

# ONLINE TEFL COURSE GUIDE & DEMO



A Glimpse into International TEFL Academy's  
internationally accredited  
170-hour online TEFL certification Course.

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# OVERVIEW

Each year, more than 3,000 people from all backgrounds take International TEFL Academy's [170-Hour Online TEFL Certification Course](#) to teach English online and abroad. Graduates of this internationally accredited course are teaching in more than 80 nations worldwide.

This guide provides you with guest access to the actual online course website and will provide answers to many of your questions about how the course works and how it will prepare you to work as a professional English teacher.

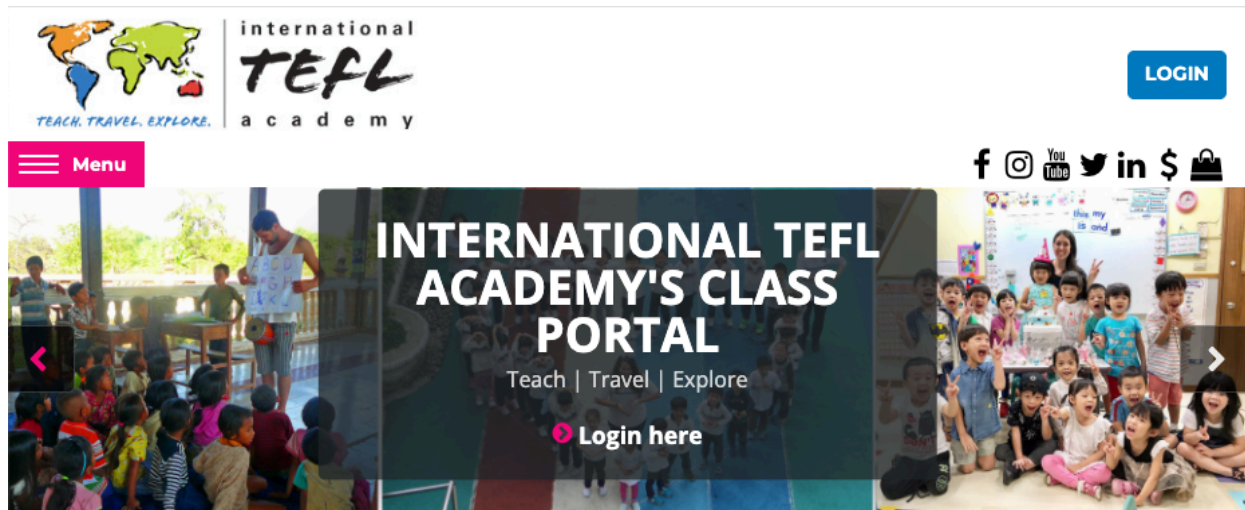


# ONLINE TEFL CERTIFICATION: THE BASICS

Length of Training: 11 Weeks | TEFL Coursework: 150 Hours | Practicum Teaching: 20 Hours

- [Online TEFL Course Overview](#) – Read a comprehensive summary of the online TEFL class's structure and content.
- [Internationally Accredited](#) – The Online TEFL Class meets or exceeds international standards for professional-level TEFL courses as established by the British Council and recognized by thousands of schools worldwide. TQUK, a British National Awarding Body, accredits the course. [Read more about the importance of Accreditation.](#)
- [Class Syllabus](#) - This comprehensive and interactive 170-hour online TEFL class teaches the latest in teaching methodologies & practices, lesson planning skills, and classroom management techniques.
- **Class Length & Intensity** - This class is 11 weeks and part-time (most students take 10-12 hours a week to complete their classwork).
- **Small class sizes** - Class sections are capped at 20 students.
- **Practicum** - International TEFL Academy requires that each student complete 20 hours of practicum (live practice teaching). Read: [How will I complete my practice teaching?](#)

