

ITA 4-week Intensive Online TEFL

November 2020 Course Schedule

Four-week Calendar. To join a session, click on the corresponding hyperlink located directly below. Theory classroom items are in one font and with a light blue background. Practicum items use a darker, tighter font and have no background coloring.

| | |
|-----------------------|--------------------------|
| Theory Classroom Link | Practicum Classroom Link |
|-----------------------|--------------------------|

| Week One | | | | | |
|---------------------------------|--|---|--|--|---|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Session 1 9:30-10:15 | Theory Course Overview | Chapter 1 – Role of the Teacher | Chapter 4 – Methods and Approaches | Chapter 5 – Lesson Planning Stages | Lesson Planning – Whole Class Creates Together |
| Session 2 10:30-11:15 | | Chapter 2 – Student Centered Classroom | ½ Chapter 6 – Teaching Grammar | Writing Lesson Plan Objectives | |
| 11:15-12:15 | Theory Office Hours | Theory Office Hours | Theory Office Hours | Theory Office Hours | |
| Session 3 12:30-1:30 | Practicum Overview Ends at 2:45 | Peer Teaching Practice – Peer Quiz | Peer Teaching Practice – Individual Differences | Peer Teaching (GRADED) – Grammar | |
| Session 4 2:30-6:00 | | Practicum Themes & Topics Break at 3:20 Meets at 4:30 | Foreign Language Lesson ESL/EFL Teaching Methodology Break at 3:30 Ends at 4:30 | Grammar for Practicum Prep (Optional) Ends at 3:30 | |
| | | | | 1:1 Trainee Name 3:30-4:00 | |
| | | | | 1:1 Trainee Name 4:00-4:30 | |
| | | | | 1:1 Trainee Name 4:30-5:00 | |
| | | | | 1:1 Trainee Name 5:00-5:30 | |
| Homework DUE for Theory | <ul style="list-style-type: none"> ✓ Pre-course Grammar Module ✓ Day 1 Ice Breaker | <ul style="list-style-type: none"> ✓ Ch 1 and 2 with quizzes ✓ Post Day 2 reading questions | <ul style="list-style-type: none"> ✓ Ch 4 with Quiz ✓ Ch 6 Grammar ✓ Individual Differences Presentations ✓ Post Day 3 reading questions | <ul style="list-style-type: none"> ✓ Ch 5 with Quiz ✓ Prepare for Graded Grammar Peer Teaching ✓ Post Day 4 reading questions | <ul style="list-style-type: none"> ✓ Peer Teaching Grammar Reflection <p>DUE SUNDAY 9AM:</p> <ul style="list-style-type: none"> ✓ PPP Lesson Plan |
| Homework DUE for Practicum | <ul style="list-style-type: none"> ✓ Zoom Practice and Demo | | <ul style="list-style-type: none"> ✓ Observation #1 (Moodle) | <ul style="list-style-type: none"> ✓ Observation #2 (Moodle) ✓ One-to-one sessions: Lesson Plans* | |

Theory Classroom Link

Practicum Classroom Link

Week Two

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|---|--|---|
| Session 1 9:30-10:15 | Overview of Verb Tenses and Grammar | Chapter 7 – Listening | Chapter 8 – Pronunciation | Chapter 8 – Speaking | |
| Session 2 10:30-11:15 | ½ Chapter 6 – Lexis | Chapter 7 – Reading | Chapter 8 – Pronunciation, Continued | Chapter 8 – Speaking, Continued | |
| 11:15-12:15 | Theory Office Hours | Theory Office Hours | Theory Office Hours | Theory Office Hours | |
| Session 3 1:30 - 2:30 | Peer Teaching Practice – Vocabulary Teaching Activity | Peer Teaching (GRADED) – Listening and Reading | Peer Teaching Practice – Listening and Pronunciation | Peer Teaching Practice – Speaking Activity | |
| Session 4 2:30-5:30 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | |
| | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | |
| | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | |
| | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | |
| 5:30 - 8:00 | Practicum Office Hours | Practicum Office Hours | Practicum Office Hours | Practicum Office Hours | |
| Practicum 6:15-7:30 To log onto your practicum classes, see Zoom login information. | Beginner Trainee | Beginner Trainee | Beginner Trainee | Beginner Trainee | |
| | Intermediate Trainee | Intermediate Trainee | Intermediate Trainee | Intermediate Trainee | |
| | Intermediate B Trainee | Intermediate B Trainee | Intermediate B Trainee | Intermediate B Trainee | |
| | Advanced Trainee | Advanced Trainee | Advanced Trainee | Advanced Trainee | |
| Homework DUE for Theory | <ul style="list-style-type: none"> ✓ Ch 6 Lexis Part with quizzes ✓ Post Day 6 reading questions ✓ Learner Profile Task 1 | <ul style="list-style-type: none"> ✓ Ch 7 with quiz ✓ Prepare for Graded Listening/ Reading Peer Teaching ✓ Post Day 7 reading questions | <ul style="list-style-type: none"> ✓ Ch 8 with quiz ✓ Peer Teaching L&R Reflection ✓ Research and prepare to share a common pronunciation error and how to work with this error. ✓ Post Day 8 reading questions | <ul style="list-style-type: none"> ✓ Post Day 9 reading questions | DUE SUNDAY 9AM: <ul style="list-style-type: none"> ✓ Reading Lesson Plan Analysis ✓ Mid-Course Evaluations |
| Homework DUE for Practicum | <ul style="list-style-type: none"> ✓ 1:1 sessions: Lesson Plans | <ul style="list-style-type: none"> ✓ 1:1 sessions: Lesson Plans | <ul style="list-style-type: none"> ✓ 1:1 sessions: Lesson Plans | | |

