



**The Queens College Intensive Teacher Institute (QC-ITI)  
In Bilingual Education and TESOL for Long Island Teachers**

**Spring 2015 Course  
Offering FAQ**

**QUESTION 1**

*What is the overall purpose of the Queens College Clinically-Rich Intensive Teacher Institute for Long Island Teachers?*

The QC-ITI was specifically developed and structured to proactively position Long Island teachers to embrace and implement NYSED's *Blueprint for English Language Learners (ELLS) Success* and to ensure that educators have the knowledge, skills, and dispositions, cultural competency, and appropriate NYSED certification to ensure that English Language Learners (ELLs) in Long Island schools attain the highest level of academic success and language proficiency.

**QUESTION 2**

*What are the specific programs or options offered by the QC-ITI for Long Island Teachers?*

The QC-ITI will enable working Long Island teachers with initial, professional, or permanent certification and master's degrees to enroll and participate in one of three program options:

- A 15-credit clinically rich program leading to a bilingual extension to your current NYSED certification (if you are considering this program option must be fluent in another language),
- A 21-credit clinically rich program leading to a second certification in TESOL in addition to your existing NYSED certification, or
- A 24-credit clinically rich program leading to *both* a bilingual extension to your current certification and a second certification in TESOL (again, for this program you must be fluent in another language).

**QUESTION 3**

*What is the first step in registering for spring 2015 courses at Queens College?*

Your first step is to apply to Queens College for admission as a graduate student. You must

complete this application online.

- Please go to [www.qc.cuny.edu](http://www.qc.cuny.edu).
- From the Queens College home screen, click “Admissions” from the gray bar of choices on top (right below the logo, see image below).



- Then look for the “Apply Now” prompt on the left hand side of the screen and click (see image below).



- At this point you will be asked to create a user name and password.
- After creating your user name and password, follow the prompts for applying as a matriculated student for the spring 2015 semester.
- Remember you are applying for one of the three program options available through the QC-ITI:
  - ***The 15-credit Bilingual Extension.*** This program is offered in the Department of Elementary and Early Childhood Education and Dr. Patricia Velasco is the Program Advisor ([patricia.velasco@qc.cuny.edu](mailto:patricia.velasco@qc.cuny.edu)). The online application name for this program is:
    - **Bilingual Education Educ. Advanced Certificate**
  - ***The 21-credit Post-Masters, Advanced Certification in TESOL.*** This program is offered in the Department of Linguistics and Communication Disorders and Dr. Robert Vago is the Program Advisor ([robert.vago@qc.cuny.edu](mailto:robert.vago@qc.cuny.edu)). The online application name for this program is:
    - **Tch Eng-spkrs of other lang - Post Master's**
  - ***The 24-credit Post-Masters, Advanced Certification in TESOL and Bilingual Education.*** This program is offered by the Department of Linguistics and Communication Disorders in collaboration with the Department of Elementary and Early Childhood Education and Dr. Robert Vago is the Program Advisor ([robert.vago@qc.cuny.edu](mailto:robert.vago@qc.cuny.edu)). The online application name for this program is:
    - **TESOL and Bilingual Education - Post Master's**

**Drs. Vago and Velasco have worked with the Office of Graduate Admissions to streamline the matriculation process into these QC-ITI Programs for Long Island teachers:**

- ✓ We are willing to accept unofficial copies of your undergraduate and graduate transcripts provided that you also submit a copy (or copies) of your NYS Teaching License(s)/Certification(s) with your application and their unofficial transcripts.

- ✓ We will waive all other typical application requirements for matriculation in graduate programs including (a) writing a professional essay, (b) three professional letters of recommendation, and (c) the required personal interview, which is typically required by the TESOL Program\*.

**\*Please note that while we are willing to waive the above items, they are requirements built into the online application process.**

***So in order to move forward with your application you will need to do the following:***

- **Essay**—Upload a document containing your name, the program you are applying for, and that you are part of the QC-ITI for Long Island Teachers.
  - **Letters**—Add 3 recommenders by writing “N/A QC-ITI” in the space for each first and last name.
- ✓ While we will matriculate all QC-ITI participants using your unofficial transcripts, you will need to get all your official undergraduate and graduate transcripts submitted to the Office of Graduate Admission by May 15, 2015, so that you can register for summer 2015 courses.

***So just to reiterate: As part of your application, you need to submit your unofficial transcripts (undergraduate and graduate), copies of all NYS Teaching Licenses/Certificates, and your application fee.***

- Please Fax the copies of your unofficial transcripts and NYS Teaching Licenses/Certificates to the Office of Graduate Admissions @ 718-997-5193.

**IMPORTANT**, once you have successfully submitted your application, you need to contact Ms. Cassandra Winter in the Office of Graduate Admissions by e-mail ([Cassandra.Winter@qc.cuny.edu](mailto:Cassandra.Winter@qc.cuny.edu)) and indicate that you are a member of the QC-ITI Long Island Teacher Group so that your application can be prioritized and Drs. Vago and Velasco can complete the review and acceptance process.

