

# Orientation

**Hankuk University of Foreign Studies**

**Graduate School of TESOL**

2023 Fall Semester



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## Administrative Organization

Position	Name	Telephone	E-mail
Dean of the Graduate School of TESOL	Junkyu Lee	02-2173-2323	<a href="mailto:junkyu@hufs.ac.kr">junkyu@hufs.ac.kr</a>
Vice-dean of the Graduate School of TESOL	Hyun Jung Kim	02-2173-3154	<a href="mailto:hkim@hufs.ac.kr">hkim@hufs.ac.kr</a>
Chief of Administrative Team 2 of Graduate School	Sungbae Kwon	02-2173-2418	<a href="mailto:young@hufs.ac.kr">young@hufs.ac.kr</a>
Manager of Administrative Team 2 of Graduate School	Sang Yoon Han	02-2173-3521	<a href="mailto:tesolgs@hufs.ac.kr">tesolgs@hufs.ac.kr</a>
Assistant of the Graduate School of TESOL	Yeon Soo Ye	02-2173-3521	<a href="mailto:tesolgs@hufs.ac.kr">tesolgs@hufs.ac.kr</a>

## Chairs of Departments

Position	Name	E-mail
Vice-dean of the Graduate School of TESOL	Hyun Jung Kim	<a href="mailto:hkim@hufs.ac.kr">hkim@hufs.ac.kr</a>
Chair of English Language Teaching (ELT)	George Elliott Koichi Whitehead	<a href="mailto:gekw@hufs.ac.kr">gekw@hufs.ac.kr</a>
Chair of ELT Materials & Technology (ELT MT)	Steven Adoranti	<a href="mailto:stevenado@hufs.ac.kr">stevenado@hufs.ac.kr</a>

## Information about the Administrative Team 2

Location	Telephone No.	E-mail & Homepage
1st floor of the Graduate School Building	02-2173-3521	<a href="mailto:tesolgs@hufs.ac.kr">tesolgs@hufs.ac.kr</a> <a href="http://tesolgs.hufs.ac.kr">http://tesolgs.hufs.ac.kr</a>

### Working Hours

**14:00 - 22:00**

**Weekdays during the semester**

**09:00 - 15:00 or 17:00**

**Weekdays during the summer or winter vacation period**

# Academic Affairs

## 1. Information about Enrollment and Degree Achievement

**Degree Conferred:** Master of Arts in TESOL

**Program Type:** Only evening classes are offered

**Program Duration:** 2 years (4 semesters)

## 2. Leave of Absence

Students can suspend their studies as frequently as they wish up to a maximum of five years in total. Mandatory military service (about 21 months) is not included in this five-year period. First year students can apply for a leave of absence on the first week of the semester as of university's commencement date: **Friday, September 1, 2023.**

## 3. Dismissal

Students who do not abide by the university rules will be dismissed, including the following:

- a. Those who have not returned to school after the expiration of a leave of absence
- b. Those who do not register for courses during the designated registration period each semester
- c. Those who have not accumulated the required number of credits during the program

## 4. Requirements for Graduation

Successful candidates for graduation must meet the following requirements:

- a. Achieve the required number of credits for graduation
- b. Achieve a minimum G.P.A. of B<sup>0</sup>
- c. Pass the foreign language exam and comprehensive exams
- d. Complete the presentation of the Thesis or the Portfolio, or Coursework(32 credits)
  - i) Thesis(24 credits) : complete the presentation of the Thesis within five years after achieving the required number of credits for graduation
  - ii) Portfolio(28 credits) : complete the presentation of the Portfolio within five years after achieving the required number of credits for graduation
  - iii) Coursework(32 credits) : complete Coursework(32 credits) within 4 semesters(2 years)

☞ Graduation candidates must choose either the Thesis or Portfolio, or Coursework graduation option at the end of their second semester. Once chosen, it is not possible to change paths.