Theory Classroom Link

Practicum Classroom Link

Week Three

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|--|---|---|---|
| Session 1 9:30-10:15 | Chapter 9 – Visual Aids | Chapter 8 – Writing | Classroom Management – Adult focus | Teaching Young Learners | |
| Session 2 10:30-11:15 | Teaching through Songs (no reading) | Chapter 8 – Written Error Correction | Classroom Management – Young Learner Focus (no reading/quiz) | | |
| 11:15-12:15 | Theory Office Hours | Theory Office Hours | Theory Office Hours | Theory Office Hours | |
| Session 3 1:30 - 2:30 | Peer Teaching (GRADED) – Songs | Peer Teaching (GRADED) – Reflecting on Speaking Tasks | Peer Teaching Practice – Scenario | Peer Teaching Practice – Young Learner Activities | |
| Session 4 2:30-5:30 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | |
| | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | |
| | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | |
| | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | |
| 5:30 - 8:00 | Practicum Office Hours | Practicum Office Hours | Practicum Office Hours | Practicum Office Hours | |
| Practicum 6:15-7:30 To log into your evening practicum classes, see Zoom login information. | Beginner Trainee | Beginner Trainee | Beginner Trainee | Beginner Trainee | |
| | Intermediate Trainee | Intermediate Trainee | Intermediate Trainee | Intermediate Trainee | |
| | Intermediate B Trainee | Intermediate B Trainee | Intermediate B Trainee | Intermediate B Trainee | |
| | Advanced Trainee | Advanced Trainee | Advanced Trainee | Advanced Trainee | |
| Homework DUE for Theory | <ul style="list-style-type: none"> ✓ Ch 9 with quizzes ✓ Come prepared to teach using a song ✓ Post Day 11 reading questions ✓ Learner Profile Task 2 | <ul style="list-style-type: none"> ✓ Ch 8 with quiz ✓ Peer Teaching Song Reflection ✓ Post Day 12 reading questions | <ul style="list-style-type: none"> ✓ Post Day 13 reading questions | <ul style="list-style-type: none"> ✓ Come ready to teach an activity for young learners ✓ Post Day 14 Reading Questions ✓ Optional Read – TEYL and BE .pdf | DUE SUNDAY 9AM: <ul style="list-style-type: none"> ✓ Video as a Teaching Tool |
| Homework DUE for Practicum | ✓ 1:1 sessions: Lesson Plans | ✓ 1:1 sessions: Lesson Plans | ✓ 1:1 sessions: Lesson Plans | ✓ 1:1 sessions: Lesson Plans | ✓ 1:1 sessions: Lesson Plans |

Theory Classroom Link

Practicum Classroom Link

Week Four

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|--|--|--|
| Session 1 9:30-10:15 | Chapter 10 – Assessment | Teaching Online (no reading/quiz) | Optional Reading – Business English and ESP (No quiz) | Chapter 3 – Cultural Awareness and Sensitivity | Virtual Graduation Ceremony! 9:30-10:00 |
| Session 2 10:30-11:15 | Chapter 10 – Course Design | Teacher Tech Tools (no reading/quiz) | EFL Interviewing Skills (no reading/quiz) | Culture Day! | |
| 11:15-12:15 | Theory Office Hours | Theory Office Hours | Theory Office Hours | Theory Office Hours | |
| Session 3 1:30 - 2:30 | | Peer Teaching Practice – Online Resource Peer Share | Peer Teaching Practice – Interviewing and Peer Collaboration (by region) | Culture Day! | |
| Session 4 2:30-5:30 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | 1:1 Trainee Name 2:30-3:15 | Practicum Office Hours | |
| | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | 1:1 Trainee Name 3:15 - 4:00 | | |
| | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | 1:1 Trainee Name 4:00 - 4:45 | | |
| | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | 1:1 Trainee Name 4:45 - 5:30 | | |
| 5:30 - 8:00 | Practicum Office Hours | Practicum Office Hours | Practicum Office Hours | | |
| Practicum 6:15-7:30 To log into your evening practicum classes, see Zoom login information . | Beginner Trainee | Beginner Trainee | Beginner Trainee | Beginner Trainee | |
| | Intermediate Trainee | Intermediate Trainee | Intermediate Trainee | Intermediate Trainee | |
| | Intermediate B Trainee | Intermediate B Trainee | Intermediate B Trainee | Intermediate B Trainee | |
| | Advanced Trainee | Advanced Trainee | Advanced Trainee | Advanced Trainee | |
| Homework DUE for Theory | <ul style="list-style-type: none"> ✓ Ch 10 with Quiz ✓ Post Day 16 questions | <ul style="list-style-type: none"> ✓ Come prepared to demo/share a helpful online resource ✓ Post Day 17 questions | <ul style="list-style-type: none"> ✓ Post Day 18 questions DUE BY 2:30PM ✓ Reflective Essay ✓ Optional Reading – TEYL and BE .pdf | <ul style="list-style-type: none"> ✓ Ch 3 Quiz ✓ Culture Presentations ✓ Post Day 19 questions ✓ Final Evaluations | |
| Homework DUE for Practicum | ✓ 1:1 sessions: Lesson Plans | ✓ 1:1 sessions: Lesson Plans | ✓ 1:1 sessions: Lesson Plans | ✓ 1:1 sessions: Lesson Plans | |

