
English as a Second Language (ESL) Certificate of Graduate Study and Bilingual/Bicultural Education (BE) Endorsement Detail Sheet

Beginning Spring 2010, the College of Professional & Continuing Education (CPCE) at Rowan University will offer the ESL Certificate of Graduate Study (COGS) to area teachers. This COGS can lead to the K-12 NJ Instructional Certification for ESL and can also be applied toward the M.Ed. in Teacher Leadership program at Rowan. For more details about the M.Ed., please see the M.Ed. Detail Sheet available at www.rowan.edu/cpce.

Overview of the Coursework for the ESL

- 16 graduate credit hours
- This program is offered in an accelerated format with face-to-face instruction with 7 or 8-week modules.
- The program is slated to be offered at the Camden, NJ campus of Rowan University.
- Completion of the ESL COGS (and other testing requirements as listed in this sheet) can lead to the K-12 NJ Endorsement for ESL and/or the Bilingual/Bicultural Education (BE) Endorsement.
- The ESL COGS may stand on its own or be applied toward the Master of Education (M.Ed.) program (which would require 18 additional credits). (Students must apply for the M.Ed. separately. Please consult with your CPCE contact for more details.)

Pathways for the ESL or Bilingual/Bicultural Programs:

Students have the following options for pursuing this program:

1. ESL COGS with New Jersey ESL Certification

- Students may enter this program and complete all 16 graduate credit hours listed in the sequence with intentions of earning the ESL COGS and NJ certification for K-12 ESL
- Proficiency testing in oral and written English is required. Students demonstrate proficiency by achieving a score of “Advanced Low” or higher on **both** the Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT), offered through Language Testing International (www.languagetesting.com/about_lti.htm).
- Upon successful completion of the program, candidates will be recommended for a NJ Certificate of Eligibility with Advanced Standing (CEAS) in English as a Second Language K-12.
- This COGS may be applied toward the M.Ed. program. (Students must apply for the M.Ed. separately. Please consult with your CPCE Administrative Advisor for more details).

2. Bilingual/Bicultural Education (BE) Endorsement

- To qualify for the BE Endorsement, Students must complete all 12 graduate credit hours as listed in the course sequence.
- In addition to satisfying all admission requirements, Proficiency testing in oral and written English as well as the target language of instruction is required. Students demonstrate proficiency by passing the Oral Proficiency Interview and the Writing Proficiency from Language Testing International with a score of “Advanced Low” or higher (www.languagetesting.com/about_lti.htm).
- Must already be a teacher with one of the following: State Teaching Certificate, State Provisional Certificate, State Certificate of Eligibility with Advanced Standing, or Certificate of Eligibility in one of the following areas: Early Childhood (P-3), Elementary (K-5), Mathematics (K-12), any area of science (e.g., Biology, Chemistry, etc. K-12), Social Studies (K-12).
- Upon successful completion of the program, candidates will be recommended for a NJ Certificate of Eligibility with Advanced Standing (CEAS) in Bilingual/Bicultural Education K-12.
- While this is NOT a Certificate of Graduate Study and cannot be applied toward the M.Ed. program, some students may prefer to apply for this Endorsement.

3. ESL COGS with New Jersey ESL Certification AND Bilingual/ Bicultural Education (BE) Endorsement

- To qualify for both certification areas, Students must complete all 16 graduate credit hours listed in the ESL sequence as well as one additional course listed on the Bilingual/Bicultural program course sequence.
- In addition to satisfying all admission requirements, proficiency testing in oral and written English as well as the target language is required. Students demonstrate proficiency by passing the Oral Proficiency Interview and the Writing Proficiency from Language Testing International with a score of “Advanced Low” or higher (www.languagetesting.com/about_lti.htm).
- Must already be a teacher with one of the following: State Teaching Certificate, State Provisional Certificate, State Certificate of Eligibility with Advanced Standing, or Certificate of Eligibility in one of the following areas: Elementary (K-5), Mathematics (K-12), any area of science (e.g., Biology, Chemistry, etc. K-12), Social Studies (K-12).
- Upon successful completion of the program, candidates will be recommended for a NJ Certificate of Eligibility with Advanced Standing (CEAS) in *English as a Second Language K-12* as well as in *Bilingual/Bicultural Education K-12*.
- This COGS may be applied toward the M.Ed. program. (Students must apply for the M.Ed. separately. Please consult with your CPCE Administrative Advisor for more details).

Program Entry Points for ESL or BE:

- Students may start the program in the following upcoming modules:
 - Spring 2010, module 3, beginning on 1/19/09
 - Additional entry points may be possible. Please contact the CPCE Administrative Advisor for this program to discuss possible additional entry points.