## 5. Scholarship

- Merit Scholarship A (1,500,000 won)
- Merit Scholarship B (1,000,000 won)

Students who achieve a high G.P.A. in their previous semester at GS TESOL may be eligible for a merit scholarship.

Those who aim Merit Scholarship ought to register 6 credits or more. Merit Scholarship is eligible only for those who are within the regular semester(4 semesters).

# Curriculum

## \* Main Requirements for Graduation \*

1. Achieving the Required Credits (24 or 28 credits, or 32 credits)
2. Achieving a minimum GPA of B<sup>0</sup>
3. Passing the Foreign Language Exam & Comprehensive Exams
4. Completing one of three Tracks below:
  - i) Completing Thesis within 5 years after achieving required credits
  - ii) Completing Portfolio within 5 years after achieving required credits
  - iii) Completing Coursework(32 credits)

### 1. Minimum credits required for graduation

#### • Thesis or Portfolio Track

Category	First Semester	Second Semester	Third Semester	Fourth Semester	Total	Notes
Required	4	4	2		<u>10</u>	For those who wish to write a thesis, please refer to the information in parenthesis.
Electives	4	4	6 (4)	4 (2)	18 (14)	
Total	8	8	8 (6)	4 (2)	28 (24)	

\* These are minimum credits required for graduation.

\* For students who wish to write a thesis, 10 credits of core subjects are required for graduation.

\* For students who wish to write a portfolio, 10 credits of core subjects are required for graduation.

#### • Coursework Track

Category	First Semester	Second Semester	Third Semester	Fourth Semester	Total	Notes
Required	4	4			<u>8</u>	
Electives	4	4	8	8	24	
Total	8	8	8	8	32	

\* These are minimum credits required for graduation.

\* For students who wish Coursework Track, 8 credits of core subjects are required for graduation.

## 2. Prerequisite Courses

Subjects	Credits
Writing for Academic Purposes (Online)	P
Practical English Teaching (Online)	P
Introduction to English Linguistics	P
Introduction to English Literature	P
General Issues & Trends in ELT	P
Studies in English Education	P
Special Lecture in English Education	P
English Education Policy	P
Writing for Academic Purposes (Off-line)	P

\* Students who do not hold a Bachelor's degree or Master's degree in an English-related major are required to take 3 prerequisite courses in addition to studying regular courses.

## 3. Acknowledgement of Credits

Credits can be transferred to GS TESOL from an appropriately earned degree or certificate (if applicable) as follows:

- 3 prerequisite courses and 4 major credits for a TESOL certificate awarded by the HUFS TESOL Professional Education Center
- 3 prerequisite courses for a TESOL certificate awarded by other institution except HUFS after evaluation procedure
- 6 credits for a Master's degree in a TESOL-related major
- 8 credits for a Master's degree in TESOL

\*TESOL degree holders may also be exempt from one semester of registration.

## 4. Grading System

Grading	100% Scale	Grading Points
A <sup>+</sup>	96-100	4.5
A <sup>0</sup>	91-95	4.0
B <sup>+</sup>	86-90	3.5
B <sup>0</sup>	81-85	3.0
C <sup>+</sup>	76-80	2.5
C <sup>0</sup>	71-75	2.0
F	70 or Below	0

\* Successful candidates for graduation must achieve a minimum of 71% or C<sup>0</sup> in each subject and a G.P.A. of 81% or B<sup>0</sup> by the end of their last semester.

## 5. Foreign Language Exam and Comprehensive Exams

### • Qualification for application

- **Foreign Language Exam (English):** those who have been enrolled for more than two full-time semesters are eligible to take the foreign language exam from their second semester.
- **Comprehensive Exams:** those who have completed two full-time semesters and have acquired at least 14 credits (not including the prerequisite courses) are eligible to take the comprehensive exams from their third semester.

### • Exam Dates

The exams are offered biannually in April and October.

