



Finding Your Way Around Your 170-Hour TEFL Certification Course



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Overview

Each year, more than 5,000 people from all backgrounds take International TEFL Academy's [170-Hour Online TEFL Certification Course](#) for teaching English abroad. Graduates of this internationally accredited course are teaching in more than 80 nations worldwide. This guide provides you with an overview to your online course and will provide answers to many of your questions about how the course works and how it will prepare you to work abroad as a professional English teacher.



Online TEFL Certification: The Basics

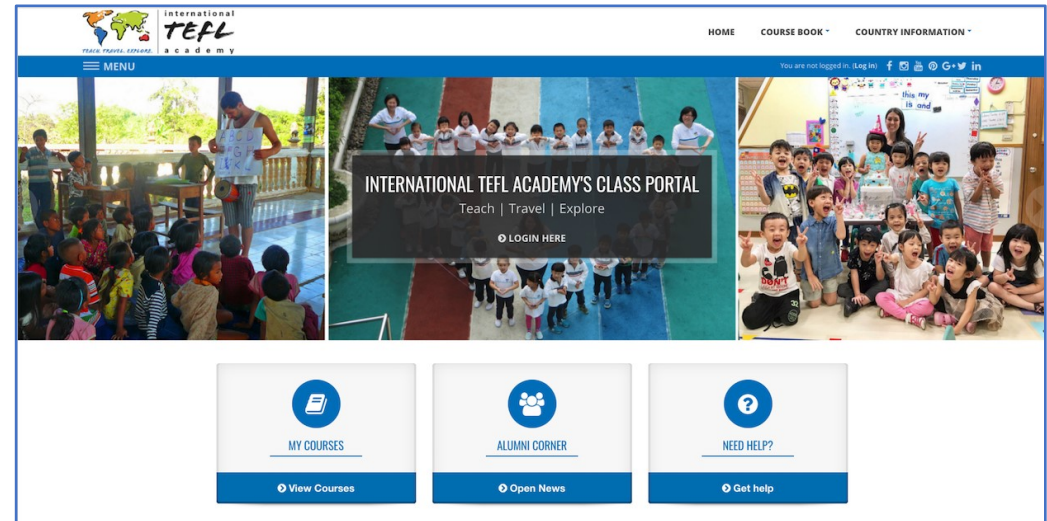
Length of training: 11 Weeks -- TEFL Coursework: 150 Hours / Student Teaching: 20 Hours

- [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. The course is accredited by TQUK a British National Awarding Body. [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 (13 if you take the optional bonus modules, which are included with your tuition) 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.
- **[Optional bonus modules](#)** providing additional specialized training for teaching English to Young Learners and Business Professionals are included with your tuition.
- **[Practicum](#)** - International TEFL Academy requires that each student complete 20 hours of practicum (live practice teaching). Read: [How will I complete my practice teaching](#)



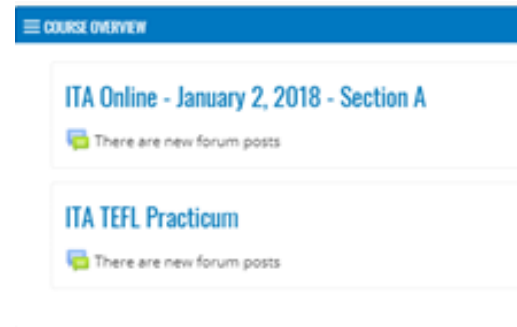
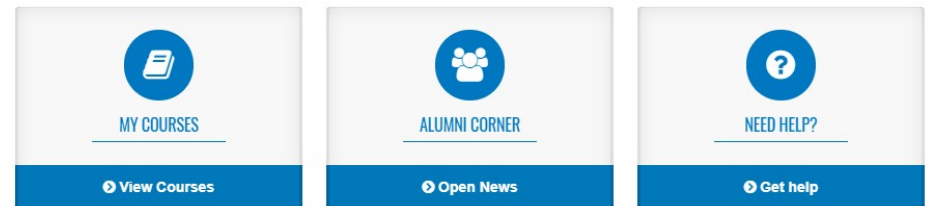
Logging In & Accessing Your Course

1. Go to www.teflacademyonline.com
2. Select (Login) in the upper right hand corner of the screen
3. Enter Username:
4. Enter Password:
The username and password are both case sensitive.
Do not copy and paste the username and/or password.
You must manually enter both.



Select **My Courses** to be taken to a list of the courses you are enrolled in.

Select **ITA Online – (your course start date)** to be taken to your main course page.



Main Course Page

Now that you are on the main course page 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:

ITA Online - January 2, 2018 - Section A

[Home](#) ► [My courses](#) ► [ITA Online - January 2 - A](#)

IMPORTANT CONTACTS

Course Instructor:
Wayne Walker
Email: wwalker@internationalteflacademy.com

Student Affairs at ITA:
StudentAffairs@InternationalTEFLAcademy.com
PH: 773-672-8462
FAX: 773-672-8463

Read [ITA Contact List](#) to know who to contact during your [TEFL](#) Course.