Sample Course Sequences and Timelines (Please note sequences are tentative and subject to change):

Suggested ESL sequence for students beginning the program Spring 2010, the first 8 weeks

Students may take advantage of the ESL program’s accelerated schedule. Every module will be between 7 and 8 weeks at Rowan University’s Camden campus. Including summer terms, the entire COGS/Endorsement can be completed within 3 consecutive semesters. This means if you begin your program in Spring 2010, you may be finished as early as December 2010! Students may join the program during the modules listed above under “Program Entry Points.” Listed below is a suggested course sequence**.

Suggested ESL sequence for students beginning the program Spring 2010, the first 8 weeks (tentative)

	Spring 2010	Summer 2010	Fall 2010
<i>Across 16 weeks</i>			BLED 40.523 Practicum in Teaching ESL 1 S.H. (Co-req. with 40520) 3 s.h.
<i>1st 8 Weeks</i>	BLED 40.510 Issues of Language and Cultural Diversity in ESL/Bilingual Programs (No Pre-Req) (3 cr)	BLED 40.522 Integrating Language and Content in the ESL/Bilingual Education 3 s.h. (no pre-req)	BLED 40.520 Planning, Teaching and Assessment in ESL 3 s.h. (no pre-req)
<i>2nd 8 Weeks</i>	BLED 40.512 Linguistics for Teaching Second Languages (No Pre-Req) (3 cr)	BLED 40.515 Language, Culture and Communication 3 S.H (no pre-req)	

Suggested BE sequence for students beginning the program Spring 2010, the first 8 weeks

Students may take advantage of the BE program’s accelerated schedule. Every module will be 8 weeks. Including summer terms, the entire Endorsement can be completed within 3 consecutive semesters. This means if you begin your program in Spring 2010, you may be finished as early as December 2010! The next entry point is Spring 2010. Listed below is a suggested course sequence**.

Suggested BE sequence for students beginning the program Spring 2010, the first 8 weeks (tentative)

	Spring 2010	Summer 2010	Fall 2010
<i>1st 8 Weeks</i>	BLED 40.510 Issues of Language and Cultural Diversity in ESL/Bilingual Programs (3 cr)	BLED 40.522 Integrating Language and Content in the ESL/Bilingual Education 3 s.h.	<i>For BE students, there are no required BE courses this module. However, for those students pursuing the ESL certification, BLED 40.520 and BLED 40.521 are required.</i>
<i>2nd 8 Weeks</i>	BLED 40.512 Linguistics and Second Language Acquisition for Teaching Second Languages (3 cr)	BLED 40.521 Teaching Bilingual Education: Process and Practice 3 s.h. ***	

**** NOTE:** All courses are subject to run based upon meeting enrollment minimums. (s.h. = semester hours).

***Note: If you are pursuing both certifications, you will need to take **both BLED 40.520 and BLED 40.521**.

Students are expected to follow the Personalized Course Sequence they are given. Personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a “missed class” may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor(s) as soon as possible.

Benefits of the ESL COGS/Endorsement

- The accelerated timeline allows students to earn BOTH a Certificate of Graduate Study and qualify for certification in almost ½ the traditional time.
- The program is designed for the working adult who needs a part-time option but still wants the fastest route to their certificate/endorsement.
- The program is designed to provide the maximum amount of flexibility.
- The system not only allows students to know their schedule well in advance; it also allows for vital professional networking and ongoing support.
- The timeline allows students to take 2 courses and earn 6 credits each term, while still only focusing on one course at a time. These 6 credits also qualify students for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- Students will have access to not only their Academic Advisor but also a special CPCE Graduate Administrative Advisor.
- By taking one additional class and by fulfilling the additional testing requirements, some students will also be eligible for the Bilingual/Bicultural Endorsement.

How to Apply

CPCE ESL COGS applicants will apply using the CPCE Graduate & Post-Bac Application Form. Forms are available from CPCE or to download from: www.rowan.edu/cpce. When you submit your application, be sure to mark “CPCE ESL COGS” and your term/module of entry in the upper right-hand corner of any materials you submit.