### • Number of Subjects

1. Foreign Language Exam: English
2. Comprehensive Exams: subjects vary depending on Graduation Track
  - a. Thesis or Portfolio Track : 2 Core Subjects
  - b. Coursework(32 credits) Track : 4 Core Subjects

### • Minimum Passing Grade

The minimum passing grade for both the comprehensive and English exams is 70%. Students who receive less than this minimum grade must retake that particular exam again before graduation; otherwise, they are not eligible to submit the final thesis or portfolio.

### • Substitution of Foreign Language Exam

The foreign language exam may be substituted with other official English proficiency tests as follows: TOEIC 900, TOEFL (IBT 95, PBT 600, CBT 250), FLEX 700. Official test documents must be submitted to the Office of the Graduate School of TESOL, and scores are only valid for two years from the test date.

### • Comprehensive Exam Subjects

Major	Comprehensive Exam Subjects depending on Graduation Track(Core Subjects)		
	Thesis Track	Portfolio Track	Coursework(32 credits) Track
ELT	1. TESOL 1 2. TESOL 2	1. TESOL 1 2. TESOL 2	1. TESOL 1 2. TESOL 2 3. Lesson Design 4. Course Design
ELT MT	1. Introduction to LMS 2. Multimedia-Assisted Language Learning	1. Introduction to LMS 2. Multimedia-Assisted Language Learning	1. Introduction to LMS 2. Multimedia-Assisted Language Learning 3. Lesson Design 4. Course Design

- Graduation candidates are required to take comprehensive exams for core subjects of their respective Graduation Track.

## 6. Class Registration

\* The maximum credits students can take in one semester is 8 credits. (not including the prerequisite courses)

1. Registration Period: **August 16 – 18, 2023 10:00 - 22:00**
2. Add & Drop Period: **September 1 - 7, 2023 10:00 - 22:00**
3. Drop Period: **September 22 - 27, 2023 10:00 - 22:00**
4. How to register
  - a. Visit the GS TESOL website: [tesolgs.hufs.ac.kr](http://tesolgs.hufs.ac.kr) and click the banner “강의시간표” on the bottom of the page to check the course schedule. → Visit the main HUFS website: [www.hufs.ac.kr](http://www.hufs.ac.kr). → Click the “HOT link.” → Select the link that reads “대학원 수강신청 바로 가기” in Korean which means “Quick link to the class registration for graduate schools” in English.
  - b. Log in by entering ID (9 digit student number) and password (the first 6 digits of your resident registration number or alien registration number). → Check the course schedule organized by each major. → Save after adding the courses you wish to take. → Log out.
  - c. Please make sure your name is on the attendance roll sheet during the first week of your classes; otherwise, it will be determined that you have not registered for your classes. Any ensuing responsibilities incurred will fall on you.
  - d. If you wish to drop a course, you must do it within the designated drop period.
  - e. **Those who aim Merit Scholarship ought to register 6 credits or more. Merit Scholarship is eligible only for those who are within the regular semester(4 semesters).**
5. Academic Calendar & Class Schedule
  - a. The academic year is divided into two semesters: the spring semester starts in March and the fall semester starts in September. Examinations are held at the end of the semester. Evening class times are from 18:30 to 21:40.
  - b. Timetable

Time	Duration
Period 1 & 2	18:30 - 20:00 (90 min)
Period 3 & 4	20:10 - 21:40 (90 min)



# General Affairs

Those who have not submitted a graduation certificate or who have submitted a certificate of expected graduation must submit them to the office by **[September 4, 2023.]**

- a. First year students who have graduated from a university in Korea should submit a graduation certificate that shows the official registration number conferred by the Ministry of Education, Science, and Technology.
- b. Those who have transferred universities should submit the transcripts of both universities. All grades received during the four-year university period should be written on the transcript.

## 1. Library

- a. Opening hours: weekdays from 09:00 - 21:00
- b. Borrowing is limited to a maximum of 10 books a month.
- c. For further information, please contact the library at 02-2173-2473, 2475.

