

International TEFL Academy

Teaching English Online Course Syllabus



International TEFL Academy's Teaching English Online Certificate Course is an interactive course taught by a seasoned university-level professor with an advanced degree in TESOL or a related field and international teaching experience. The course is designed for students who are looking to Teach English as a Foreign Language (TEFL) to children or adults online.

Throughout this course, students will learn various pathways and methods of online delivery, as well as how to develop an online presence as an English teacher. They will also learn best practices for planning and delivering online language instruction.

This course will be delivered entirely online through the course management system Moodle. In Moodle, students will access online lessons, course materials, tasks and resources. All tasks will be posted in an online forum or taken as an online quiz.

Course Hours:

The course is comprised of 30 hours of online coursework, which includes readings, tasks, and peer participation.

Part 1: Chapter Outline

Important Note: Refer to the course calendar for specific task and peer participation due dates. Course activities and tasks will be explained in detail within each corresponding chapter. If you have any questions, please contact your course instructor.

This 30-Hour certification course is divided into two separate chapters:

Chapter 1: Teaching English Online Field Overview

- Describe the role and types of online language instruction in the world.
- Explain common marketplace and delivery options for distance instruction.
- Interact with some common platforms for distance instruction.
- Describe the basic technology needed to teach online.
- Develop a physical teaching space for online language instruction.
- Portray a professional and engaging online presence, both in general and within an introduction video.

Chapter 2: Creating a Student-Centered Classroom

- Describe some considerations for teaching language to children and adults online.
- Describe and use some online classroom management strategies, including rewards.
- Prepare for delivery of online language lessons.
- Explain the general components of an online language lesson.
- Use and expand on typical lesson materials in online instruction for children and adults.

Part 2: Textbook and Technology

Required Text

There are no required textbooks for this course. All of your reading material is available online within Moodle. Purchase of the book is completely optional and not a requirement to take the Teaching English Online Course. You can find access to purchase the book at the following link.

- *Teaching English Online* by International TEFL Academy Press - <https://www.internationalteflacademy.com/textbook-orders>

Required Technology

To complete this course, you must have a method to record and upload video to the internet. Common recording tools include a webcam, smartphone, or tablet. The equipment you use must provide decent picture and sound quality.

It is the responsibility of the student to ensure that they meet this requirement prior to enrollment. Extensions on tasks will not be given to students because of technology problems.

Part 3: Assignments and Tasks

Tasks

Each chapter contains its own set of tasks (assignments.) Tasks will be completed in 2 different formats – through an online quiz format or by writing or pasting text into the appropriate forum.

You can access the quiz or forum for each task(s) through the main course page of your course.

Your course calendar outlines the number of tasks that are to be completed for each chapter.

Tasks are due by 11:59:59 pm Central Standard Time on the specified due date.

Late Work Policy

Be sure to pay close attention to deadlines—tasks that are completed after the due date will be deducted points for each day late. Tasks that are 1 day late will be deducted 2 points and tasks that are 2 days late will be deducted 4 points. Tasks that are submitted more than 2 days after the scheduled due date will receive an automatic grade of “0”. It is the responsibility of the student to ensure that homework tasks are submitted appropriately.

Peer Participation

Each week your course instructor will post a discussion topic in the forum labeled *Peer Participation*. To receive full points, you must post a minimum of two posts per discussion topic. You will post a response to the instructor’s discussion post by Friday and then post a response to at least one peer’s post by Sunday. Posts are due by 11:59:59 pm Central Standard Time on the specified due date. Credit will not be given for posts made outside of the due dates.

To pass the course and receive your 30-hour Teaching English Online Certificate, students are required to complete tasks 1 & 2 for each chapter and earn at least a 70% for the final score in the course.

Pre-Course Task– In the course, there is an assessment titled *Pre-Course Task*. The purpose of this task is to ensure that you are familiar with the course resources and format before you get started. Once you complete this assessment with a score of 100%, the course readings and tasks will automatically appear under the tab *Readings and Tasks*. There is no limit on the amount of times you can take this assessment. Note that you will see *Pre-Course Task* in gradebook, but it does not calculate or have any effect on your grade (i.e. it has no weight).