# LOGGING IN & ACCESSING THE GUEST COURSE SECTION

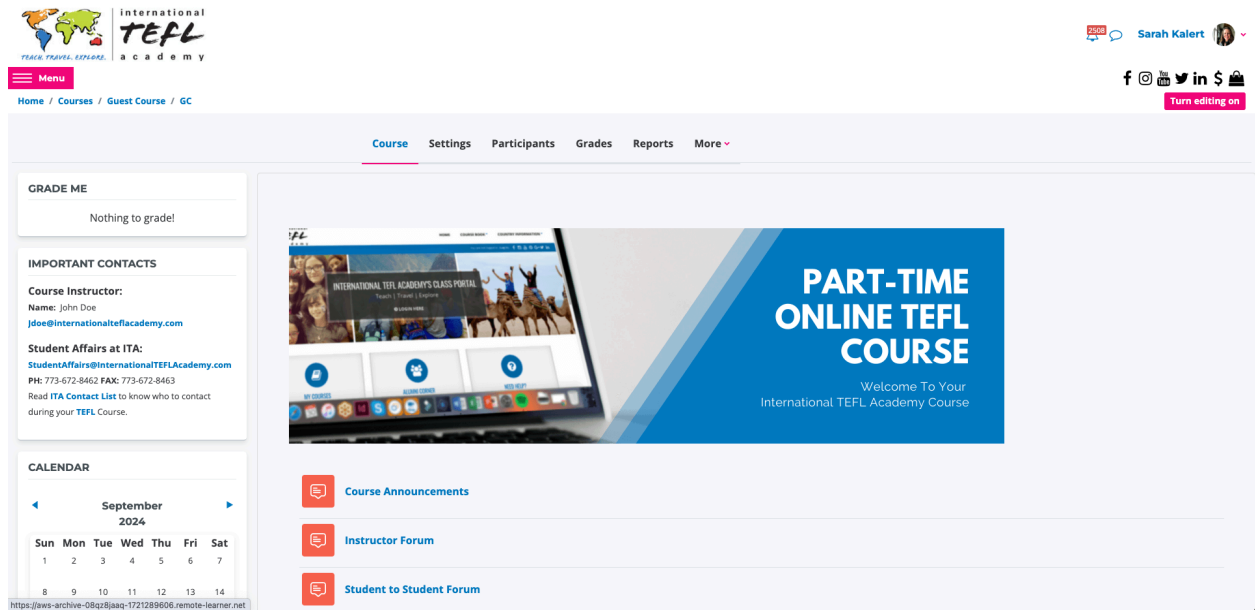


\*Through the Guest Access you will be able to view sample activities from the 170-Hour TEFL/TESL course, the Lecture Library, and the ITA TEFL Practicum Section.

1. Go to [www.teflacademyonline.com](http://www.teflacademyonline.com)
2. Select (Login) in the upper right-hand corner of the screen. The username and password are both case-sensitive. You must manually enter both.
3. Enter Username: **itaguest**
4. Enter Password: **ITAguest#1**
5. Select the Guest Course thumbnail to enter the course

# MAIN COURSE PAGE

Now that you are in the guest course it is time to begin exploring where everything is located. We will refer to the following course page as the main course page. The main course page should look like this:



Next, let's explore the different sections of your course:

## A. COURSE ANNOUNCEMENTS & TOP FORUMS –

- a. **Course Announcements** is a one-way forum where important weekly announcements will be posted by your course instructor.
- b. **Student to Student Forum** is where you can talk to your classmates about teaching overseas, practicum advice, and anything else you would like to chat with your classmates about.
- c. **Instructor Forum** is where you can post questions to your Course Instructor. If you don't want the entire class to see your question, you can send an email directly to your instructor instead.

**B. GETTING STARTED SECTION** – In this section, you will begin your course!

There are several key places for information including:

- a. **COURSE DOCUMENTS** like the Syllabus, FAQs, and Who to Contact pages.
- b. **LIVE LECTURES AND WEBINARS** page provides information on accessing Live Lectures and Webinars hosted by International TEFL Academy's instructors and the Student Affairs department.

