

Certificate in Teaching English as a Second/Foreign Language (In House, or self-paced)

The Certificate in TESL/TEFL is offered both in-class and by distance. Programs are 100 hours in length. When it is completed in conjunction with 10 hours of classroom observation and 10 hours of supervised practicum with adult ESL learners, participants who hold a university degree and are native English speakers, or are non-native English speakers who have achieved one of the following English proficiency scores, are eligible to apply for Certification with TESL Canada: TOEFL (score of 213 on the computer based TOEFL, plus a TWE of 5 and a TSE of 60), IELTS (score of 6.5 overall), MELAB (score of 85, with a speaking test score of 4), or CanTEST (listening, reading and writing 5, and speaking 4.5)

In-Class Programs:

In-class (IC) Programs are modular in format and are delivered through instructor-led seminars and are supported by texts. Participants are expected to complete readings and assignments outside of class time. Evaluation consists of grading on class participation and assignments that demonstrate a mastery of the material. In order to successfully complete an in-class program, students must be in attendance for 90% or more of the class time. Students must complete all modules and assignments with an overall average of 65% or greater. A grade of 65% or higher on each of the lesson plan assignments, demonstration lessons, and materials development is required for successful completion. If students do not receive 65% or greater on these assignments, they will be required to re-submit them. Only one re-submission per assignment is permitted. Students are allowed to re-submit up to a maximum of three of these assignments.

Distance Education Programs: (Self-paced program)

The self-paced program is delivered in modular format. There are a number of assigned readings for each module, accompanied by reflection exercises, which are designed to help the learner understand the material and course assignments. Only the course assignments are to be submitted for grading. Course evaluation is based on the performance on these assignments. You are required to successfully complete all modules. A grade of 65% or higher on each module is required for successful completion of the program. If you do not achieve 65% or greater on a module, you will be required to re-submit it. You are permitted to resubmit up to two modules

It is recommended that students complete one module per week. (Each module requires 7 to 9 hours for completion.) Hence, the minimum length of time to complete the Certificate may take 3 months. Students have up to one year to complete the Certificate.

Grading:

All assignments are graded by a course instructor or marker. For the in-class program, 2 copies of each assignment are to be submitted. One will be kept on file and the other returned. The returned copy will include instructor comments. For the distance program, only one copy need be submitted. It may be submitted physically or electronically. Assignments submitted in the distance program (self-paced) will not be returned and will be kept on file. You will receive a detailed grading sheet from the instructor/marker.

Practicum: Classroom Observation and Practice Teaching

Practicum refers to the combined 10 hours of classroom observation and 10 hours of supervised practice teaching. Graduates who wish to be certified by TESL Canada are required to complete 10 hours of classroom observation and 10 hours of supervised practice teaching in a classroom with adult ESL learners. Although it is strongly recommended, it is not required to successfully complete the practicum for the Certificate. The successful completion of the practicum is noted on the graduation certificate and in the Letter of Completion from Study Abroad Canada Language Institute.

Students may choose to complete this teaching at Study Abroad Canada Language Institute or at a different school, in coordination with SACLI. The director of the program will place students in a classroom situation with adult ESL students under the supervision of qualified instructors. When students have completed the required hours for the practicum, a teaching evaluation form will be completed by the supervising teacher. One copy will be given to the student, while the other will be returned to SACLI.

Course Content:

Students in the Certificate will look at the following subjects: Lesson planning, Classroom management, Language acquisition, Techniques and Methods of Language Teaching, Teaching grammar, Teaching receptive skills, Teaching productive skills, Teaching vocabulary, Curriculum development, Writing in ESL/EFL classes, Second Language reading, Teaching listening comprehension, Speaking in the L2 classroom

Fees, Payments, Cancellations and Refunds:

	Advanced Certificate
Tuition	\$1,500.00
Texts and Materials	\$ 350.00
Practicum (Optiona*1) • Required for TESL Canada certificate	\$ 250.00
Shipping (for participants outside of North America)	\$ 75.00

Payments can be made with cheque, cash, money order, Visa or MasterCard. In special circumstances, payment terms may be arranged in writing with Study Abroad Canada. **In these cases, the TESL certificate will not be granted until the fees are paid in full.**

Applicants will include a \$100.00 registration fee with their completed application. The registration fee is non-refundable except in the instance that the applicant is not accepted into the program or the program is cancelled. The tuition fee will be reduced by the amount of the deposit.

For the in-class program, the remainder of fees is due 30 days before the beginning of the program. For the distance education program, the remainder of fees is due upon receipt of your acceptance into the program. Materials will not be shipped until the tuition and materials fees are received.

Withdrawal / Cancellation

Prior to the program start: All notices of withdrawal must be made in writing. A full refund will be made to participants in the event that Study Abroad Canada is required to cancel a program prior to its commencement. A full refund, less the deposit, will be made to international students who are attending an in-class program and who are denied a visa, even if the student is forced to cancel the program within 30 days of the program start. In this case, the student must provide Study Abroad Canada with the original refusal letter.

Withdrawal prior to 2/3 of course completion: A student who withdraws, voluntarily or involuntarily, from the program prior to the completion of 2/3 of the course shall be responsible for paying the tuition fees for the portion of course completed plus 10%.

Withdrawal after 2/3 of the course has been completed: A student who withdraws from the course after 2/3 of the course has been delivered is not entitled to a refund.

Course Commencement: Course commencement is the first day on which a scheduled class is held for the in-class programs, or the day after the materials have been shipped for the self-paced program. Materials will be shipped via a method for which there is a receipt and tracking number, indicating the date of shipment.

