FREQUENTLY ASKED QUESTIONS



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*Completing Tasks Video Tutorial

1. How do I submit my tasks?

Tasks are submitted online in your course (<u>www.teflacademyonline.com</u>). Tasks are either posted in the correct forum (F) or they are taken as an online quiz (Q).

In order to post a task in a **forum**, choose the correct chapter and download the tasks in Microsoft Word format. Read and complete the tasks directly on the task document. Once you have completed all of the tasks for that chapter, click Add a submission. Upload your task document by clicking the add file icon and search your computer for the correct file, or by dragging and dropping the appropriate file into the upload box. Once it is attached, click on Save changes.

In order to submit a task in the form of a quiz, choose the correct unit, module, and click on the correct task with a (Q). Click on "Attempt Quiz Now" to complete the task. Each task in a quiz format allows for one attempt and 60 minutes to complete it.

2. What time are the tasks due?

All tasks are due by 11:59:59 pm Central Standard Time on the due date. Refer to your course calendar for task due dates.

3. Are due dates for Central/Chicago time zone?

Yes, due dates are for Central/Chicago Time Zone. Check the current time in Chicago at <u>www.timeanddate.com</u>.

4. Can I receive credit for tasks that are submitted late?

Late work will be accepted up to 3 days after the due date. There will be no exceptions after 3 days for late work. 3 points will be taken off per day that a chapter task is late. 5 points will be taken off per day that the final thematic unit project is late.

PEER PARTICIPATION

1. What is Peer Participation?

Students are required to participate in a discussion each week by posting at least one thought or comment in the Peer Participation forum. The discussion will begin each week by your instructor posting a topic in the Peer Participation forum.

2. How many points is peer participation worth?

Peer Participation is worth a total of 50 points or 5 points per each discussion topic. Students are required to participate in all 10 of the discussion topics.

3. When is Peer Participation due?

Peer Participation is due every Friday. Check your Course Calendar for any questions regarding the due dates.

4. Can I receive credit for Peer Participation that is posted late?

No, credit will not be received for any Peer Participation posted after the due date.

COURSE MATERIAL

1. How long will I have access to the course materials online?

Students will be able to access all course material for approximately 7 weeks after the completion of the course. An email notification will be sent out to students about one week before their access is closed.

2. Do I need to purchase a textbook for this course?

Students are not required to purchase any extra material for the course. However, it is highly recommended that students purchase a grammar book. Students also have the option to purchase the course book in paperback or PDF forms. In order to purchase the course book, please visit the links below:

Paperback: <u>http://www.lulu.com/shop/international-tefl-academy/the-fundamentals-of-teaching-english-as-a-foreign-language/paperback/product-21967087.html</u>

PDF: <u>http://www.lulu.com/shop/international-tefl-academy/the-fundamentals-of-teaching-english-as-a-foreign-language/ebook/product-21967144.html</u>



1. How do I check my grades?

When you are logged in to the course on the left-hand side, under the Administration section, there is a link called Grades. This will display all the grades for completed tasks.

2. How do I read feedback from the instructor?

Feedback can also be found under the Grades section. Your instructor will provide feedback and comments on all tasks.

3. What is the passing grade for this class?

Students must receive a minimum of 560 points or a 70% to pass the class.

JOB SEARCH GUIDANCE

1. When will I get information about job search guidance?

You will receive information via email from the Student Affairs Department during week 3 of your online TEFL Course.

2. Do you have a sample resume I can look at?

There is an International Resume sample that is located in the Job Search Guidance Manual. Students receive the Job Search Guidance Manual during week 3 of their course via email. The Student Affairs Department also offers help, advice, and suggestions on completed resumes.

3. Do you have a sample cover letter?

Student Affairs provides tips for writing your cover letter. All information and advice for writing a cover letter for an EFL teaching position can be found in the Job Search Guidance Manual. Student Affairs also offers help, advice, and suggestions on completed cover letters.

4. Where can I find other sample resumes or cover letters?

Students can search online for various styles and formats.

LIVE LECTURES AND CHAT SESSIONS

1. Are the lectures optional?

Students are not required to attend the lectures. However, it is strongly recommended that students attend lectures as this is a time to receive more direct classroom instruction, ask questions, and communicate with peers and the instructor.

2. Are the chat sessions optional?

Students are not required to attend the chat sessions. However, it is highly recommended that students attend chat sessions as it is a great opportunity to ask the instructor questions or to discuss ESL learning and teaching.



Check out ITA's Practicum FAQ document

YOUNG LEARNERS AND BUSINESS ENGLISH CHAPTERS

1. Am I signed up for the two extra chapters?

Students must opt to take the extra 30 hours of training. During the 10th week of the course, students will receive a Young Learners and Business English Registration Announcement email.

2. When can I sign up for these chapters?

After students receive the announcement email during their 10th week, they may reply to the email letting Student Affairs know they are interested in taking the extra chapters.