Get-to-know-you Questions– In your course, you will see several activities labeled with a blue question mark icon. These are optional activities designed to increase interaction with your peers. They are not graded for points and can be completed at any point in the course.

Final Evaluation– At the end of your course, you will be asked to complete a course evaluation worth 2% of your final grade. The evaluation covers the course material and course instructor. The evaluation should only take up to 10 minutes.

Viewing Grades in Moodle– Points you receive for graded activities will be posted online in the gradebook. From the main course page, click on the Grades link in the left navigation bar to view your total points. To view rubric scores and written feedback from your instructor, click on the task and scroll past the directions. If you have any questions on your grades, reach out to your instructor.

Your instructor will update the online grades within 5 days of the due date of the task. Tasks in the form of an online quiz will be automatically updated upon completion.

Part 4: Tasks Outline

Below is an outline of the course tasks that are to be completed for each chapter. Some tasks will be completed by pasting or writing text into the appropriate forum. Other tasks will be completed as an online quiz.

Course Calendar & Due Dates

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week One	Ch 1 Reading				Ch 1 Peer Participation Initial Post Due		Ch 1 Tasks Due Ch 1 Peer Participation Response Post Due
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week Two	Ch 2 Reading				Ch 2 Peer Participation Initial Post Due		Ch 2 Tasks Due Ch 2 Peer Participation Response Post Due Final Evaluation Due

Chapter 1 – Teaching English Online: Field Overview

- Chapter 1 Peer Participation
- Chapter 1 Task 1 Quiz
- Chapter 1 Task 2

Chapter 2 – Student-Centered Classroom

- Chapter 2 Peer Participation
- Chapter 2 Task 1 Quiz
- Chapter 2 Task 2

Other Assignments

- Final Course Evaluation

Part 5: Grading Scale

Your overall grade in the course will be determined as follows.

Homework Categories	Percentage of overall course grade
Peer Participation	10%
Quizzes	20%
Chapter 1 Task 2	30%
Chapter 2 Task 2	38%
Final Course Evaluation	2%
Total	100%

Students must complete chapter tasks 1 and 2 for each chapter AND receive a 70% or higher final score to pass the course and receive their certificate.

Letter Grade	Percentage
A	90 – 100%
B	80 – 89 %
C	70 – 79%
D	60 – 69%
F	0 – 59%

It is the student’s responsibility to check grades and instructor feedback throughout the duration of the course.

Part 6: Course Policies

Participation

Students are expected to participate in all online activities as listed on the course calendar. To stay on track, you **MUST** log in to the course at least once a day. If not, you may miss important announcements, date changes, etc. You will not be docked any points if you do not log in to your course every day, but it is highly recommended.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise so that we can help you find a solution.

Transferring or Withdrawing from Your Course

Students who are unable to complete the course must contact the Student Affairs Department at International TEFL Academy. Please refer to your ITA Terms and Conditions for a description about the transfer and withdrawal processes and contact Student Affairs with any questions – StudentAffairs@InternationalTEFLAcademy.com.

Commitment to Integrity

As a student in this course you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. Cheating and plagiarism will not be tolerated in this course. Cheating is defined as “an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating implies the breaking of rules.”

Plagiarism is defined as “the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work.”

Students who are caught cheating and/or plagiarizing on course assignments will receive an automatic grade of “0” on their assignment with no chance of redoing the assignment for credit. If the student continues to plagiarize, he or she will be automatically withdrawn from the class.

Questions about Course Guidelines and Policy

If you have any questions regarding the assignment policies, quiz policies, due dates, etc. please contact your instructor.

Continuing with the course assures International TEFL Academy that you are aware of your role as the student and what is required of you throughout this course.

Part 7: Instructor Information

Your instructor is available by email. You can send your instructor an email at any time of the day or night and will receive a response within 24 – 48 hours. To find more information on your course instructor and contact details, please visit the profile section in your course. Your course instructor is not available by phone.

Important Note: This syllabus, along with course tasks and due dates, are subject to change. It is the student's responsibility to check ITA for corrections or updates to the syllabus. Any changes will be clearly noted in course announcements.