

PROGRAM PROPOSAL (DRAFT)

Professional Development Certificate in Teaching English as a Foreign Language (TEFL)

Summer partner program

July - August 2023



PRESENTED TO:

Osaka Kyoiku University

PRESENTED BY:

University of Victoria, English Language Centre

PREPARED BY:

Dr. Seppy Masoodi, ELC Director

DATE:

April 22, 2023

The University of Victoria (UVic) is one of Canada's leading universities and has been ranked in the top 1% of universities in the world by Times Higher Education (UK). UVic has developed innovative programs in interdisciplinary research, in its professional schools, in co-operative education, distance education, and international skills development. The University is known for quality teaching, excellence in research, and service to the community. The University of Victoria has linkages with 120 institutions in 27 different countries.

The university campus has educational facilities, such as libraries, computer laboratories and classrooms, as well as recreational facilities, housing and food services, a movie theatre, a radio station, a bookstore and campus shop, pubs, and a student center. The campus can be accessed by roads, bike paths, sidewalks, and trails that wind through the gardens and forested campus property.

The English Language Centre works in cooperation with academic departments at the University to support their efforts at internationalization and programming for international students. ELC also offers a variety of programs and trainings intended for instructors and educational leaders.

PROGRAM DESCRIPTION

Professional Development Certificate in Teaching English as a Foreign Language (TEFL) - Customized

The Professional Development Certificate developed for international educators of English provides an immersive three-week program on campus at the University of Victoria. As a non-credit professional development program, this program offers a stimulating, interactive teaching and learning environment in which international teachers will build a professional network, develop their ability to communicate and teach more effectively in English in six skill areas: listening, speaking, reading, writing, viewing (e.g. interpreting images, movies, graphics, etc.) and representing.

In addition to enhancing participants' general English skills through the use of English as the language of instruction, this program provides a strong professional development focus. Participants will learn a variety of teaching methodologies, curriculum planning strategies, and communicative-experiential classroom techniques which will enable them to plan, design, and develop effective English as a foreign language (EFL) lessons to apply in their classrooms in their own educational environment.

Successful completion of this three-week, face-to-face program culminates in a Professional Development Certificate in Teaching English as a Foreign Language.





LEARNING OBJECTIVES

Participants in this program will develop their skills and knowledge in teaching English to English Language Learners (ELL) with a particular focus on:

- enhancing their ability to provide effective and efficient instruction to English Language Learners in a K – 12 system
- improving their skills in communicative/experiential* classroom instruction
- reviewing key principles of second language instruction and acquisition, including methodologies, assessment and evaluation strategies, and curriculum development
- participating in a stimulating, interactive professional development experience
- acquiring language which will enable them to more readily communicate with colleagues in a K – 12 system
- introducing current research and trends in the area of primary and secondary education
- networking with other educators
- reflecting on their own professional practices

* Communicative/experiential learning is an approach which focuses on the purposeful use of language to perform real-life tasks through listening, speaking, reading, viewing, and writing while being aware of what is culturally, linguistically, and age appropriate.

PROGRAM SCHEDULE

The program will be offered at the University of Victoria campus as follows:

Over three weeks, the core program consists of:

➤ *Formal classroom instruction: Approximately 60 hours*

Participating international teachers will have approximately twenty (20) hours per week of formal classroom instruction on current and effective methodologies, approaches, principles and techniques for teaching English language skills.

The classroom instruction will enhance specific skill areas and introduce teachers to current research, trends, and practical take-away teaching materials, strategies, and techniques. This knowledge can be used for immediate application in their home teaching context or act as complementary knowledge for pre-service teachers seeking to become a classroom teacher of English.

Other professional and extra-curricular activities such as:

➤ *Special workshops facilitated by scholars and/or experienced instructors*

Afternoon professional development sessions will be offered on designated days. Workshops will focus on various subjects such as engaging learners, drama and music in the classroom, interactive games, vocabulary enhancement, linguistics, best practices in education, etc. Facilitators will share invaluable information and practical activities based on the latest research and trends in second/foreign language teaching and learning.

