Dear Student,

Greetings from the Program in Bilingual Education and TESOL at The City College of New York. We are happy you have decided to pursue your graduate education with us.

Our program is committed to helping prepare teachers for service in a diverse society, and to supporting native language development as well as acquisition of additional (second) languages. The program affirms the value of culturally diverse points of view, and the benefits of bilingualism both to individuals and to our society as a whole. We view teachers as participants in the process of education, both their own and their students’, and as agents in the transformation of education to reflect the needs of the communities served.

Within this booklet, you will find information regarding program requirements, coursework, and some important administrative issues. Please contact your academic advisor or the other faculty in our program if we can be of assistance. Whether you are at the outset of your career in education or in the midst of it, we are pleased to be working with you to help you achieve your educational and professional goals.

Please see the program website, www.ccny.cuny.edu/education/bilingual, for more current information. Also, you can now follow us on Twitter: CCNYBilingTESOL

Best wishes,

Jesús Fraga
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For more information and current announcements, please see the following websites:

The City College of New York
www.ccny.cuny.edu

Bilingual Education and TESOL Program
www.ccny.cuny.edu/education/bilingual
The Program in Bilingual Education and TESOL offers the following graduate programs:

**Master’s Degree in Bilingual Education**
- Stream A – for students holding Initial Certification and a Bilingual Extension (31 credits)
- Stream B – for students holding Initial Certification, seeking a Bilingual Extension (31 credits)
- Stream C – for students seeking Initial Certification and a Bilingual Extension (46-52 credits)
- Stream D – for students who do not seek New York State teaching certification (31-34 credits)
- Fellows Stream – for students with Transitional B Certification

**Bilingual Extension**
For students holding Initial, Provisional, or Professional Certification, seeking a Bilingual Extension (18 credits)

**Master’s Degree in Bilingual Special Education** [offered jointly with the Special Education Program]
- Stream I – for students holding Initial or Provisional Certification (43 credits)
- Stream II – for students seeking Initial Certification (47-56 credits)
- Fellows Stream – for students with Transitional B Certification

**Master’s Degree in TESOL (Teaching English to Speakers of Other Languages, PreK-12)**
- Stream A – for students who hold Initial or Provisional Certification (32 credits)
- Stream B – for students who do not wish to obtain NYS teaching certification (30 credits)
- Stream C – for students seeking Initial Certification (40-49 credits)
- Fellows Stream – for students with Transitional B Certification

**Certificate in TESOL (Teaching English to Speakers of Other Languages)**
- Stream D – for students with Teaching Certification and a Master’s degree, seeking TESOL certification (17 credits)
Advising: Advisors are assigned according to the first initial of your last name. Please meet with your advisor during the regular school year (fall and spring semesters), and bring your program planning sheet with you. Additional copies of planning sheets are available on the program website and outside NAC 4/204.

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<thead>
<tr>
<th>Your last name</th>
<th>Advisor</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-M</td>
<td>Prof. Joseph Davis</td>
<td><a href="mailto:jdavis@ccny.cuny.edu">jdavis@ccny.cuny.edu</a></td>
<td>650-6240</td>
<td>NAC 4/211C</td>
</tr>
<tr>
<td>N-Z</td>
<td>Prof. Tatyana Kleyn</td>
<td><a href="mailto:tkleyn@ccny.cuny.edu">tkleyn@ccny.cuny.edu</a></td>
<td>650-TBD</td>
<td>NAC 4/204</td>
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Advising appointments are available when classes are in session.

Beginning with the academic year 2010/2011, Jesús Fraga is serving as the director of the program. Other members of the program include Professor Soyong Lee and Ms. Tania Peña (program assistant). The Bilingual Education and TESOL Program is part of the Childhood Education Department in the School of Education. The Chair of our department is Professor Nancy Stern, and the department secretary is Ms. Malika Amraoui.

<table>
<thead>
<tr>
<th>Ms. Malika Amraoui</th>
<th><a href="mailto:edce@ccny.cuny.edu">edce@ccny.cuny.edu</a></th>
<th>(212) 650-5884</th>
<th>NAC 6/207B</th>
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</thead>
<tbody>
<tr>
<td>Mr. Jesús Fraga</td>
<td><a href="mailto:jfraga@ccny.cuny.edu">jfraga@ccny.cuny.edu</a></td>
<td>(212) 650-5328</td>
<td>NAC 4/204</td>
</tr>
<tr>
<td>Prof. Soyong Lee</td>
<td><a href="mailto:solee@ccny.cuny.edu">solee@ccny.cuny.edu</a></td>
<td>(212) 650-5034</td>
<td>NAC 4/211B</td>
</tr>
<tr>
<td>Ms. Tania Peña</td>
<td><a href="mailto:bilingual@ccny.cuny.edu">bilingual@ccny.cuny.edu</a></td>
<td>(212) 650-5248</td>
<td>NAC 4/204D</td>
</tr>
<tr>
<td>Prof. Nancy Stern</td>
<td><a href="mailto:nstern@ccny.cuny.edu">nstern@ccny.cuny.edu</a></td>
<td>(212) 650-7897</td>
<td>NAC 6/207B</td>
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</table>

Applying for graduation: You must apply for graduation several months prior to your expected date of graduation. You can apply online, at www.ccny.cuny.edu. Check with your advisor to make sure you have met all the requirements for graduation. If you discover that you will not be able to graduate as planned, you must rescind your application and then reapply for the next graduation (see dates below). In order to graduate, all stops on your record must be cleared, including bursar, library, financial aid, etc.