## 2. Administrative Office Hours

- a. During the Semester: 14:00 - 22:00 from Monday to Thursday, 14:00 - 20:00 Fridays.
- b. During the Vacation: 09:00 - 15:00 Monday to Friday. Before vacation begins, the Office of the Graduate School of TESOL will post a notice of working hours on the department website.

## 3. Change of Personal Information

- a. Students are asked to promptly change their personal information if changes occur. You can change your information by logging in to the main HUFS homepage: [www.hufs.ac.kr](http://www.hufs.ac.kr)
- b. How to change your information:  
Visit [www.hufs.ac.kr](http://www.hufs.ac.kr) → Go to the HUFS Portal. → Log in by entering your ID and passwords (initial password: the first 6 digits of your resident identification numbers or alien registration number). → Go to “My Info” or Management of Personal Information. → Modify and save your personal information including mobile phone number, phone number and address.

## 4. How to Apply for a Student Identification Card (for foreigners)

1. Application Period: **[October 3 ~ , 2023]**
2. How to apply:

Visit the ONE-STOP SERVICE CENTER(#114, 1st floor at 「Student Hall and GlobeeDorm」 ) on campus to apply for the student ID card. Make sure to take your passport, Alien registration card (if available) and one ID photo.

### 3. Documents required:

- a. **Resident or Alien Registration Card**
- b. **One Color Photo**

### 4. Mobile Student Card: Visit the Library webpage(<https://lib.hufs.ac.kr/en>). → Go to “Library Guide” → click “Service” → click “Mobile ID” (downloadable from the first day of semester).

- ※ If you have trouble with applying for your Student ID card, please visit the TESOL administrative office in the first week of the semester.

## 5. How to Use a Temporary Student ID Card

Students can gain access to every facility in the university by printing out a temporary student ID card from the HUFS main webpage with their resident or alien registration card.

1. Students can use the temporary student ID card for one month from the first day of classes.
2. To print out your temporary student card, go to the main HUFS webpage at [www.hufs.ac.kr](http://www.hufs.ac.kr). → Log in to the HUFS Portal. → Go to “My Info.” → Print out your temporary student ID card (E\_신입생임시학생증출력).
3. Students are advised to use the temporary ID card until the official ID card is issued. Once the official ID card is issued, the temporary ID card will no longer be valid.
4. Students can use the temporary ID card only in the HUFS library and multimedia rooms.

## 6. Parking Fees

1. Evening class students are eligible to buy a monthly parking pass. Students can pay lower parking fees by purchasing a monthly parking pass by registering their cars at the parking control center.
2. To do so, students need to fill out an application form at the administration office and bring the Certificate of Registration of Automobile and submit it to the parking control center.
3. You can get application form from the GS TESOL homepage[Documents&Forms-Department Documents-주차권 신청서].
4. Price: 15,000 won monthly
5. Evening class students can only park from 5 pm to midnight. (All day on weekends)

# GS TESOL Curriculum

## Department of English Language Teaching

### <Prerequisite Courses>

Subjects	Credits
Writing for Academic Purposes (Online)	P
Practical English Teaching (Online)	P
Introduction to English Linguistics	P
Introduction to English Literature	P
General Issues & Trends in ELT	P
Studies in English Education	P
Special Lecture in English Education	P
English Education Policy	P
Writing for Academic Purposes (Off-line)	P

- Students who do not hold a Bachelor's degree or Master's degree in an English-related major or minor are required to take 3 prerequisite courses in addition to studying regular courses.

### <Core Courses>

Subjects	Credits
TESOL1: Theory & Practice	2
TESOL2: Theory & Practice	2
Lesson Design	2
Course Design	2
Portfolio Development (Portfolio Track)**/ Research Methods 1 or 2 (Thesis Track)*	2

\* Students who wish to write a thesis must take Research Methods 1 or 2.

\*\* Students who wish to write a portfolio must take Portfolio Development.

\*\*\* Students who choose Coursework Track do not need to take Portfolio Development or Research Methods. (Students who choose Coursework Track still must take TESOL1, TESOL2, Lesson Design, and Course Design.)