<b>QUESTION 4</b>	<b><i>How do you pay your application fee?</i></b>
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You can pay the application fee of \$125.00 either by check, money order, or credit card.. The application fee is nonrefundable.

**Your application will not be processed without payment.**

- ***Paying by Check or Money Order.*** Your check or U.S. Post Office Money Order for \$125, payable to Queens College, should be mailed to the Office of Graduate Admissions, along with the Payment Voucher form for your application. Write your address and CUNY ID number (if you have one) on the check or money order.
- ***Paying by Credit Card.*** You may also pay your application fee by credit card. If you pay by credit card you need to make sure that you click back to the application once your credit card transaction has successfully been processed to then complete the

remaining part of your application and submit it.

<b>QUESTION 5</b>	<b><i>What is the deadline for applying?</i></b>
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The deadline to submit an online application will be Wednesday, March 4, 2015. Please make sure that your copies of your undergraduate and graduate transcripts and copies of your NYS certifications are also faxed to the Office of Graduate Admissions (718-997-5193) by that date.

<b>QUESTION 6</b>	<b><i>After you submit your completed application and have e-mailed Ms. Cassandra Winter, when will you be notified that your application has been processed?</i></b>
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Our goal is to review all complete applications promptly and notify applicants within a week. You will receive an email from the Office of Graduate Admissions telling you when you can view the decision, but you can also log into the application system at any time to check the status.

<b>QUESTION 7</b>	<b><i>What happens first when you are accepted to Queens College?</i></b>
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Once you are accepted, we will establish a unique ID for you on our system, CUNYfirst. You cannot be officially registered for courses for spring 2015 until that ID number is established for you. Once accepted, you will also be asked to complete and submit an immunization form as well (your school should be able to provide you with a copy of this form).

<b>QUESTION 8</b>	<b><i>How do you register for courses?</i></b>
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You will receive a follow-up e-mail from either Dr. Robert Vago or Patrica Velasco that will inform you about the procedure for registering for courses.

- Dr. Vago will e-mail you if you are interested in pursuing the 21-credit TESOL program or the 24-credit TESOL/Bilingual program.
- Dr. Velasco will e-mail you about the spring courses you should take if you are interested in pursuing the 15-credit Bilingual Extension program.
- **Spring courses will begin on Saturday, March 7<sup>th</sup> (see Question 12 for further details).**

<b>QUESTION 9</b>	<b><i>How will you receive a bill?</i></b>
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You will receive an email notifying you that money is owed on your account, once you are officially registered for the courses. When you log onto CUNYfirst with your unique ID

number, you will see a breakdown of the applicable fees and total amount due.

<b>QUESTION 10</b>	<b><i>What will be the cost of tuition?</i></b>
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In 2013 the Washington Post ranked Queens College as the number 2 college in the United States in terms of “***Best Bang for Your Buck.***” The cost of graduate tuition is \$405.00 per credit (or \$1215.00 for a 3-credit course). As participating Long Island teachers will be registering for two courses or a total of 6-credits for the spring 2015 semester, the total tuition cost will be \$2430.00.

Queens College is waiting to hear back from the New York State Education Department (NYSED) about a possible tuition subsidy for at least 75 Long Island teachers. Should this subsidy come through, you would receive a refund of \$175 per credit. Please note, that once you are accepted, you will need to apply separately to receive the tuition subsidy. Should Queens College receive the funding from NYSED, all accepted and registered Long Island teachers would be notified of this at the same time. A separate application would then be sent out to you to apply to receive the tuition subsidy. The tuition subsidy would then be awarded on a first-come, first serve basis, based on the order in which completed tuition subsidy applications are returned to the College. With the tuition subsidy, your cost per 3-credit course would be \$690.00.

<b>QUESTION 11</b>	<b><i>What other fees or expenses will you incur?</i></b>
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Besides tuition cost, and excluding books and materials that may be required for each course, the only other costs that you will be required to pay will be your application fee of \$125.00 and a semester matriculation fee of \$102.50 per semester (this includes an activity fee of \$25.00, a consolidated fee of \$15.00, and a technology fee of \$62.50). Other costs that you will be responsible for include any New York State certification costs including the cost associated with registering for and taking State exams (e.g., the Content Specialty Test in English to Speakers of Other Languages).

<b>QUESTION 12</b>	<b><i>What courses will you be enrolled in for the spring 2015 semester and when will they meet?</i></b>
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Courses for spring 2015 will begin on Saturday, March 7<sup>th</sup>. When you are contact by the College to register, if you are in the TESOL or TESOL/Bilingual Combination Program you may have the option of taking your spring 2015 courses online.

***PLEASE NOTE:*** All in-person classes for spring 2015 will be offered in the Oceanside Professional Development Center, 145 Merle Avenue, Oceanside, NY 11572. Classes will be held on Saturdays, from 8:00 AM to 4:00 PM.