Please note the following application periods:
For February Graduation Apply between July 1 - November 1
For June Graduation Apply between November 1 - March 1
For September Graduation Apply between April 1- July 1

Bilingual Extension: TESOL candidates who wish to complete the Bilingual Extension can use courses in the TESOL program to count toward the requirements for the Extension, whether you apply directly to the State, or if you complete the Extension at City College. TESOL candidates (Streams A and D) who wish to complete the Bilingual Extension can choose electives that will help fulfill the Extension requirements.

TESOL Certificate: Bilingual Education candidates who wish to complete the TESOL Certificate can use courses in the Bilingual Education program to count toward the requirements for the Certificate, whether you apply directly to the State, or if you complete the Certificate at City College. Bilingual Education candidates who wish to complete the Bilingual Extension can choose electives that will help fulfill the TESOL Certificate requirements.
**Bilingual language proficiency:** To graduate with a Master’s degree in Bilingual Education or a Bilingual Extension, candidates must show proficiency in both English and the additional language. This requirement can be met either by passing the CCNY Language Proficiency Exam, or by submitting a passing score on “Written Expression in the Target Language” subsection of the New York State Bilingual Education Assessment (BEA).

**Certification:** Please see the School of Education certification website for information: [http://www.ccny.cuny.edu/education/certification/](http://www.ccny.cuny.edu/education/certification/) The College’s Certification Officer is Mr. Kurt Brown in NAC 3/212 (kabrown@ccny.cuny.edu). For information about certification exams, please see the program website or your advisor; for assistance in exam preparation, please visit the Learning and Technology Resource Center in NAC 3/226.

**Computer help desk:** The CCNY Computer Help Desk is in NAC 1/505, 650-7878.

**Computer labs and support:** In addition to the general computer labs offered at CCNY, two computer labs are available specifically for School of Education students, faculty, and staff. The Multimedia Center consists of two adjacent rooms located in NAC 4/221 and 4/216. One room is equipped with Dell computers, the other one with Macintosh. This center is an instructional computer lab as well as an open lab for students with a focus on multimedia. [http://www.ccny.cuny.edu/education/mmcenter/](http://www.ccny.cuny.edu/education/mmcenter/) Also available is the Learning and Technology Resource Center (LTRC) in NAC 3/226. The LTRC provides access to technology to support the School’s effort to ensure that our candidates are equipped with the knowledge, skills and dispositions to function effectively in classroom settings.

**Course substitutions:** Course substitutions can be made only with approval of an advisor.

**Electives:** Nearly all courses offered by The City College School of Education may serve as an elective, should your program planning sheet include electives. If you have any questions, please see your advisor.

**Email:** All students should activate their CCNY email account. CCNY does not send a lot of messages to this address, but some important information is distributed in this way. If you wish, you can forward all the mail received at your CCNY email address to your regular email account.

**Fieldwork:** Many courses in the School of Education require a number of hours in schools and/or other field locations. Fieldwork assignments are coordinated by course instructors in consultation with the Office of Field Experiences in NAC 6/207A.

**Grievances:** While we hope your experiences at CCNY will be positive, we know that sometimes problems do occur. For concerns related to specific classes, please speak first with the course instructor, as most problems can be resolved most effectively at that level. If a satisfactory resolution is not reached, see the program director, Jesús Fraga.

**Information Desk:** CCNY offers the I-Desk on the first floor of the NAC (650-5338) to provide information regarding administrative matters at the College.
**Internship Certificate**: Students who work under an Internship Certificate must enroll every semester in a 1-credit internship certificate course, EDUC 2603N. The only exception to this requirement is during the semester in which the student is enrolled in student teaching (EDCE 0501/2G for Bilingual Education, EDCE 0503/4G for TESOL, or EDCE 0703G for Bilingual Special Education.)

**Liberal Arts prerequisites**: New York State requires that candidates for initial teaching certification show proficiency in math, science, U.S. history, world history, humanities, English, and artistic expression. Generally, these requirements are met through undergraduate coursework. Candidates in TESOL Stream C, Bilingual Education Stream C, Bilingual Special Education Stream II and Teaching Fellows must fulfill these State requirements. Please see your advisor for more information.