<Elective Courses>

Subjects	Credits
Teaching Listening & Speaking	2
ELT Approaches & Methods 1	2
Bilingualism	2
ELT Program & Evaluation	2
Testing & Assessment	2
Academic English Writing	2
Culture & Pragmatics	2
Children's Literature and English Education	2
Teaching Listening & Speaking for Young Learners	2
English for Specific Purposes	2
Conversation Analysis and Second Language Pedagogy	2
Lesson Design Practicum 1	2
Lesson Design Practicum 2	2
ELT Approaches & Methods 2	2
Second Language Acquisition	2
Teaching Reading & Writing	2
Teaching English Grammar	2
Interculturalism & Communication	2
Introduction to Teaching English to Young Learners	2
Introduction to Thesis Writing	2
Syntax & ELT	2
Literature & ELT	2
Research Methodology(1)	2
Research Methodology(2)	2
Immersion Programs	2
Teaching Business Communication	2
Teacher Education	2
Content and Language Integrated Learning	2
Multilingualism	2
Fundamental Principles and Practices for English Language	2
Teaching Literacy for Young Learners	2
*Web Contents in English Education	2
*ELT Textbook & Instruction	2
*Instructional Design for MALL	2
*Creation of Multimedia Elements	2
*ELT Materials Development	2
*Managing Online Learning (Online)	2
*Creation of Multimedia Elements	2
*Corpus-based Edutech in ELT	2
*Data Analysis for TESOL	2

\*These courses are offered by the ELT MT department but are open to ELT students as well.

## Department of ELT Materials & Technology

### <Prerequisite Courses>

Subjects	Credits
Writing for Academic Purposes(Online)	P
Practical English Teaching (Online)	P
Introduction to English Linguistics	P
Introduction to English Literature	P
General Issues & Trends in ELT	P
Studies in English Education	P
Special Lecture in English Education	P
English Education Policy	P
Writing for Academic Purposes (Off-line)	P

- Students who do not hold a Bachelor's degree or Master's degree in an English-related major or minor are required to take 3 prerequisite courses in addition to studying regular courses.

### <Core Courses>

Subjects	Credits
Multimedia-Assisted Language Learning	2
Lesson Design	2
Introduction to LMS	2
Course Design	2
Portfolio Development (Portfolio Track)/ Research Methods 1 or 2 (Thesis Track)	2

- \* Students who wish to write a thesis must take Research Methods 1 or 2.
- \*\* Students who wish to write a portfolio must take Portfolio Development.
- \*\*\* Students who choose Coursework Track do not need to take Portfolio Development or Research Methods. (Students who choose Coursework Track still must take MALL, Lesson Design, Introduction to LMS, and Course Design.)

<Elective Courses>

Subjects	Credits
Web Contents in English Education	2
ELT Textbook & Instruction	2
Instructional Design for MALL	2
Creation of Multimedia Elements	2
ELT Materials Development	2
Managing Online Learning (Online)	2
Corpus-based Edutech in ELT	2
Data Analysis for TESOL	2
*Teaching Listening & Speaking	2
*ELT Approaches & Methods 1	2
*Bilingualism	2
*ELT Program & Evaluation	2
*Testing & Assessment	2
*Academic English Writing	2
*Culture & Pragmatics	2
*Children's Literature and English Education	2
*Teaching Listening & Speaking for Young Learners	2
*English for Specific Purposes	2
*Conversation Analysis and Second Language Pedagogy	2
*Lesson Design Practicum 1	2
*Lesson Design Practicum 2	2
*Introduction to Teaching English to Young Learners	2
*Second Language Acquisition	2
*Teaching Reading & Writing	2
*ELT Approaches & Methods 2	2
*Teaching English Grammar	2
*Teaching Business Communication	2
*Interculturalism & Communication	2
*Introduction to Thesis Writing	2
*Syntax & ELT	2
*Literature & ELT	2
*Research Methodology(1)	2
*Research Methodology(2)	2
*Immersion Programs	2
*Teacher Education	2
*Content and Language Integrated Learning	2
*Multilingualism	2
*Fundamental Principles and Practices for English Language	2
*Teaching Literacy for Young Learners	2

\*These courses are offered by the ELT department but are open to ELT MT students as well.

