**GS TESOL 2019 Spring Portfolio Track (Updated January 9th 2019)**

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| **Semester** | **Qualifications** | **Submission** | **Period / Form** | **Fees(￦)** |
| 3rd  semester | 3rd semester students | ▶ **Submit portfolio application form** (신청서) **and a payment receipt** to the GS TESOL Office  ※ It is recommended that students submit in their 3rd semester.  ※ Advisors will be assigned to students after submission. | **2019 03.18(Mon) ~ 03.22(Fri)**  (week 3, 2019 Spring)  Form 1 | 40,000 |
| 4th  semester | Students who  ￭ are in the 4th semester or more. | ▶ **Submit Teaching Demonstration application form** (신청서) to the GS TESOL Office  ※ Students should get permission from their advisor before doing the demonstration | **2019 03.18(Mon) ~ 03.22(Fri)**  (week 3, 2019 Spring)  Form 2 |  |
| ▶ Teaching Demonstration (ELT Students only) | **2019.04.01(Mon) ~ 04.05(Fri)**  (week 5, 2019 Spring) |  |
| Students who  ￭ are in the 4th semester or more  ￭ have acquired 28 credits  ￭ have passed the foreign language & comprehensive exams  ￭ are within 5 years after completion of all course work | ▶ **Submit portfolio approval form** (승인서) **and a payment receipt**  ▶ & **3 copies of the portfolio** (spiral-bound, A4) to the GS TESOL Office | **2019.05.13(Mon) ~ 05.17(Fri)**  (week 11, 2019 Spring)  Form 3 | 90,000 |
| ▶ **Portfolio presentation/review**  ※ Students should submit 1 copy of the overall evaluation form (종합보고서) and 3 copies of the evaluator comment form (심사의견서) to the committee members on the day of the presentation. | **2019.06.03(Mon) ~ 06.07(Fri)**  (week 14, 2019 Spring)  Form 4 | - |
| ▶ **Receive portfolio feedback** | **2019.06.10(Mon) ~ 06.14(Fri)**  (week 15, 2019 Spring) | - |
| ▶ **Submit two copies of the final portfolio** (bookbinding, 190x260 cm)to the GS TESOL Office & Upload to TESOL website  ※ Students should get signatures on the approval form (인정서) from each of the 3 committee members before submitting the final portfolio. | **2019.06.24(Mon) ~ 06.28(Fri)**  (week 17, 2019 Spring) | - |

◆ If a student has had an advising session, the advising fee will not be refunded.

◆ Students who decide to postpone or stop writing their portfolio temporarily before they have had an advising session are eligible to receive a refund.

◆ Students who have completed their portfolio but have decided to postpone their portfolio presentation until the following semester can reapply from the approval (승인서) stage.

◆ Students should get signatures on the ELT or ELT CD approval form (인정서) from each of the 3 committee members before submitting the final portfolio.

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◆ GS TESOL bank account**: Woori Bank 1005-201-142404, 한국외국어대학교** (Please attach the payment receipt to the applicable form)

◆ The portfolio schedule is subject to change. ◆ Portfolio applicants are allowed to borrow graduates’ portfolios when needed from the GS TESOL Office.

◆ GS TESOL Office : (TEL) 02-2173-3521~2 (FAX) 02-2173-3358 (E-mail) tesolgs@hufs.ac.kr