NAVIGATION

[Home](#)

- [Dashboard](#)
- [Site pages](#)
- [My courses](#)

CURRENT TIME

To find the current time in Chicago, Illinois, USA, please select the following link. All of your assignments, tasks, quizzes, etc. are due on the scheduled due date by 11:59:59

Course Announcements



► Open all ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

- Course Calendar & Information
- Chat Forums and Office Hours
- Live Lectures and Webinars
- Video Tutorials
- Pre-Course Grammar Module
- Getting Started
- Peer Participation
- Chapters 1-5: Reading and Tasks
- Chapters 6-10: Reading and Tasks
- Final Course Project and Tasks
- Additional Resources and Glossary



Course Outline, Information, Discussion Forums and More

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

A. Course Announcements – Important announcements will be posted by your course instructor and International TEFL Academy in this forum.

B. Course Calendar Information –

- **Course Calendar** – All of your assignment and task due dates can be found here.
- **Syllabus** – Please read through the Syllabus to learn or refresh your memory on the important aspects of your course such as chapter outlines, textbook information, assignments and tasks, grading, etc.
- **ITA Contact List** – Important contact information necessary for students once they begin their TEFL course.
- **FAQs** – The most popular questions asked by students.

C. Chat Forums and Office Hours

- **Student to Student Forum** – In this forum you can talk to your classmates about teaching overseas, practicum advice and anything else you would like to chat with your classmates about.
- **Instructor Forum** – In this forum 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.
- **Course Chat/Office Hours** – This is where you will chat with your instructor at a designated time during the course.

D. Live Lectures and Webinars – This section provides information in a PDF on how to access Live Lectures and Webinars hosted by International TEFL Academy's instructors and the Student Affairs department. You can also find the Live Lecture calendar that lists the upcoming dates for future webinars.



- E. Video Tutorials** – It is highly encouraged for all International TEFL Academy students to watch every Video Tutorial. There are various tutorials on Finding your Way Around Moodle, Completing your Tasks, and the Practicum section. If you have any questions about how to navigate Moodle, this should be your first source of information.
- F. Pre-Course Grammar Module** - This is a self-assessment to help you understand your strengths and weaknesses before you begin the online course. This is also a great way to determine if you should purchase some of the suggested reading.
- G. Getting Started** – In this section, you will begin your course! First you will find some great introduction videos as well as a pre-course questionnaire as a way to ensure that you are fully prepared to begin your course!
- H. Peer Participation** – This forum is a great way to get to know your peers and discuss course topics. You will find more information regarding this section below.
- I. Reading and Tasks** – This is the meat of your course! You will find more information regarding this section below.
- J. Final Course Project and Tasks** – As you wrap up your course, there will be a few tasks to make sure that you complete. In this section, you will find a checklist as well a place to submit your Thematic Unit and complete your Final Course Evaluation.
- K. Additional Resources and Glossary** – Blank lesson plans, a glossary and other activity templates are found in this section. This is a great resource as you move through your online class.

Reading and Tasks

Your course is divided into 10 chapters each containing a chapter reading, written tasks, and one or more quizzes.

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

To complete the reading:

Once you have selected the correct reading link, you will be taken to the first page of the chapter. You can navigate the chapter using either the arrows on the right hand side of the page on the top or bottom of the page or by clicking the Table of Contents on the left side of the page.

Reading and Tasks

Chapters 1 - 5

Chapter 1 Reading: Role of the Teacher

Task 1: Role of the Teacher (Q)

Task 2: Role of the Teacher (F)

Chapter 2 Reading: Creating a Student-Centered Classroom

Task 1: Creating a Student-Centered Classroom (Q)

Tasks 2-3: Creating a Student-Centered Classroom (F)

Chapter 3 Reading: Cultural Sensitivity

Task 1: Cultural Sensitivity (Q)

Task 2: Cultural Sensitivity (F)

Chapter 4 Reading: Methods and Approaches

Task 1: Methods and Approaches (Q)

Task 2: Methods and Approaches (Q)

Task 3: Methods and Approaches (F)

Chapter 5 Reading: The Teacher's Role

Task 1: The Teacher's Role (Q)

Task 2: The Teacher's Role (F)

Task 3: The Teacher's Role (F)

Mid-Course Evaluation

Chapter 1 Reading: Role of the Teacher

CHAPTER 1:
ROLE OF THE TEACHER

Objectives

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

1. Describe various contexts in which teaching occurs.
2. Explain what to expect on the first day of teaching.
3. Identify ideas for balancing work responsibilities and leisure.
4. Recognize traits of an effective teacher.
5. Propose ways to build community in your classroom.
6. Provide examples of how to be a good role model.
7. Identify strategies for maintaining professional relationships during your teaching career.
8. Define common terminology and abbreviations used in the TEFL profession.
9. Contrast effective teaching practices with ineffective ones.

