



VIA TRAINING CENTRE



Online TESL Diploma Programs 2009

Student Handbook

*The VIA TESL Diploma Programs is
Recognized by TESL Canada*

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VIA TESL PROGRAM INFORMATION (Online)

Background

Victoria International Academy (VIA) opened in August 2002, and soon developed the VIA TESL Diploma Program. Chris Whitney (MA, Applied Linguistics) joined the VIA faculty after recently returning to Canada after many years of teaching in Asia, mainly Japan, Korea, and China. Chris, along with Peter Tatchell and Kerry Williams (VIA TESL program administrators) carefully studied the TESL Canada-recognized program requirements and designed the VIA TESL program accordingly. The VIA TESL Diploma Program began using the current curriculum in January 2003.

Our present instructor is Kalid (Kal) Karim. After Kal joined the VIA TESL faculty, he started to work on the VIA On-Line TESL Diploma Program. As he began to fit the classroom content into an on-line structure we began to promote this program and are presently teaching this program across the country.

VIA TESL Diploma Program is taught through the VIA Training Centre, a wholly owned subsidiary of Victoria International Academy of English, Ltd.



Program Description

The VIA On-Line TESL Diploma Program is designed for people wishing to pursue a career in Teaching English as a Second Language (ESL) to non-native speakers around the world, but are either not based in Victoria, or do not have time to attend a classroom program. The “Communicative Approach” is incorporated into this program, which consists of 10 courses that are taken successively. The practicum is “stand-alone”, which gives students the option to complete the practicum at a separate time after they finish the program. Courses are comprised of readings from the text, questions based on the readings, and written assignments designed to explore the readings and assignments and to reveal the students understanding of them. The VIA On-Line TESL Program promotes the philosophy of the “Communicative Approach” to train teachers in Communicative Language Teaching (CLT) with the goal of providing graduates with the confidence and ability to instruct students of all nationalities around the world.

Program Administrators



Peter Tatchell

Teaching Experience: Japan 10 years, Canada 4 years



Kerry Williams

Teaching Experience: Taiwan 7 years, Korea 1 year, Canada 4 years

Program Coordinator / Practicum Supervisor

David Christopher, BA English Literature(Honours)
Minor in Linguistics, MA Candidate

David is a seasoned ESL veteran. In addition to his active academic career, David has been teaching ESL and TESL for several years and has helped develop curriculum for ESL and TESL.

Entrance Requirements

Students applying for entrance into the VIA TESL Diploma Program must meet the following requirements and provide proof they are:

A: A native speaker of English (mother tongue) with a four-year university degree (undergraduate degree). Original transcripts are required.

B: A native speaker of English with high school matriculation. Original matriculation certificate required.

C: A native speaker of another language, have a four-year university degree (undergraduate degree) and have a minimum English test score of one of the following:

TOEFL Paper Test: 550

TOEFL CBT: 213

and a TWE: 5

and a TSE: 60

MELAB: 85 with a speaking test of 4

Can Test: Listening, Reading, Writing 5, Speaking 4.5

CAELS: 80 overall, with a minimum of 70 in both writing and speaking subtests

IELTS: 6.5

Original test score certificate and university transcripts are required.

Types of Certification upon Graduation

1 - Candidates that meet requirements of “A” entrance requirements above and successfully graduate from the VIA TESL Program, will be eligible to receive a TESL Canada Level 1 Certificate.

2 - Candidates that meet the requirements of “B” entrance requirements above will be eligible for the VIA TESL Diploma, but not the TESL Canada Level 1 Certificate.

3 – Candidates that meet the requirements of “C” entrance requirements above and successfully graduate from the VIA TESL Program will be eligible to receive a TESL Canada Level 1 Certificate.

Note: Students eligible for a TESL Canada Level 1 Certificate are responsible for applying and paying all application fees to TESL Canada for this certificate. VIA staff will help with this application.

Transfer of Credits

The TESL Canada Level 1 Certificate is an internationally recognized certificate that can be applied to TESL Canada Level 2 or higher certificates based on the criteria of those level certificates.

The VIA TESL Diploma Program does not have any university or college transfer credits.