**Library**: The Morris Cohen Library is located in the NAC Building, 2nd floor. To access the library’s research databases from off campus:

1) Go to City College Library homepage: www.ccny.cuny.edu/library  
2) Click “Quick Links to Selected Resources”  
3) First Time Users:  
   a. Type in your 14-digit CCNY ID barcode  
   b. Hit Submit  
   c. Fill in required fields  
   d. Sign in as a Return User  
4) Return Users:  
   a. Sign in with email and password you created  
   b. Hit Submit

**Major Codes**: Check your SIMS record to be sure that you have been fully matriculated, and that you are registered in the program you are indeed enrolled in. This is particularly important for candidates who may have changed programs since they enrolled. **If you have been accepted conditionally, be sure to meet remaining admissions requirements during your first semester. You will not be contacted by the program; it is your responsibility to meet the conditions set for your admission.**

<table>
<thead>
<tr>
<th>Program Title</th>
<th>General</th>
<th>Fellows</th>
<th>Degree</th>
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<tbody>
<tr>
<td>Bilingual (Childhood) Ed</td>
<td>903</td>
<td>902</td>
<td>MSEd</td>
</tr>
<tr>
<td>Bilingual Extension</td>
<td>901</td>
<td>-</td>
<td>Adv Cert</td>
</tr>
<tr>
<td>Bilingual Special Ed</td>
<td>882</td>
<td>881</td>
<td>MS</td>
</tr>
<tr>
<td>TESOL</td>
<td>885</td>
<td>884</td>
<td>MSEd</td>
</tr>
</tbody>
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**Practicum**: Candidates in TESOL Stream A and NYC Teaching Fellows must complete two practicum experiences in TESOL with two different age groups (K-6 and 7-12). EDCE 6601C (Elementary) and EDCE 6602C (Secondary) provide these experiences. Candidates in TESOL Stream B and D must complete one of these experiences, or EDCE 6604C (Adults). Each of these courses requires that the candidate spend 35 hours in the appropriate level classroom, as well as complete other requirements as specified by the instructor. (Some fellows may have completed both these requirements through their pre-service field experience. See your advisor for more information.) You must apply to enroll in the practicum in the semester before you intend to register.
Qualifying Exam: Candidates who complete the course requirements for their program, but have a GPA lower than 3.0, are required to pass the Qualifying Exam to graduate. The Exam is given near the end of each semester. The exam is an on-site, closed book essay format, but you can receive a copy of the questions that will appear when you register for the exam in NAC 6/207B. Please note that a GPA of at least 2.8 is a requirement for students to be eligible to take the Qualifying Exam.

Registering for Classes: Continuing students can register for classes online. If you encounter a problem with registration, please see your advisor. We recommend that you do not wait until in-person registration to resolve problems since classes are often full by then. Advisors are generally not available when classes are not in session, but generally do respond to email during that time.

Research sequence: EDCE 2205I is a 2-credit course that comprises the first half of a two-semester research sequence. EDCE 2900I is the second half of this sequence, and should be taken in the semester immediately following these courses, with the same instructor. Registration into EDCE 2900I cannot be done by students individually, it will be done by the program. Students must have completed at least 6 credits and be in (at least) their second semester in the program in order to register for EDCE 2205I. Note that students in both programs take 2205I, which substitutes for the requirement of 2203I in Bilingual Education streams.

State Certification Exams: For New York State certification in Bilingual Childhood Education, candidates must pass the LAST, ATS-W, the CST-Multi-subject, and the BEA (Bilingual Education Assessment). TESOL Candidates must pass the LAST, ATS-W, and the CST-ESOL. Bilingual Special Education Candidate must pass the LAST, ATS-W, CST-Multi-subject, CST- Students with Disabilities, and the BEA. Please note that these requirements are set by the State, not by City College, and are subject to change. Check the New York State website for more and current information: www.highered.nysed.gov/tcert

Student Teaching: Candidates for initial teaching certification (Bilingual Childhood Education Stream C, TESOL Stream C, and Bilingual Special Education Stream II) must complete one semester of full-time, unpaid student teaching as part of the requirements for their degree. Students must apply for student teaching by the deadline set by the Office of Field Experiences in the semester before they will complete student teaching.

TaskStream: All candidates taking courses in the School of Education are required to create and maintain a TaskStream account throughout the span of their enrollment in the program. Accounts can be set up at www.taskstream.com. Technical assistance is available from TaskStream mentoring services toll-free Monday-Friday from 8am until 7 pm at 800/311-5656. For assistance from City College, please go to the Learning and Technology Resource Center in NAC 3/226 or to the MultiMedia Center in NAC 4/221, or email Dr. Leonard Lewis at llewis@ccny.cuny.edu.

TESOL language requirements: New York State requires that all candidates for certification in TESOL complete 12 semester hours (or equivalent) of study of language other than English. This requirement can be met either through undergraduate or graduate coursework, study at language institutes, or through CLEP scores or other placement exams. If your college transcripts do not show 12 hours or more of such study, please see your advisor to determine how you can meet this requirement.