, analyze and write up. For research involving human subjects, the student must get approval from the Human Subjects Research Review Committee prior to data gathering.

Draft material should be presented to thesis committee members for review during the preparation of the thesis. When the oral exam is scheduled, form GO-16 should be completed and submitted to the Office of Graduate Studies, which assigns the fourth member of the committee. The APA Style Manual should be used. (See Office of Graduate Studies of the deadlines for each term. Also see the PSU Style Manual for Thesis and Dissertations). **The student must allow at least two weeks after the oral exam to revise the thesis as suggested by the defense committee.**
The one to two hour oral examination is primarily a defense of the thesis. When the student successfully completes the oral exam and has satisfactorily revised the thesis, all members of the committee should sign the form GO-17 and submit it to the Office of Graduate Studies.

**PROJECT:** The project addresses a practical problem in the field of TESOL or applied linguistics and presents a solution to it. Rather than an academic thesis, the project may, for example, take the form of a curriculum plan for a specific course or a short article about teaching technique for a teaching publication. Students in the Project option must take 4 credits of Ling 507 (Seminar: Research Writing) and 2 credits of Ling 501 (Research: Special Project).

**EXAM:** Comprehensive Exams -- The written comprehensive examinations will synthesize theoretical and practical knowledge covered in the program. Students in the Exam option must take 4 credits of Ling 507 (Seminar: Research Writing) and 2 credits of Ling 501 (Research: Comprehensive Exams). The thesis, project, and comprehensive exams will conform to current departmental guidelines for details such as thesis proposal meetings, exam scoring, and formatting of the project.

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**VII. TEACHING ASSISTANTSHIP/RESEARCH ASSISTANTSHIP**

The Department of Applied Linguistics offers several graduate TA and RA positions. The ESL TAs are required to teach one ESL class per term, whereas the Linguistics TAs will assist Linguistics faculty with the TESOL Methods or the Introduction to Linguistics classes. These positions require full-time enrollment and require 15 hours per week for either teaching or research. We also offer the Nattinger Fellowship position, specific duties will be discussed with the department chair. TAs are selected by a committee comprised of the Coordinators of ESL/ENNR and members of the Applied Linguistics Graduate Committee. Besides these TA positions, our department also offers several GA positions. For more information and application materials please contact us directly at 503.725.4098 or via email at linginfo@pdx.edu. Applications should be submitted by **February 1st** at the latest. Usually, applicants are informed of Committee decisions before April 1st.
DEPARTMENT APPLICATION
MA:TESOL

Name:_________________________________________________ SSN/ID#: ____________________________
(last) (first) (middle)

Address:_______________________________________________________
(number and street) (city) (state) (zip)

Phone: ______________________________ _______________________
(home) (work)

E-mail address: ______________________________________________

PROPOSED TERM OF ADMISSION: Fall Quarter __________ Year

COLLEGES AND UNIVERSITIES ATTENDED (please include a copy of transcripts from each school; minimum GPA of 3.0 is required):

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LANGUAGES STUDIED/LENGTH OF STUDY: __________________________________________________

TOEFL SCORE (for non-native English speakers) ________________________ DATE __________

NAMES OF TWO REFERENCES who will be writing recommendations for candidate:

(Name) ____________________________ (Affiliation) __________ (Relationship) __________

(Name) ____________________________ (Affiliation) __________ (Relationship) __________

Please attach a 2-3 page statement commenting on your background and preparation for entering the field of Teaching English to Speakers of other Languages (TESOL), outlining your reasons for selecting this field as a future profession, describing your future goals, and explaining why you chose the M. A. TESOL program at Portland State University.

APPLICANT SIGNATURE: ____________________________ DATE: __________

FOR OFFICE USE ONLY

Departmental Recommendation:

___ Regular Admission Recommended
___ Conditional Degree Recommended (list condition below)
___ Admission Denial (optional: may list reason below)
Recommendation for M.A. TESOL applicant:

Please describe in what capacity you know the candidate and how long you have known her/him. We are particularly interested in your assessment of this candidate’s potential for completing a graduate degree including a master’s thesis, project, or comprehensive exam and this candidate’s potential as a future teacher of English to speakers of other languages. Specific areas that we would like you to address, if possible, include:

- The candidate’s ability to work independently
- The candidate’s ability to follow through with projects
- The candidate’s writing ability
- The candidate’s potential as a teacher
- The candidate’s potential for future contributions to this field
Recommendation for M.A. TESOL applicant:

Please describe in what capacity you know the candidate and how long you have known her/him.

We are particularly interested in your assessment of this candidate’s potential for completing a graduate degree including a master’s thesis, project, or comprehensive exam and this candidate’s potential as a future teacher of English to speakers of other languages.

Specific areas that we would like you to address, if possible, include:

- The candidate’s ability to work independently
- The candidate’s ability to follow through with projects
- The candidate’s writing ability
- The candidate’s potential as a teacher
- The candidate’s potential for future contributions to this field
Waiver of Access to Letters of Recommendation

To waive access to your letters of recommendation, complete all sections of the PSU Waiver Form. Provide this waiver to each of your recommenders with the request that it accompany the submitted recommendation letter.

Portland State University

Waiver to Access to Letters of Recommendation

Term of application: □ Fall ________  □ Spring ________

Proposed Department: _________________________________  Degree Program: ________________

Applicant: If you want to waive your right to examine your letters of recommendation, complete and sign the waiver and give this form to the recommender. Please have the recommender mail it with the letter of recommendation to the academic department to which you are applying. Be sure to inform your recommenders of the application deadline for your academic program. Such a waiver must be voluntary and cannot be a condition of admission, award or employment.

Name of applicant: __________________________________________

Last Name  First Name  Middle Name

I agree to waive access to the letter of recommendation written by: __________________________________________

Name of Recommender

Signature of applicant: __________________________________________  Date:_____________________

Recommender: Please be sure that this waiver of access accompanies your letter of recommendation. Forward both of them to the Proposed Department above, Portland State University, PO Box 751, OR 97207-0751.