➤ *Micro-teaching seminars/Educational Visit*

During the seminars, participants will have an opportunity to apply and practice TEFL teaching techniques in a lesson format. Each participant will present a mini-lesson and participate in constructive feedback discussions to enhance their learning of TEFL skills.

Included in this program may be an educational visit at a local school/UVic classroom or participation in a panel discussion with local educators.

➤ *Various socio-cultural events*

These activities include visits to culturally significant sites such as the Royal British Columbia Museum and the British Columbia Legislative Building. As well as, other social activities, like Coffee Social where participants have opportunities to practice and converse in English.

- opportunities to engage in professional discussions with other educators; and
- a safe and respectful immersion context for the enhancement of both language and cultural intelligence.

Opportunities for practice, interaction, feedback, and cross-cultural understanding are purposefully woven throughout the entire program. Teacher input and engagement (participation) is an integral component of this program. Classes are taught by highly experienced English language teachers, facilitators, and trainers in a positive, supportive and respectful teaching environment.

We have allowed for some unstructured time within this intensive program for participants to study or to engage both Canadian and other international educators in authentic communication in an English language environment. Computer labs are available on campus for the completion of classroom assignments and projects.

PROGRAM DATES

Arrival: July 30 (Sunday)- Departure: August 19 (Saturday), 2023

Program dates: July 31 (Monday)–August 18 (Friday)

Note: August 7, 2023 is a statutory holiday and there will be no classes on that day.

PROGRAM FEES

For a group of 12 to 19 participants:

Customized Program Fees (includes deposit \$350)	CAD \$2060 (includes 350 deposit)
Student Services fee	CAD \$208
Application Fee	CAD \$150
<hr/>	
Total Program Fees	CAD 2,418

For a group of 20 to 25 participants:

Customized Program Fees (includes deposit \$350)	CAD \$1960 (includes 350 deposit)
Student Services fee	CAD \$208
Application Fee	CAD \$150
<hr/>	
Total Program Fees	CAD 2,318

Accommodation & Meal Options

Dorm accommodation (includes a meal plan)	CAD 1,790
Cluster Housing (Based on occupancy of 4 participants)	CAD 1,150
Additional meal plan (optional)	CAD 600

This per student fee is based on a minimum of 12 participants. For a group of less than 12 or more than 25 participants, the fees will need to be recalculated. Tuition fees for ELC programs and services are in Canadian Dollars (CAD). Cash payments will not be accepted. Individual payments from the participants will not be accepted.

OKU will inform ELC of the number of program participants on or before **June 5, 2023** and provide ELC with completed "Group Registration Form" which will include participants' information. One invoice for the total fees will be issued to OKU, and all fee payments should be made by electronic transfer directly to the UVic bank account on or before **June 19, 2023**:

Royal Bank of Canada
1079 Douglas Street
Victoria, BC V8W 2C5
Canada
Transit #08000, Account #000-009-1
University of Victoria, CSIE
Division of Continuing Studies
SWIFT ROYCCAT2

Refund Policy

The following fees are non-refundable:

- \$150 application fee
- \$350 deposit per program

No refund of tuition is possible after the program start date. Please see [refunds and transfers of fees](#) for more information.

If the number of participants fall below 12 due to cancellations, the per student fee must be recalculated and additional fees will apply.

Program fees include:

- Full tuition
- Application fee
- Course materials
- Certificate of participation and evaluation
- Bus pass
- Health insurance for the duration of the program
- CARSA gym access
- Final certificate banquet
- University of Victoria Identification Card
- Access to most University of Victoria facilities and resource (access to some athletic and recreational facilities, e.g. swimming pool, weight-training room, etc., require an additional cost)

Program fees do NOT include:

- Transportation to and from Victoria
- Transportation to and from UVic campus
- Any additional activities outside of the scheduled program activities
- Personal expenses
- Accommodation and meals (option to be confirmed)

MEDICAL INSURANCE + STUDENT SERVICE FEE + STUDENT ID

Medical insurance ([guard.me](#)) is mandatory for all international students enrolled in programs at the University of Victoria. Students will be charged a Student Services fee that will cover health insurance, a local bus pass and access to the UVic world-class CARSA recreational facilities for the duration of the program.