Curriculum

| | |
|-----------|---|
| Course 1 | Methodologies, Classroom Principles and Learner Motivation (Chapters 1-5) |
| Course 2 | Learner Variables & Socio-political/ Institutional Contexts (Chapters 6-8) |
| Course 3 | Techniques, Textbooks & Technology, How to Plan a lesson (Chapters 9 & 10) |
| Course 4 | Interactive Language Teaching: Initiating and Sustaining Interaction (Chapters 11-12) |
| Course 5 | Classroom Management & Strategies-Based Instruction (Chapters 13 & 14) |
| Course 6 | Speaking & Writing (Chapters 17 & 19) |
| Course 7 | Listening & Reading (Chapters 16 & 18) |
| Course 8 | Integrating the Four Skills: Content-Based Instruction (Chapter 15) |
| Course 9 | Presentation, Practice & Production: Form-Focused Instruction (Chapter 20) |
| Course 10 | Language Testing & Professional Development (Chapters 21-23) |

Practicum Supervisor

David Christopher

Class Times

Students are allowed to progress at their own rate with the stipulation the program be finished within one year of the start.

Practicum

Note: It is the responsibility of the TESL student to find a qualified Sponsor teacher for their practicum. In order to ensure that the sponsor teacher is qualified, the TESL student must have the Sponsor Teacher TESL Canada Certification Form filled out and returned to VIA Training Centre before beginning their practicum. This is a very important step because the practicum will not be acknowledged if the sponsor teacher does not meet TESL Canada requirements.

The practicum should be completed at a TESL Canada-recognized institute. There is a list of recognized institutes on the TESL Canada websites. The practicum must be completed in order to be eligible for TESL Canada certification. TESL students have one year from the beginning of the VIA Online TESL Diploma Program to complete all 10 courses and the practicum.

VIA Training Centre will assist students to find a suitable practicum location. If students are in Victoria, they are welcome to complete their practicum at VIA.



If the practicum is not completed at VIA, students must ensure the practicum sponsor teachers with whom they complete the 10 hours of observations and 10 hours of solo teaching are certified by TESL Canada.

The Practicum consists of:

- 1: 10 hours of directed ESL class observations
- 2: 10 hours of observed solo teaching
- 3: teaching preparation and approval of lesson plans by the sponsor teacher

Evaluation

Evaluation is based on the quality of the answers to the assigned questions and the assignments, and submitted lesson plans. Students scoring 80% (cumulative) or better on the evaluation criteria qualify for the VIA On-Line TESL Diploma. Grading criteria will be evaluated according to the following distribution of marks:

| Evaluated Criteria | Distribution of Marks |
|--------------------|-----------------------|
| Assigned Questions | 40% |
| Assignments | 40% |
| Lesson Plans | 20% |
| Total | 100% |

Practicum criteria will be evaluated according to the following distribution of marks:

| Evaluated Criteria | Distribution of Marks |
|-------------------------------------|-----------------------|
| Solo Teaching | 50% |
| Post- solo teaching discussion | 25% |
| Material Assessment and Application | 25% |
| Total | 100% |

Total course grade will be evaluated according to the following distribution of marks:

| Percentage Range | Letter Grade |
|------------------|--------------|
| 90-100% | A+ |
| 85-89% | A |
| 80-84% | A- |
| 76-79% | B+ |
| 72-75% | B |
| 68-71% | B- |
| 64-67% | C+ |
| 55-63% | C |
| 50-54% | D |
| 0-49% | F |

Trainee Rights

Trainees are entitled to access to VIA facilities including, but not limited to, the computer lab, TESL library, and kitchen and lounge areas.

In addition, Trainees are entitled to a safe and non-threatening environment, and are protected by VIA's Definitions and Policies Regarding Behaviour guidelines which are available at the VIA front counter.

Trainees are also entitled to private appointments with the TESL instructor and can arrange times directly with the instructor.

Trainees have the same rights and privileges as all students at VIA as outlined by all local, provincial, and federal laws, as well as those defined by TESL Canada and the Private and Post-Secondary Education Commission.



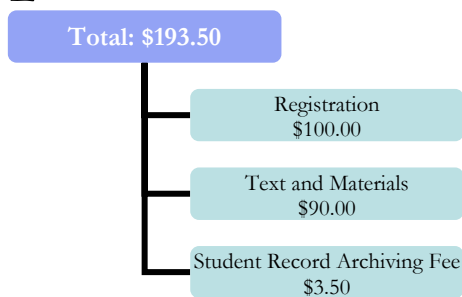
Textbook

Required Text: Teaching By Principles: An interactive Approach to Language Pedagogy (3rd Edition), Dr. H. Douglas Brown. ISBN-10: 0-13-612711-8

