

# 500-HOUR TEFL COURSE INSTRUCTOR

## COURSE DESCRIPTION

The ITTI TEFL Course Instructor Diploma is awarded for successful completion of a study program, consisting of five core courses (required of all students) and five courses in the student's chosen concentration, either Teaching or Curriculum Development.

Either concentration can be completed in an on-line study; however, the residency program of two weeks has to be completed on campus in one of the following TEFL training centers:

- New York, USA
- London, UK
- Paris, France

All students must take the five core courses and the two-week TEFL certification course teaching practicum in one of the TEFL training locations. The other five electives and the professional project can be taken within their chosen concentration.

CORE COURSES	MARKING TOTAL
Language Analysis for Teachers: Phonology, Lexis and Syntax	10
Language Analysis for Teachers: Grammar and Discourse	10
Principles of Language Learning and Teaching	10
Culture, Intercultural Communication	10
Sociolinguistics of English as a Global Language	10
<b>TOTAL:</b>	<b>50</b>

## COURSES FOR TEACHING CONCENTRATION

REQUIRED COURSES	MARKING TOTAL
Methods and Materials: Systems	10
Methods and Materials: Skills	10
Teaching Practicum	10
<b>TOTAL:</b>	<b>30</b>

ELECTIVES (choose two)	MARKING TOTAL
Learner Assessment	10
Writing ESOL Materials	10
Curriculum Development and Course Design	10
English for Specific/Academic Purposes	10
<b>TOTAL:</b>	<b>20</b>

## COURSES FOR CURRICULUM DEVELOPMENT CONCENTRATION

REQUIRED COURSES	MARKING TOTAL
Curriculum Development and Course Design	10
Learner Assessment	10
Writing ESOL Materials	10
<b>TOTAL:</b>	<b>30</b>

ELECTIVES (choose two)	MARKING TOTAL
Professional Project	10
Methods and Materials: Systems	10
Methods and Materials: Skills	10
English for Specific/Academic Purposes	10
<b>TOTAL:</b>	<b>20</b>

## COURSE LENGTH/LEVEL

As the major component of the course is in an on-line learning environment, the trainee can work its own hours to complete the requirements of the theoretical part. There will be periodical consultations with his/her instructor/mentor to review the progress.

The trainee may finish the theoretical part in six months with continuous (almost daily) attention to his/her course of study in form of 2 to 4 hours study time and additional hours over the weekend. Being a teacher trainer requires professional knowledge which one cannot acquire within four to six weeks of study.

The course is on the graduate level and gives the student a deeper understanding of language, of managing human resources at educational institutions and teaching at a level that colleges require. The listed courses go beyond the knowledge of the standard TEFL certification course with the goal to enable teaching of English at schools.

The TEFL trainer is expected to demonstrate superior knowledge of the field of teaching English and outstanding leadership qualities.

## JOB PROFILE

The teacher-trainer is responsible for delivering an internationally-acknowledged TEFL/TESOL Certification program over a four-week period. The course is usually offered eleven months per year. The primary goal of the course is to train new EFL/ESL Teachers, who will accept teaching positions with schools and institutes around the world.

The course and all its support materials have been fully-developed, and the course has been running on a monthly basis for some time. Following are some responsibilities in this job:

- Teaching of the TEFL course
- Grading papers and managing participants' scheduling for teaching practice
- Observing trainees during teaching practice
- Providing feedback and additional technique training if required
- Teaching the local language to foreign TEFL course participants
- Providing feedback on resumes/CVs
- Facilitating securing a teaching position
- Providing of references where appropriate
- Organizing a graduation party

Depending on the individual center, the teacher-trainer usually works Monday through Friday from 8:00 am to 5:00 pm; there is a one-hour lunch break. The actual schedule depends on the availability of EFL students for teaching practice. At times, the trainer may have to observe classes in the evening to allow for the minimum number of teaching practice hours for each TEFL trainee.

## Highlights

- **Desired Personal Qualities**
  - strong work ethic
  - energetic
  - passionate about teaching and training people
  - excellent sense of humor and ability to laugh at yourself
  - loyal
  - professional
  - self-confident

- **Desired Training/Teaching Style**

- energetic and passionate
- organized and well-planned
- empathetic to trainees
- funny and entertaining; must enjoy humor and making people laugh
- capable of setting a high standard, consistently modeling that high standard and coaching trainees towards attaining it.