Students will receive a University of Victoria Identification Card (ONECard) and computer NetLink ID, which will provide each student access to the services and facilities available at UVic. Students will have full use of the library, computer facilities, and language labs.

CONTACTS

Academic matters and emergencies within office hours

Dr. Seppy Masoodi, Director, ELC

ELCDirector@uvic.ca

1-263-638-4629

General Inquiries

Ms. Margarita Coppard, ELC Program Assistant

ELCProgramAssistant@uvic.ca

1-250-721-7290

Admission and Student Services

Ms. Christa Kutzner, Supervisor

christak@uvic.ca

1-250-721-8799

Recruitment

Ms. Rena Fowler

renaf@uvic.ca

1-250-721-8452

Our Mailing Address

English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC, V8W 2Y2
Canada

Courier Address

English Language Centre
University of Victoria
Continuing Studies Building
3800 Finnerty Road (Ring Road)
Victoria BC
V8P 5C2 Canada

For assistance, please visit the 2nd floor main reception in the Continuing Studies building at 3800 Finnerty Road (Ring Road), Victoria BC, V8P 5C2 Canada

Afterhours Emergency (24/7)

Campus Security 1-250-721-7599

24 hour emergency response

They will contact ELC staff at home if necessary, after hours.



UNIVERSITY OF VICTORIA

The University of Victoria (UVic) has consistently been named one of Canada's leading universities over the past several years according to *Maclean's*, Canada's national magazine. The university has also been identified in *Times Higher Education's* (UK) 2019 Global University Employability Ranking as the best Canadian comprehensive university—and one of only nine Canadian universities overall—in preparing its students for the workplace. Results are based on feedback from top international companies. UVic has developed innovative programs in interdisciplinary research, cooperative education, distance education, international skills development, and in its professional schools. The university is known for quality teaching, excellence in research, and service to the community, and is proud to be linked with nearly 120 institutions in 27 different countries.

UVic is a medium-sized university with approximately 20,000 students, and is a friendly and comfortable place to study. The university provides undergraduate and graduate programs in 50 departments in the faculties of Science, Education, Engineering, Fine Arts, Humanities, Social Sciences, Law, Human and Social Development, and Business, in addition to the divisions of Continuing Studies and Medical Sciences. Approximately 1,800 full-time, associate faculty and instructional staff work in cooperation with a professional and support staff of almost 1,600 to deliver a broad range of programs and services.

The university campus has educational facilities which include libraries, computer laboratories and classrooms, as well as recreational facilities, housing and food services, a movie theatre, radio station, bookstore and campus shop, pubs, a health/medical centre, and a student centre. The campus is a 15-minute drive from downtown Victoria and can also be accessed by bike paths and trails that wind through the gardens and forested campus property.



**Best Canadian
comprehensive
university.**

Times Higher Education





THE CITY OF VICTORIA

Victoria is the capital city of the province of British Columbia and has a population of nearly 400,000. It is located on Vancouver Island, and is roughly three hours by ferry boat from Vancouver and four hours from Seattle (or 20- and 40-minutes by plane, respectively).

Victoria is a safe and friendly, medium-sized city with a thriving downtown scene that has been voted "one of the 10 most livable cities in the world."

The city offers a wide range of entertainment from world class restaurants, theatre and opera, to outdoor activities and recreation. You can enjoy the natural beauty of the island's ocean, mountains and lakes all year. Residents of Victoria welcome newcomers to this beautiful capital city, and are proud to share west coast Canadian life with you.

