



**Meeting the Professional Development Requirement
for the ESL/Bilingual Education Program**

The Program in ESL and Bilingual Education requires that students attend a professional conference related to ELLs/emergent bilinguals before student teaching or, for adult ESL minors, before taking ESL 493, Applied Study in ESL. Attending one of several regional or state conferences will satisfy this requirement, as long as the conference, or a significant number of sessions that you attend, focuses on issues related to teaching English language learners/emergent bilinguals. To satisfy this requirement:

1. Select a conference related to the education of English language learners or emergent bilinguals (for example, the Wisconsin Title III Conference, WITESOL, WIABE). If the conference is not advertised as relating to such learners, obtain approval from one of the faculty members in the ESL/BE Program.
2. If necessary, obtain a letter from a faculty member in the ESL/BE Program, so that you can be excused from campus obligations.
3. Attend a full day of the conference. Take notes on what you learn.
4. Within a month after the conference, email the following items to your advisor in the ESL/BE Program:
 - a. a receipt of your conference registration
 - b. an overview of the conference schedule (sometimes called a “schedule at a glance”) of the conference, which may be available from the conference website or the conference program
 - c. a summary of the sessions that you attended (including session title and names of speakers) and a reflection on of what you have learned (2-3 pages, typed, double-spaced, pages numbered).

The TESL/BE faculty look forward to seeing you as colleagues at these conferences.



UNIVERSITY OF WISCONSIN
WHITEWATER

Request for Permission to be Absent from Class

Date: _____

_____ will be attending

(student name)

(conference title)

on _____.

(conference date)

Attending this conference satisfies a requirement within the UW-Whitewater ESL/BE Program.

Sincerely,