**C. WEEKLY CHAPTER SECTIONS**

- a. **READINGS AND VIDEOS** - This is the meat of your course! Read each chapter in our textbook here, or purchase the eBook or paperback. Watch videos specifically made to extend the content, created and recorded by our instructors.
- b. **PEER PARTICIPATION & COLLABORATION** – Weekly discussion forums are a great way to get to know your peers discuss key course topics and create resource lists.
- c. **QUIZZES** - Weekly multiple-choice quizzes that assess your understanding of the weekly readings.
- d. **WRITTEN RESPONSES** - Guided by templates provided in the descriptions, you'll create a weekly written response analyzing activities & plans, developing your activities & plans, and doing research to put your readings into practice.


**D. WHAT'S NEXT** - In this section, you are given links to the other courses and textbooks provided by ITA.

# READINGS AND TASKS

## Week 1 - Role of the Teacher

To gain access to course materials and assignments, click and score 100% on the *Pre-Course Task* located in the tab above.

### Readings & Videos

 Chapter 1 Reading: Role of the Teacher

 Chapter 1 Videos | Lecture Library

### Weekly Tasks

 Week 1 Peer Participation

 Ch 1 Quiz

 Ch 1 Written Response- Effective Teacher Qualities

 Get-to-know-you! (optional)

Your course is divided into 11 chapters each containing a chapter reading, supporting videos, a discussion forum, a quiz, and a written task.

**Reading:** To start the reading for each chapter, select the correct chapter title, i.e. Chapter 1 Reading: Role of the Teacher.

### To navigate the reading:

You can navigate the chapter using either the arrows on the right-hand side of the page at the top or bottom of the page or by clicking the Table of Contents on the left side of the page.

#### TABLE OF CONTENTS

1. Getting Started
2. Objectives
3. Introduction
4. Languages of the World and English
  - 4.1. English as a Global Language
  - 4.2. Influences on English
5. Becoming an Effective Teacher
  - 5.1. Defining the Profession
  - 5.2. Identifying Qualities of a Good Teacher
  - 5.3. Handling the First Day
  - 5.4. Establishing Teacher Presence
  - 5.5. Building Community
  - 5.6. Addressing Student Behavioral Issues
  - 5.7. Balancing New Responsibilities
  - 5.8. Relationships
  - 5.9. The Teaching Process
6. TEFL as a Profession
  - 6.1. Language of the Profession
  - 6.2. Language Levels
7. Conclusion
8. References

## Chapter 1 Reading: Role of the Teacher



### Objectives

After finishing this chapter, the reader will be able to . . .

- Describe the general history and current global importance of the English language.
- Define teaching as a profession.
- Recognize traits of an effective teacher and ways to establish a teaching presence.
- Explain what to expect on the first day of teaching.
- Propose ways to build community in your classroom.
- List some student and classroom issues that may arise and how to **approach** them.
- Identify ideas for balancing work responsibilities and leisure.
- Identify strategies for maintaining professional relationships during your teaching career.
- Contrast effective teaching practices with ineffective ones.
- Define common terminology and abbreviations used in the **TEFL** profession.
- Provide a general overview of levels of language proficiency.





# ACCESSING THE ITA TEFL PRACTICUM SECTION

From the [Home Page](#), select ITA TEFL Practicum.

The screenshot shows a website interface with a sidebar on the left and a main content area on the right. The sidebar contains three course options: 'Enroll in the Grammar Module', 'My courses' (with sub-options 'ITA Online - Guest Course' and 'ITA TEFL Practicum'), and 'Lecture Library - 7th Edition'. The main content area is titled 'The Practicum' and contains text about completing 20 hours of practicum, a checklist for requirements, and a row of five tiles: 'Practicum Requirements', 'Finding a Practicum Location', 'Completing My Practicum: Student Teaching', 'Completing My Practicum: Private Tutoring', and 'Completing My Practicum: Observation'.

**Practicum Requirements:** Read this section for an overview of your practicum and what you should be doing to get started with your student teaching.

**Finding a Practicum Location:** Instructions on how to find a practicum location. Also includes recommended locations around the globe where students can complete their hours.

