

Instructional Service Activity (ISA) Approval and Verification Form Department of Applied Linguistics & ESL

Graduate Students: Please follow these steps to have the required approval and verification of your ISA experience. You cannot graduate until you have completed the ISA (90 hours for instruction track students and 45 hours for research track students).

Step 1. Talk with your academic adviser to negotiate your ISA. Before you begin the activity, you must have your adviser's signature on this form. Fill in as much as possible of the form during your discussion with your adviser. Your adviser will place one copy of the form in your AL/ESL departmental file and give you one copy for your own records.

Step 2. Carry out the ISA activity.

Step 3. Complete the ISA Approval and Verification form, and have your ISA supervisor sign it to provide documentation that you completed the experience.

Step 4. Return the signed ISA Approval and Verification form to your adviser. Be sure to get a copy for your records.

Adviser's Approval	
I approve this ISA experience for _____.	
_____ Name of AL/ESL Academic Adviser	
_____ Signature of AL/ESL Academic Adviser	_____ Date
Description of CBE Activity	
1. Location of ISA experience (name of institution or organization): _____	
2. Type of ISA activity: _____	
3. Skill area(s) worked with and/or taught: _____	

4. Number of hours in the classroom: _____

5. Types of students (pre-academic, academic, vocational):

6. Proficiency level(s) of students (low, intermediate, high):

7. Number of students in the class: _____

8. Other information:

I verify that the above information is correct.

ISA Supervisor's Name and Title

ISA Supervisor's Signature

Date