3. When do I receive access to the additional chapters?

Students will receive access to the additional chapters Monday of week 11.

4. Do I have to pay for the Young Learners and Business English chapters?

No. The additional chapters are provided to all of International TEFL Academy's students free of charge.

5. What if I start to take the chapters and decide to drop out?

If you decide you don't want to take the chapters for whatever reason after you've already started them, this will not affect your overall grade in the 11-week course. Just let Student Affairs know you want to drop out and we'll remove you from the chapters.

6. Do I have to take both chapters to receive credit?

Yes, you have to take both chapters. You cannot just take one of the chapters and receive partial credit.

7. When are my practicum hours due?

Your practicum hours are still due 60 days after your 11-week course ends.

8. Do I receive a grade for the additional chapters?

No, the additional chapters are graded as Pass/Fail. They do not affect your overall grade in the 11-week course. If you do not pass the additional chapters, it will not be noted on your certificate.

9. How are the Young Learners and Business English chapters graded?

The additional chapters are graded as Pass/Fail however, students must receive a 70% or higher to receive credit for the chapters. If a student receives less than a 70%, they will not receive the additional 30 hours on their TEFL certificate.

10. Do the Young Learners and Business English grades affect the grade on my TEFL certificate?

The Young Learners and Business English chapters will not affect the grade on your TEFL certificate.

11. What is the benefit to taking the additional chapters?

The additional chapters will help shape you to become an all-around better teacher by preparing you to teach the two very distinct age groups. Both chapters will provide you with tips, lesson plans, and additional information for teaching children and adults.

12. What do I need to do to pass the chapters?

You must receive a minimum of a 70%. You must also complete all of the tasks and both comment on both peer participation comments. If you fail to complete any of these items, you will not receive credit for the additional chapters.

13. What happens if I miss a task or Peer Participation question?

In order to pass the additional chapters, students must complete every task and Peer Participation question. Failure to do so will result in the student not receiving credit for the chapters.

14. When are the tasks due?

The Young Learners tasks are due Friday of week 12 and the Business English tasks are due Friday of week 13. Please check your course calendar for exact dates.

15. When is the Peer Participation due?

The Young Learners Peer Participation is due Thursday of week 12 and the Business English Peer Participation is due Thursday of week 13. Please check your course calendar for exact due dates.

TEFL CERTIFICATE

1. What are the steps to receive my TEFL Certificate?

To receive a TEFL Certificate, students must complete their 170-Hour Certification Course and Young Learners and Business English chapters (optional). If a student elects to take the additional chapters, they will not receive their certificate until these chapters have been completed. Students must also complete the Practicum and turn in the necessary documents to Student Affairs.

2. Where can I find these documents?

The Practicum Packet can be found in the Practicum section on Moodle.

3. How do I submit my Practicum Packet?

Please watch the <u>Uploading your Practicum Packet</u> video tutorial for more information.

4. How long will it take to receive my certificate?

After a student has completed their certification course and submitted the necessary documents, it will take about 4 to 6 weeks to receive a certificate in the mail.

TRANSFERRING OR WITHDRAWING

1. What do I do if I can't complete my TEFL course?

Students have the option of transferring or completely withdrawing from their TEFL course. If you are unable to complete your TEFL course, please contact Student Affairs to discuss your options of transferring into a later course start date.

2. If I need to transfer, do I have to pay for the entire course again?

No, you will not need to pay for the entire course again. However, you may have to pay a transfer fee. Please refer to International TEFL Academy's <u>Terms and Conditions</u> for the cost of a transfer fee.

3. How much does it cost to transfer?

Transfer fees vary. Please refer to International TEFL Academy's <u>Terms and Conditions</u> for the cost of a transfer fee. You can also contact the Student Affairs Department to discuss your options.

4. When do I need to pay the transfer fee?

The transfer fee is due at the time of transfer in order to secure your spot in an upcoming course.

5. Do I have to start my entire class over again?

Yes, if you transfer courses you will need to start the class over from the beginning. However, you are able to reuse assignments from your previous or original online TEFL course so long as the assignment instructions has not changed.

6. Will I have the same instructor?

Not necessarily and unfortunately this is something we cannot guarantee. If you would like to request either the same or a different instructor, please contact Student Affairs to talk about those options.

7. Is there a deadline/timeline for putting an enrollment on hold?

No! If you are unsure as to when you would like to restart your TEFL course, please contact Student Affairs and we will come up with a new plan with you. There is no timeline of when you will need to start your course again.

8. What do I do if I need to withdraw from my course completely and do not want to take it again?

Please contact the Student Affairs Department to determine if you are eligible for a refund. You can also read the refund policy in International TEFL Academy's <u>Terms and</u> <u>Conditions</u>.

9. Can I transfer from an online course to an in-person course?

Yes. Please refer to International TEFL Academy's <u>Terms and Conditions</u> and contact Student Affairs with additional questions regarding the transfer process and fees.



International TEFL Academy www.InternationalTEFLAcademy.com