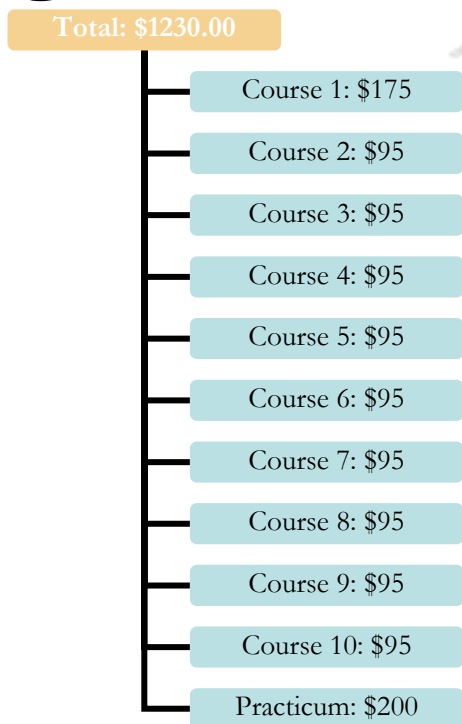
The textbook can be purchased at VIA before or on the first day of class. Students can also purchase this book by stores carrying Longman ESL texts or through an online bookseller.

Fee Schedule, Regulations, and Refunds

Program Fees:



Course Fee:



Total Program Fees: \$1423.50

Appeals

Trainees are entitled to appeals. Appeals will be heard by the Board of Directors of VIA and decisions will be based on school policies and applicable laws.

VIA will work in good faith to resolve all appeals in a fair and timely manner, however, if trainees are not satisfied with VIA appeal decisions then they have the option and right to request arbitration.

VIA appeals do not inhibit trainee's legal rights or access to legal advice or representation.



Registration Fee: Due at time of registration

Tuition, GST: Due before the first course. Course can be paid for separately.

Text: Must be purchased before beginning Course 1.

The registration fee must be received in order to be officially enrolled in the VIA On-Line TESL Program. This fee is non-refundable. All remaining fees are due on or before the first day of class. Late payments may result in loss of trainee status in the program and forfeit of paid fees.

Refunds are calculated according to the Private Career Training Institute Commission (BC) Directives. These policies can be found at the reception counter at VIA, in the student contract, on our website, and at: <http://www.pctia.bc.ca>

Academic Dishonesty and Harassment

VIA's TESL Program has an obligation to ensure academic integrity. All cases of cheating or plagiarism, and any variations thereof, will be immediately referred to the Programs Coordinator. Students who participate in any form of cheating and/or plagiarism may be required to withdraw from the VIA TESL Program.

Students are expected to carefully review the following points discussing academic integrity and group projects that have been adopted by the VIA TESL Program.

Acts of academic dishonesty include, but are not limited to, the following:

- ❖ using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- ❖ duplicating a table, graph or diagram, in whole or in part, without referencing the source.
- ❖ paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g. personal communication, ideas from a verbal presentation) without referencing the source.
- ❖ copying the answers of another student in any test, examination, or take-home assignment.
- ❖ providing answers to another student in any test, examination, or take-home assignment.

Questions This Course Will Answer

- ❖ How do I plan a lesson?
- ❖ How do I follow a lesson plan?
- ❖ What do I do if the lesson plan falls apart?
- ❖ How do I manage a classroom?
- ❖ How do I keep control in a classroom?
- ❖ What if the students don't talk?
- ❖ What if the students ask questions I can't answer?
- ❖ What if I give the wrong answer?
- ❖ How do I teach the four skills (reading, writing, listening & speaking)?
- ❖ How do I teach pronunciation?
- ❖ How do I teach children?
- ❖ How do I teach adults?
- ❖ How do I teach secondary school students?
- ❖ How do I teach different proficiency levels?
- ❖ How do I choose a textbook?
- ❖ How do I evaluate students?
- ❖ How do I incorporate evaluations into the curriculum?
- ❖ How do I make lessons "interactive"?
- ❖ How do I use games and activities in the classroom effectively?

- ❖ taking any unauthorized materials into an examination or term test.
- ❖ impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination.
- ❖ stealing or mutilating library materials.
- ❖ accessing test prior to the time and date of the sitting.
- ❖ changing name or answer(s) on a test after that test has been graded and returned.
- ❖ submitting the same paper or portions thereof for more than one assignment, without discussions with the instructor(s) involved.



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TESL Canada

For more details regarding
TESL Canada guidelines
and information, please
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