If you are applying for either program, you will need:

- ✓ Bachelor’s degree from an accredited 4-year institution of higher learning
- ✓ \$50 application fee
- ✓ Application form
- ✓ One official transcript from *all* colleges attended
- ✓ Statement of professional objectives
- ✓ 2 letters of recommendation

Plus (Please review “Pathways for the ESL COGS” for appropriate admission requirements for your desired pathway):

- ✓ Proficiency testing in oral and written English is required. Students demonstrate proficiency by passing the Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT) with a score of “Advanced Low” or higher from Language Testing International (www.language-testing.com/about_lti.htm). It is strongly recommended that students successfully pass the above tests BEFORE beginning the ESL program. (Copies of your LTI certificates that show passing test scores should be submitted with your application.) If you do not pass the tests before admission to the ESL program, you are required to pass them during your first term in order to continue with the ESL coursework. **For questions about testing, contact: Dr. Beth Wassell at Wassell@rowan.edu.**
- ✓ (For the Bilingual/Bicultural Program Only): Must already be a teacher or alternate route candidate with one of the following: State Teaching Certificate, State Provisional Certificate, State Certificate of Eligibility with Advanced Standing, or Certificate of Eligibility (please include a copy of your teacher certification with application materials)

Application Deadlines

Applications are accepted and reviewed on a rolling basis up until the application deadline for this program which is 11/16/09. Applications must be **complete** by this deadline in order to receive a decision before the module begins. If a decision has not been reached, CPCE encourages students to begin the course as a non-matriculated student while the process completes. Please contact the CPCE Administrative Advisor for this program to discuss getting started as a non-matriculated student.

Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Registrar, the Undergraduate Admissions Office or the Graduate School as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or cpceacademicservices@rowan.edu

Health Immunization Requirements

Students matriculated in this program are required to comply with Health Immunization Requirements of Rowan University. Please refer to the CPCE website for more information: <http://www.rowan.edu/colleges/cpce/forms.cfm>

Transfer Credit Policy

- Please note transfer credit for the ESL COGS is determined on a case-by-case basis by the academic department. Should you have any questions regarding transfer credit for this program, please contact Dr. Beth Wassell, ESL/BE Academic Advisor, at 856-756-5411 or wassell@rowan.edu.
- To request transfer credit, please complete and submit *with* your application the CPCE Graduate & Post-Bac Transfer Credit Evaluation Form which is available on the CPCE website at: <http://www.rowan.edu/colleges/cpce/forms.cfm>. Evidence supporting this request (transcripts, syllabi and course descriptions) should also be attached to the request form.
- While the admissions process for this program is coordinated by CPCE, the graduate and post-bac transfer credit evaluation process is coordinated by the Academic Advisor in the Academic Department for which the program is housed. Ideally, transfer credit is requested at the time of admissions and submitted with the application as outlined above. That request is forwarded to the Academic Advisor who then performs the evaluation and obtains appropriate approvals from the Academic Department and Dean. Once the form is fully signed, the form is sent back to CPCE so a copy can be made by the CPCE Administrative Advisor who will use it to create/update your Personalized Course Sequence. CPCE then sends the official copy to the Registrar. Transfer credit is not official until it is approved by all parties listed on the form and entered into the system by the Registrar.
- At Rowan, official notification of graduate and post-bac transfer credit is only via the credits being applied to and appearing on your academic transcript. Your Personalized Course Sequence that you receive from CPCE at the end of the admissions process will reflect any and all officially awarded transfer credit of which CPCE is made aware.
- All discussion or questions about the graduate and post-bac transfer evaluation process should be directed to the Academic Advisor.

CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at www.rowan.edu/cpcecoursesearch.
 - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit www.rowan.edu/coursesearch.
 - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
 - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
 - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5th column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
 - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5th column appearing in the Section Tally (www.rowan.edu/cpcecoursesearch) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
 - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at cpeacademicservices@rowan.edu to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
 - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then

adjusted and a new registration confirmation is email sent to you. In this way, we all continue to work together to keep you on track for your educational goals.

- **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at www.rowan.edu/cpce under “Forms.”
 - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at cpceacademicservices@rowan.edu.

CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at www.rowan.edu/colleges/cpce/forms/cfm.

A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet/Plan of Study and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit www.fafsa.ed.gov right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, financialaid@rowan.edu to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at www.rowan.edu/cpce under “Forms.”

INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?

Join the Rowan community as a non-matriculated student* and get credit for just the class(es) that interest you!

Some of the courses for the ESL/BE program may be open to non-matriculated graduate students. Please discuss this with the CPCE Administrative Advisor. In addition, you may browse and register for some of Rowan’s many other course offerings** by visiting the Rowan Section Tally at http://banner.rowan.edu/reports/reports.pl?task=Section_Tally. A CPCE course is easily identifiable in Rowan’s official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.) Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.***

*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

** Provided necessary pre-requisites and/or restrictions are met.

*** No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

ESL and BE Contact Information

Sheri K. Rodriguez

CPCE Administrative Advisor (Provides assistance from initial inquiry to matriculation)

Phone: 856-256-4708 Email: rodriguez@rowan.edu

Dr. Beth Wassell

ESL/BE Academic Advisor

Rowan University, Camden Campus

(Provides academic assistance after initial registration to graduation clearance)

Phone: 856-756-5411 Email: wassell@rowan.edu

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