Practicum & 1:1 Information

Each trainee is required to meet one-to-one with the practicum instructor at scheduled times and dates throughout the course. Those times and dates are listed on the calendar.

Trainees are to submit any required lesson plans and materials to Moodle by 2:30 pm the day of their individual 1:1 sessions.

Make the most of your time and come prepared to your 1:1 session.

Trainees conduct two observations (via recordings) and teach four practicum classes.

To join a 1:1, click on the Practicum Classroom link located at the top of each calendar page.

To start a practicum class that you teach, log out of your personal Zoom account, and log into the correct ITA Pro Zoom Account (see Zoom login information).

Logging in to your ESL classes

Trainees are not to use their personal Zoom accounts to give practicum classes with ITA, regardless of whether they are pro or basic.

Trainees need to use the following special accounts:

- Beginner@internationalteflacademy.com
- Intermediate@internationalteflacademy.com
- IntermediateB@internationalteflacademy.com
- Advanced@internationalteflacademy.com

Note that instructors should log into these Pro Zoom accounts around 6:15 the night they are scheduled to teach so that they are ready with all content prior to students' arrival around 6:25.

The classes run from 6:30-7:30.

We ask our ESL students that they arrive at 6:25 to allow for any tech or otherwise lags. Plan accordingly with small talk and activities during this time.

Content and Grammar

Our practicum follows a 20-week curriculum that covers the following themes and grammar points. In our 4-week course, we will only cover the section of the curriculum that corresponds to your course dates. The entire 2020 curriculum is listed here so that you see what the ESL students have already covered and what they will cover in the future.

| | Beginner | | Intermediate | | Advanced (content only) |
|---|--|---|--|---|--|
| 2020 | Theme | Grammar | Theme | Grammar | Theme |
| July | Weather and Nature | Progressive vs. Simple tenses (you may introduce present perfect, student level allows) | Sports and Fitness | Perfect tenses - Focus on present perfect (if level of student allows, introduce past and future perfect) | Business and Finance |
| July | Body Parts, Aches, Injuries, & Going to the doctor | Verb Forms (ie. regular vs. irregular) | Relationships | Perfect Progressive tenses - Present, Past, and Future | Current Medical Advances |
| July | Clothes/Fashion | Subject-Verb Agreement | Emergencies & Medicine | Phrasal Verbs | Other Science (biology, chemistry, physics) |
| Aug | Animals | Simple Prepositions | Astronomy, Astrology, Space Exploration, Extraterrestrial Life | Prepositions | Astronomy, Astrology, Space Exploration, Extraterrestrial Life |
| Aug | Technology | Nouns & Articles | Technology & Inventions | Nouns & Articles | Technology & Current Inventions |
| Aug | School | Pronouns | Education | Pronouns | U.S. History |
| Sept | Travel & Things to do when visiting a city | Modals (can, must, may) | Things to do when visiting a city | Modals | Arts & Art Appreciation |
| Sept | Tourist Attractions & Taking Vacations | Adjectives | Arts (incl. Architecture History) | Adjective Clauses | Architecture & Engineering |
| Sept | Giving directions | Adverbs | Tourism & Culture | Reported Speech | World Cultures |
| Oct | Food/Cooking | Gerunds & Infinitives | Money and Finance | Gerunds & Infinitives | Money and Finance |
| Oct | Problems/Complaints | Questions & Imperatives | World Problems | Passive Voice | World Issues, Politics, & Economics |
| Oct | Work | Will and going to | Crime & Law | Future Tenses and going to | Crime & The Law |
| Nov 16 th - Nov 20 th | (Observation week) | | | | |
| Nov 23 rd - Nov 27 th | Resume | Compound Sentences | Resume & Interviews, Economics | Coordinating Conjunctions & Parallelism | Ethics & Philosophy |
| Nov 30 th - Dec 4 th | Job Search & Application (incl. Interviews) | Complex Sentences | Psychology | Connectives (Cause & Effect, Contrast, Conditions) | Psychology & Sociology |
| Dec 7 th - Dec 11 th | Shopping | Wishes | Music, Literature, & Poetry | Conditionals & Wishes | Music Theory |