**And many more tiles with information key to successfully completing these 20 hours!**

# ONLINE TEFL COURSE FAQs & ADDITIONAL RESOURCES

- [Online TEFL Class FAQs](#) - Get answers to all of your questions about the online class, including the practicum, course materials, live online lectures, grading, and more.
- [Online TEFL Class Content](#) – From teaching methodology and lesson planning to classroom management, learn about the skills you will learn in the course.
- [What are the advantages of Online TEFL courses compared to in-person courses?](#)
- [Is ITA's Online TEFL Certification Course Valid and Accredited?](#)
- [Who Teaches International TEFL Academy's Online TEFL Certification Course?](#) – All International TEFL Academy Online TEFL Classes are taught by highly credentialed university professors possessing at least an MA (and usually a PhD) in TESOL or linguistics and at least 10 years of professional teaching experience.
- **JOB SEARCH GUIDANCE** - One great aspect of this class is that you begin receiving [Job Search Guidance](#) as soon as you register for a TEFL course, so you can begin working with expert job search guidance advisors, researching teaching opportunities around the globe & online and even begin speaking with schools and interviewing while you are taking the class. Also, your job search guidance is lifetime so you can access our resources, and contacts, and speak with our advisors to assist you in gaining employment anywhere in the world at any time in the future.
- **ALUMNI SERVICES & BENEFITS** – In addition to job search guidance, once you enroll in your TEFL class, you will be eligible to take advantage and participate in the [International TEFL Academy Alumni Association](#), which includes networking opportunities on alumni-only Facebook groups, essay and photo contests, meet-ups in cities around the world and more.

# COURSE DATES & TUITION

- **Class start dates:** Here is a link for [Online TEFL Course Dates](#). The 170 Part-Time Online course starts every 2 weeks throughout the year.
- **Tuition** for the International TEFL Academy Online TEFL Course includes lifetime [Job Search Guidance](#). **Discounts** are periodically offered for course tuition & bundles. Please check the [Online TEFL Course Dates & Tuition](#) for current discounts.
- **2-week Specialty Classes:** Students have the option to bundle their TEFL enrollment with any/all of ITA's Specialty classes for additional, specialized training. Learn more about ITA's [Specialty classes here](#). These courses are best to take AFTER you finish your TEFL.
- **Textbooks:** Students are not required to purchase textbooks; all course materials are available through the course website. Students do have the option to [purchase a copy of the textbook](#) either in paperback or eBook format. Many students find it to be an extremely useful resource once they are actually teaching abroad. You will receive information for purchasing textbooks upon enrollment.

# ENROLLMENT & REGISTRATION

## FOLLOW THESE 3 STEPS:

1. **Speak with a TEFL Advisor!** This is critical so you understand your options when it comes to employment opportunities teaching English abroad, including the interview process, hiring requirements, visas, salaries, and more. Your advisor is available to answer all of your questions and review all of your options for TEFL certification and teaching opportunities overseas. If you have not already been assigned an advisor, please call 773-634-9900 or [fill out a contact form](#) and an advisor will contact you by email and/or phone.

**To learn more about how an advisor can assist you in reaching your goal of teaching English abroad, please read: [Why You Need to Speak with a Professional TEFL Admission Advisors if You Want to Teach English Abroad \(and do it right\)](#)**

2. **Acceptance procedures:** Please read our [Registration Procedure](#) and [Terms and Conditions](#), which outline refund and cancellation policies.
3. **ENROLLMENT** – You can pay your tuition and [register online here](#); you can also call 773-634-9900 to register over the phone.

# LEARN MORE ABOUT TEACHING ENGLISH ABROAD & ONLINE

- [Downloadable Brochure](#): A 30-page guide to all aspects of teaching English abroad & TEFL certification.
- [Country Chart](#): Compare all aspects of teaching English in more than 50 countries, including salaries, hiring requirements, cost of living, interview seasons, start-up costs, potential to save, and more.
- [ITA TEFL Blog & Articles](#): Check out articles about all aspects of teaching English abroad and TEFL certification from hiring requirements and salaries to accreditation and financial tips.

