

DIVISION OF CONTINUING STUDIES  
UNIVERSITY OF VICTORIA

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**PROFESSIONAL DEVELOPMENT  
CERTIFICATE IN TEFL (ONLINE)**

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Osaka Kyoiku University

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June 28 – August 20, 2021

**CONTINUING  
STUDIES @UVIC**

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## UNIVERSITY OF VICTORIA

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The University of Victoria (UVic) is one of Canada's leading universities and is consistently ranked as one of the top three comprehensive universities in Canada by Maclean's magazine. Worldwide, UVic is ranked in the top 1% of universities by Times Higher Education. UVic has developed innovative programs in interdisciplinary research, in its professional schools, in co-operative education, in distance education, and in international skills development. The university is known for quality teaching, excellence in research, and service to the community. UVic has connections with 118 institutions in 27 different countries.

UVic 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.

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## TEFL PROGRAM OBJECTIVES

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The Professional Development Certificate (online) developed for international educators of English provides an 8-week program online through the University of Victoria. As a non-credit professional development program, this program offers a stimulating, asynchronous and synchronous online learning environment in which international teachers and graduate students will build a professional network with one another and develop their ability to communicate and teach more effectively in English in six skill areas: listening, speaking, reading, writing, grammar, and vocabulary acquisition.

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. It will present participants with a variety of teaching methodologies, lesson planning and activity strategies, and communicative-experiential\* classroom techniques which will enable them to plan, design, and develop effective EFL lessons to apply in their classrooms in their home country both face-to-face and online. Successful completion of this 8-week, online program, culminates in a Professional Development Certificate in Teaching English as a Foreign Language.

*\*An approach in learning which focuses on the purposeful use of language to perform real-life tasks, e.g. micro-teaching, while being aware of what is culturally, linguistically, and age appropriate.*

Participants in this program will:

- assess their ability to provide effective and efficient instruction to English Language Learners in a K – 12 system;
- apply their skills in communicative/experiential classroom instruction;
- recognize key principles of second language instruction and acquisition, including face-to-face and online methodologies, assessment and evaluation strategies, and lesson/activity development;
- employ language which will enable them to more readily communicate with colleagues in a K – 12 system;
- analyze current research and trends in the area of primary and secondary education;
- practice in a stimulating, interactive professional development experience;
- use the online community that will assist in all of the above;
- interpret and revise their own professional practices.

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## PROGRAM STRUCTURE

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The approximately 50-hour online *Professional Development Certificate in Teaching English as a Foreign Language* will be offered through the University of Victoria from **June 28 through August 20, 2021** and will focus on enhancing English teaching skills. It will include:

### 1) Stages:

- a. STAGE 1 – Online **Asynchronous** (with approximately 1-1.5 hours synchronous per week) – June 28<sup>th</sup> – August 14<sup>th</sup>
  - i. Week 1 – Introductions/Orientation (June 28<sup>th</sup> – July 3<sup>rd</sup>)
  - ii. Week 2 - Theory and Methodology (July 4<sup>th</sup> – July 10<sup>th</sup>)
  - iii. Week 3 – Classroom Activities, Tools, and Techniques (July 11<sup>th</sup> – July 17<sup>th</sup>)
  - iv. Week 4 – Planning Lessons (July 18<sup>th</sup> – July 24<sup>th</sup>)
  - v. Week 5 - Teaching Grammar and Vocabulary (July 25<sup>th</sup> – July 31<sup>st</sup>)
  - vi. Week 6 - Teaching Reading and Writing (August 1<sup>st</sup> – August 7<sup>th</sup>)
  - vii. Week 7 – Teaching Speaking and Listening and Assessment and Evaluation (August 8<sup>th</sup> – August 14<sup>th</sup>)
- b. STAGE 2 – Online **Synchronous** (approximately 15 total synchronous hours) – August 16<sup>th</sup> – August 20<sup>th</sup>

i. One-Week Intensive – Application of Content

**2) Evaluation:**

- a. Participation and Contribution (all 8 weeks) – 30%
- b. Sample Lesson Plan – 15%
- c. Micro-Teaching #1 Presentation – 20%
- d. Micro-Teaching #2 Presentation – 20%
- e. Personal Reflections – 15%

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**PROGRAM PARTICIPANTS**

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The intensive nature of our program requires potential candidates to:

- be international, non-native English speaking education professionals with a current teaching or leadership assignment;
- hold a first degree or a teaching certificate from an accredited university or post-secondary institution;
- provide evidence of fluency in English: TOEFL score of 530, IELTS 5.5 or equivalent, or a written document supporting their participation by their school administration;
- have two years or more of related teaching experience;
- or be pre-service teachers registered in an accredited teacher education program.

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**INSTRUCTORS**

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The program instructors at the University of Victoria:

- are experienced and dedicated professionals with international experience;
- have university degrees and are certified teachers of English Language Learners and/or currently teach at the University of Victoria or in one the local school districts (Victoria, Sooke, Saanich and Gulf Islands);
- use modern teaching methods and learning materials and are versed in adult learning theory in order to better meet the needs of international teachers;
- are committed to creating a friendly, supportive, and creative classroom environment to make learning comfortable and engaging.

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**CERTIFICATE AND ASSESSMENT**

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- Participants will receive regular continuous assessment in the form of evaluative comments and informal testing and assignments from the course instructor(s)

throughout the program, both on synchronous and asynchronous platforms for online learning.

- All participants who successfully complete the program will receive a Professional Development Certificate and a letter outlining the successfully attained learning outcomes.

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## PROGRAM FEES & REGISTRATION

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Cost of program:

<b>Individual Program Fee (per person, in Canadian Dollars)</b>
CAD \$1495

Program fees include:

- Access to online platforms
- Synchronous and asynchronous instruction
- Professional Development Certificate

### Group Application Form

The institution will confirm the number of participants by completing a Group Application and sending it to UVic a minimum of 6 weeks prior to the program start date (no later than **Monday, May 31, 2021**). This will include personal information for each program participant. A template spreadsheet can be provided.

The institution will check all participant information on the Group Application Form to ensure that all details are complete and in English prior to sending form to UVic.

### Payment of Program Fees

Based on the above individual program fee information, the **total program fee** shall be calculated as the individual program fee multiplied by the number of participants identified by the institution on or after the Group Application.

50% of total fees must be received by UVic no later than **May 31, 2021 (4 weeks prior to program start)**. All remaining fees must be received by UVic no later than **June 14, 2021 (2 weeks prior to program start)**.

All fee payments should be made by electronic transfer directly to the UVic bank account (below). ***Cash payments will not be accepted.***

**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**

### **Cancellation Fees**

Cancellation fees cover direct costs associated with the preparation of the program and for loss of deposits paid to contracted agencies and retail service companies.

A penalty/cancellation fee equal to **50% of the individual program fee** will be charged to the institution for each individual participant who withdraws from the program after the submission of the group application form (due **May 31, 2021**, 6 weeks prior to program start).

A penalty/cancellation fee equal to **100% of the individual program fee** will be charged to the institution for each individual participant who withdraws from the program less than 2 weeks prior to the program start date (**after June 14, 2021**).

A penalty/cancellation fee equal to **50% of the total program fee** will be charged to the institution if the program is cancelled for any reason by the institution after acceptance of this agreement.