"Education must provide the opportunities for self-fulfillment; it can at best provide a rich and challenging environment for the individual to explore, in his own way."

~Noam Chomsky

"Proper teaching is recognized with ease. You can know it without fail because it awakens within you that sensation which tells you this is something you have always known."

~ Frank Herbert, *Dune*

ITA ALUMNI: JOHNATHAN OGDEN IN CLASS

Pablo

Table of contents

- 1 Chapter 1: Role of the Teacher
- 2 Languages of the World and English
- 3 English as a Global Language
- 4 Influences on English
- 5 Teaching Occurs in Many Contexts
- 6 Answers: Vignette 1 and 2
- 7 Becoming an Effective Teacher
- 8 Handling the First Day
- 9 Defining the Profession
- 10 Identifying Qualities of a Good Teacher
- 11 Building Community
- 12 I'm a Role Model Now?
- 13 Examples of How to Be a Positive Role Model
- 14 Balancing New Responsibilities
- 15 Relationships
- 16 Knowing the Language of the Profession
- 17 Language Levels
- 18 The Teaching Process
- 19 Ineffective vs. Effective Teaching
- 20 Conclusion
- 21 References

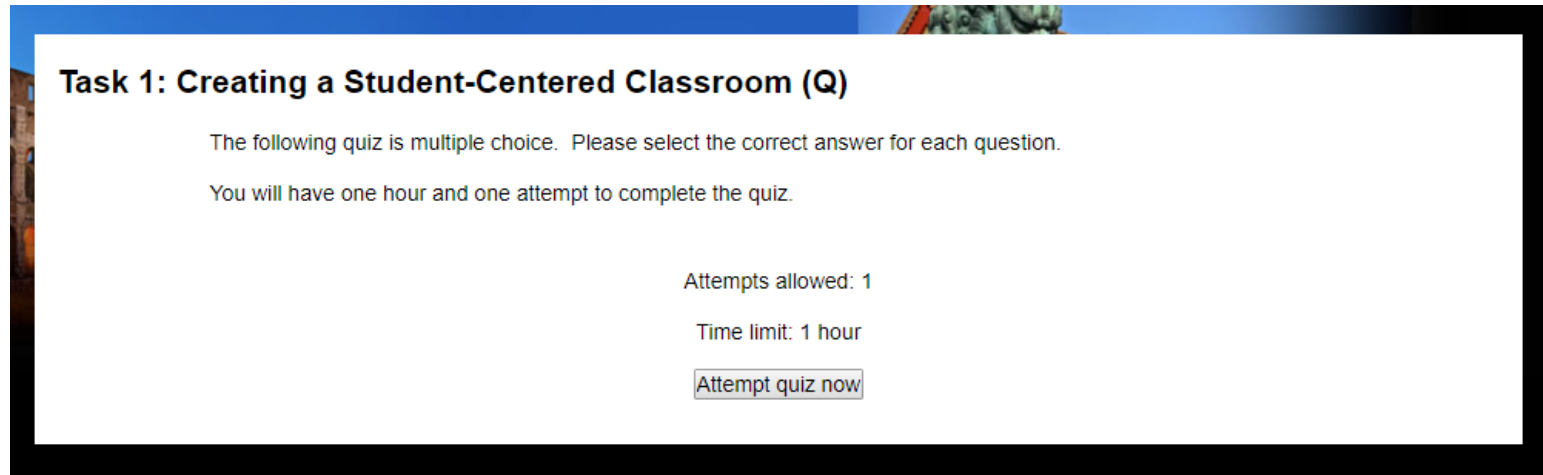
International TEFL Academy – www.InternationalTEFLAcademy.com - 773-634-9900

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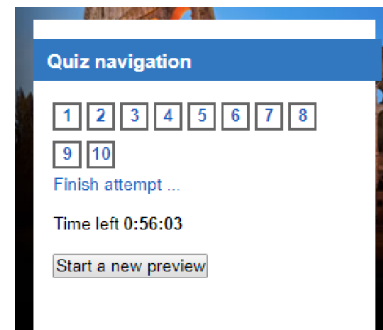
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Tasks/Assignments: You can access your tasks through the main course page under their appropriate chapter:

A. Some tasks will be completed as quizzes as indicated by (Q). When you select the quiz you want to take, select the link and then click **Attempt Quiz Now**:



Once you begin your quiz you will notice a **Timer** that tells you how much time you have remaining for each quiz.



Posting to Forums

Below are instructions on posting assignments.