# Online Human Rights · Gender Equality Education (Violence Prevention Education)

The Gender Equality Center in Hankuk University of Foreign Studies (HUFS) would like to notify you that the statutory programs of Human Rights · Gender Equality Education(Violence Prevention Education) using e-class are implemented, in order to raise the awareness of gender equality. To create a campus culture of gender equality where the human rights of both men and women are equally respected, you are cordially requested to participate in the online programs as follows;

- \* As Gender Equality Education(Violence Prevention Education) is compulsory, every employee at work should take the following statutory education programs once or more times every year:
  - a total of four-hour statutory education programs consisting of every one-hour video clip for prevention against sexual harassment, sexual violence, prostitution(sex trade and sex trafficking), and domestic violence
  
- \* Legal Grounds
  - Section 31 of the Fundamentals of Gender Equality Act
  - Article 5 of the preventive act of prostitution, protection of victim, etc.
  - Article 5 of the preventive act of sexual violence and protection of victim, etc.
  - the third clause of Article 4 of the preventive act of domestic violence and protection of victim, etc.
  
- \* The government conducts an annual assessment on the education outcome of public institutions including universities. If the outcome is found unsatisfied, it is subject to field inspection by the government oversight body, together with the ensuing penalties obliging its president or CEO to take the special education programs and making public its business entity name. Subsequently, its outcome will affect the score of the university evaluation conducted by the Ministry of Education.

1. Participants: All Undergraduate and Graduate Students

2. Online Course Duration: Once a year (Students are advised to take the course in the beginning of their first semester).

3. Online Education Contents and Time

- 1) Contents: 4 video clips produced by the Human Rights Center in Seoul National University
- 2) Running Time: approximately 111 minutes
  - University & Human Rights education (13 minutes 16 seconds), Sexual harassment & assault prevention education (49 minutes 02 seconds), Prostitution (Sex trade & trafficking) prevention education (26 minutes 53 seconds) and Domestic violence prevention education (22 minutes 10 seconds)

4. How to take the online course

Log-in HUFS website (<http://hufs.ac.kr>) → Click ‘폭력예방교육 수강하기|(Taking Violence Prevention Education)’ on Mypage site → Click online lecture → Participate all 4 video clips → Take the test for formative assessment → Participate in Satisfaction Survey / Finish the course

5. Please be advised:

- ① to click the button below the learning window after a lecture; otherwise, credits will not be recognized.
- ② to submit the test results after completing all four lectures; otherwise, your credits will not be recognized as well.

6. For further Inquiries

- 1) Seoul Campus: 02-2173-3526, 3257
- 2) Global Campus: 031-330-4464~4466



# Campus Map



## Seoul Campus Map

1. Main(Administration) Building(#0)
2. Humanities Building(#1)
3. Institute of Teaching and Learning Development(#2)
4. Foreign Language Training & Testing Center
5. International Building(#8)
6. **Graduate Schools(#6)**
7. University Press Center
8. Cyber Hankuk University of Foreign Studies (#C)
9. Faculty Office Building I
10. Faculty Office Building II
11. University Library

Where is my classroom?

Ex) Room No. 6403

6(Building No.) + 4(Floor) + 03(Room No.)

Where can I study or have a group discussion with my classmates?

Room No. 6228 (Student Body Room)

13. Social Science Building
14. Student Hall and GlobeeDorm
15. Law School Building
16. Hufs Historical Archives

02450 Graduate School of TESOL 107 Imun-ro, Dongdaemun-gu Seoul, Korea

☐ Office: Graduate Schools 111

☐ TEL: 02-2173-3521 ☐ FAX: 02-2173-3358

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☐ Homepage: [tesolgs.hufs.ac.kr](http://tesolgs.hufs.ac.kr)