Delinquent Accounts: Where a student fails to make a payment as is required under the agreement, the school is entitled to suspend the student from attendance, suspend delivery of instructional materials, withhold evaluation results, withhold graduation diploma, inform credit agencies and/or sponsoring bodies, engage a credit agency to collect the owed money, and charge interest in the amount of 2% compounding monthly and penalties equal to the cost of collecting the debt.

Academic Dishonesty: Students will receive a failing grade in the program for: plagiarism, failure to complete all required assignments, and/or receiving a failing grade on the re-submission of an assignment.

Harassment: The harassment of fellow students, instructors, or ESL learners will not be tolerated and is grounds for dismissal from the program.

Application Procedure

- 1.) Complete the application form.
- 2.) Submit your application with a \$100 (Cdn) non-refundable registration fee.
For the in-class program, the remainder of fees is due 30 days before the beginning of the program. For the distance education program, the remainder of fees is due upon receipt of your acceptance into the program. Students whose fees are not current will not receive the materials or be eligible to graduate.
- 3.) Along with the application form, you should send an official transcript of your university marks or a photocopy of your university diploma, where applicable. All students must have completed Grade 12. We will accept students who do not have a university degree. However, please note that if you do not have a university degree, you will not be eligible to apply for TESL Canada's National Recognition Standards or for CAPLS certification.
- 4.) Complete the grammar quiz.
- 5.) Write a 250-500 word essay (handwritten) on the following topic:
Why are you interested in completing the Certificate in Teaching English as a Second/Foreign Language?
- 6.) Please return your application form with the non-refundable deposit to:
Study Abroad Canada (Attn: Helen Green) P.O. Box 3231, 51 University Avenue, Charlottetown, Prince Edward Island Canada, C1A 7N9
Fax: (902) 892 – 1198 Email: hgreen@studvincanada.ca
- 7.) Once we have received all of your documents, we will review your application. You will be notified within two weeks whether you have been accepted into the Certificate program. (In some instances, we may choose to conduct a phone interview with you. On the Application Form, please indicate a phone number and times at which you may be reached.)

Application Form and Student Contract

First Name: _____ Family Name: _____

Complete Mailing Address: _____

Telephone: Home: _____ Work: _____

Fax: _____ E-mail: _____

Secondary Education : (Please indicate the name of the high school where you completed Grade 12)

Name of high school: _____

City where high school is located: _____ Province/State: _____

Post-Secondary Educational background, where applicable (degree, university):

Have you previously travelled or lived overseas? Yes No If yes, please explain particulars below.

Have you ever taught/tutored English as a Second/Foreign Language students before? Yes No

If yes, please explain particulars: _____

What is your current occupation / field of study? _____

Request for Admission:

I would like to register in the following Certificate in Teaching English as a Second/ Foreign Language (Please circle.):

SACLI TESL Certificate (In house) _____

SACLI TESL Certificate (Self-paced) _____

My deposit will be paid by: Cheque/cash MasterCard Visa Payment plan

Visa / Mastercard number (Circle one.): _____ Expiry date: _____

I have read the information and understand the details concerning the program, deposit and fees.

Student's Signature: _____ Date: _____

Study Abroad Canada ensures that it will deliver the program, as described on the attached pages which form part of this contract.

Signature of SAC school official: _____ Date: _____

Once we have received all your documents, we will review your application. You will be notified within two weeks whether you have been accepted into the Certificate program. (In some instances, we may choose to conduct a phone interview with you. Please indicate a phone number and times at which you may be reached.) _____

NB: Study Abroad Canada and this form are subject to the Private Training Schools Act and Regulations of the Province of Prince Edward Island. Under this Act, Study Abroad Canada is not permitted to make any guarantees of employment. Refunds will be granted in accordance with these regulations (sections 11 and 12).

Study Abroad Canada (Attn: Helen Green) P.O. Box 3231, 179 Queen Street, Charlottetown, Prince Edward Island, Canada, C1A 7N9
Tel: (902) 628-2379 Ext. 111 Fax: (902) 892 - 1198 Email: hgreen@studyincanada.ca

Grammar Quiz

Please complete and submit the following grammar quiz with your application form. Do not worry if you cannot answer all the questions. We simply ask that you try your best.

1. *He gave me the ball.* In the preceding sentence, what is the:

Subject: _____ Verb: _____

Direct Object: _____ Indirect Object: _____

2. "A, an, the" are called _____

3. Words such as "big, blue, intelligent, clumsy" are called _____

4. Please explain why "furnitures" is wrong in English. _____

5. "Quickly, slowly, well" are examples of _____

6. Complete the following:

big	bigger	biggest
short	_____	_____
beautiful	_____	_____
happy	_____	_____

Please explain why the above adjectives are formed in different ways.

7. Put an apostrophe in the following sentences, if necessary:

Its an unusual statement.

The tree has lost its leaves.

8. Identify the verb tenses in the following sentences:

I went to the bank. _____ I was worrying about my exam. _____

I am worrying now. _____ I had worried about the exam. _____

9. A fire alarm is a signal _____ immediate action.

- a.) it requires
- b.) to require
- c.) a requirement
- d.) that requires

12. _____ writing an exam fail to show up.

- a.) Seldom do students
- b.) Seldom students
- c.) Students seldom
- d.) Students so seldom

10. The greater the degree of difficulty, _____.

- a.) than they receive more points.
- b.) the more points the skiers receive.
- c.) more points the skiers receive.
- d.) they receive more points.

13. We had better _____ soon.

- a.) to leave
- b.) leave
- c.) leaving
- d.) leaves

11. _____ young, babies babble a lot.

- a.) When they
- b.) They are
- c.) When
- d.) When are

14. She made her son _____ to bed at 8 pm.

- a.) goes
- b.) go
- c.) to go
- d.) going

15. Everyone _____ Mary may leave.

- a.) except
- b.) excepting
- c.) accept
- d.) accepting