A. Posting a task: Each task will be posted in a separate forum. Please read the instructions carefully for each task.

1. Select the forum you want to post to.
2. Select Add submission.
3. Find your completed tasks on your computer and drop and drop the file into the space provided OR upload your tasks using the “add” icon.
4. Check posting – Reenter the forum to check that your tasks were posted.

Submission status

Submission status	No attempt
Grading status	Not graded

Add submission

Make changes to your submission

Task 2: Role of the Teacher (F)

Chapter 1 Tasks - Role of the Teacher

Chapter 1 Task 2 is to be uploaded to this assignment forum. Partial tasks will not be accepted. Please see below for instructions on uploading your Course Tasks. You can download task 2 by selecting the following link:

- [Chapter 1 Tasks - Role of the Teacher](#)
- [Chapter 1 Task 2 Rubric](#) - This rubric is used to assess the tasks.

Course Tasks must be uploaded in one single document.

Please note that you will also be graded on the [presentation](#) of your assignment which includes correct spelling, correct use of capital letters, correct punctuation, correct grammar, etc.

Due Date: Please refer to the [course calendar](#) for the due dates.

How to upload your tasks: Watch the video tutorial [Completing Tasks](#) for a demonstration on uploading your tasks!

1. Download Chapter 1 Tasks by selecting the blue link.
2. Type your answers for each [task](#) directly on the [Task](#) Document and save the document on your computer.
3. Click on **Add Submission**.
4. Find your completed tasks on your computer and drag and drop the file into the space provided OR upload your tasks using the “add” icon.
5. Check Posting - Reenter the assignment forum to check that your tasks were posted.

Grading summary

Participants	0
Submitted	0
Needs grading	0

B. Replying to Forum Posts: For Peer Participation (which is found under the **Reading and Tasks** section on the **Main Course Page**) You are required to respond to the question or topic each week posted by your course instructor.



Peer Participation

Welcome to the Peer Participation Forum! This forum is intended as a way for you and your peers to not only get to know each other, but as a way to discuss topics related to teaching English as a foreign language. Each week your course instructor will post a topic for discussion in this forum. Students earn credit for answering and responding thoughtfully. Please reach out to your course instructor for any questions regarding the peer participation topics.

 Peer Participation - Weekly Discussion Topics



Accessing the ITA TEFL Practicum Section

From the Home Page (www.teflacademyonline.com)
select ITA TEFL Practicum.

ITA TEFL Practicum

Home ► Courses ► Practicum ► Practicum

NAVIGATION

- Home
 - Dashboard
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 - More...
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 - General
 - Getting Started
 - Observing, Student Teaching, & Tutoring
 - Finding a Practicum Location
 - Additional Practicum Questions
 - Practicum Resources
 - Submitting Your Practicum
 - After Completing Your Practicum
 - 170-Hour TEFL Courses
 - Instructors
 - Guest Course

The Practicum

Your progress ⓘ

Practicum Announcements from ITA

- Practicum News from International TEFL Academy
- Video: Navigating the Practicum Section

► Open all ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

- ▶ Getting Started
- ▶ Observing, Student Teaching, & Tutoring
- ▶ Finding a Practicum Location
- ▶ Additional Practicum Questions
- ▶ Practicum Resources
- ▶ Submitting Your Practicum
- ▶ After Completing Your Practicum

COURSE OVERVIEW

ITA Online - January 2, 2018 - Section A

There are new forum posts

ITA TEFL Practicum

There are new forum posts



Getting Started: Read the Getting Started section for an overview of your practicum and what you should be doing to get started with your student teaching.

Observing, Student Teaching & Tutoring: Read about the three ways you can complete your practicum hours.

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.

Additional Practicum Questions: Here you can find commonly asked questions regarding the TEFL Practicum.

Practicum Resources: Optional resources to use during your practicum hours.

Submitting Your Practicum: This section is very important! You can find your step-by-step instruction guide to submitting your documents in this section.

After Completing Your Practicum: What are the next steps? When will I get my certificate? Find out in this section!



Interactive Features: Live Webinars & Lectures

1) This TEFL course features a variety of interactive elements, including live webinars, lectures and office hours held by the professor. *Make sure to check out the Live Lectures and Webinars section in your course for more information on accessing lectures.*

2) You will also have the option to attend various webinars that focus on various aspects of the job search process for teaching English abroad. There is no required live-time so students are not penalized if they cannot attend live webinars. All webinars and lectures are recorded and embedded in the course website.

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.
- [Is ITA's Online TEFL Certification Course Valid and Accredited?](#)
- **JOB SEARCH GUIDANCE** - One great aspect of this class is that you begin receiving [Job Search Guidance](#) during the class, so you can begin working with expert job search guidance advisors, researching teaching opportunities around the globe and even speaking with schools and interviewing while you are taking the class. Also, your **job search guidance is lifetime** so you can access our resources, contacts, job listings 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, as an alumni, 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.