	<b><i>Bilingual Extension Program</i></b>	<b><i>TESOL Certification Program</i></b>	<b><i>TESOL/Bilingual Combination Program</i></b>
<b>Course 1 (5 sessions)</b> <ul style="list-style-type: none"> <li>• 3/7/2015</li> <li>• 3/14/2015</li> <li>• 3/21/2015</li> <li>• 3/28/2015</li> <li>• 4/18/2015</li> </ul>	<b>EECE 766.</b> English Language Learning in the Bilingual Education	<b>LCD 701.</b> Introduction to Linguistics	<b>LCD 701.</b> Introduction to Linguistics <b>(OR)</b> <b>EECE 766.</b> English Language Learning in the Bilingual Education
<b>Course 2 (5 sessions)</b> <ul style="list-style-type: none"> <li>• 4/25/2015</li> <li>• 5/2/2015</li> <li>• 5/9/2015</li> <li>• 5/16/2015</li> <li>• 5/30/2015</li> </ul>	<i>No second spring course</i>	<b>LCD 740.</b> Second Language Acquisition and Teaching	<b>LCD 740.</b> Second Language Acquisition and Teaching

<b>QUESTION 13</b>	<b><i>How long will it take me to complete the program?</i></b>
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QC-ITI Long Island teacher will be able to complete their certification or extension programs by the end of the fall 2015 semester (see the scope and sequence for each program in the Table below).

	<b><i>Bilingual Extension Program</i></b> 15-credits	<b><i>TESOL Certification Program</i></b> 21-credits*	<b><i>TESOL/Bilingual Combination Program</i></b> 24-credits
Spring 2015	<ul style="list-style-type: none"> <li>• <b>EECE 766.</b> English Language Learning in the Bilingual Education</li> </ul>	<ul style="list-style-type: none"> <li>• <b>LCD 701.</b> Introduction to Linguistics</li> <li>• <b>LCD 740.</b> Second Language Acquisition and Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• <b>LCD 701.</b> Introduction to Linguistics <b>(OR)</b> <b>EECE 766.</b> English Language Learning in the Bilingual Education</li> <li>• <b>LCD 740.</b> Second Language Acquisition and Teaching</li> </ul>
Summer 2015	<ul style="list-style-type: none"> <li>• <b>EECE 761.</b> Educating the Non-native Speaker of English: Theory and Research</li> <li>• <b>EECE 763.</b> Teaching Reading and Language Arts in Bilingual Education</li> </ul>	<ul style="list-style-type: none"> <li>• <b>LCD 706.</b> Bilingualism</li> <li>• <b>LCD 741.</b> Methods and Materials of TESOL: Listening, Speaking, Reading, Writing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>EECE 761.</b> Educating the Non-native Speaker of English: Theory and Research <b>(OR)</b> <b>LCD 706.</b> Bilingualism</li> <li>• <b>LCD 741.</b> Methods and Materials of TESOL: Listening, Speaking, Reading, Writing</li> <li>• <b>EECE 763.</b> Teaching Reading and Language Arts in Bilingual Education</li> </ul>

Fall 2015	<ul style="list-style-type: none"> <li>• <b>EECE 764.</b> Learning and the Content Areas in Multilingual Settings: Teaching and Assessment</li> <li>• <b>EECE 767.</b> English Language Learning in the Bilingual Classroom: Pedagogical Applications</li> </ul>	<ul style="list-style-type: none"> <li>• <b>LCD 702.</b> Teaching English Sentence Structure I</li> <li>• <b>LCD 742.</b> Methods and Materials of TESOL: The Content Areas</li> </ul>	<ul style="list-style-type: none"> <li>• <b>LCD 702.</b> Teaching English Sentence Structure I</li> <li>• <b>LCD 742.</b> Methods and Materials of TESOL: The Content Areas</li> <li>• <b>EECE 764.</b> Learning and the Content Areas in Multilingual Settings: Teaching and Assessment</li> </ul>
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\* The TESOL Program is 21-credits, but the scope and sequence shown here assumes that the majority of QC-ITI Long Island Teachers will be able to transfer in 3-credits of literacy, thereby reducing the additional courses to 18-credits.

<b>QUESTION 14</b>	<i>Upon program completion, will Queens College put through your Bilingual Extension/TESOL Certification, or will you be required to apply for this on your own?</i>
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All Long Island teachers should be able to complete their certification or extension programs by the end of the fall 2015 semester (see the scope and sequence for each program in the Table above). The Queens College Office of Teacher Certification will put through the Bilingual Extension, TESOL Certification, or both for all QC-ITI Program completers.

Again, while Queens College will put through your completion of a NYSED registered and approved program to New York State:

- You must also register and successfully pass the ESOL Content Specialty Test for your TESOL Certification,
- You must also register and successfully pass the Bilingual Education Assessment for your Bilingual Extension, or
- You will need to register and successfully complete both for the ESOL CST and the Bilingual Education Assessment if you are applying for both.

*Thank you for choosing to pursue your academic studies at Queens College.*

*Welcome!*