



## VIA TRAINING CENTER



### TESL Full-time Diploma Programs 2009

### *International Student Handbook*

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

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## VIA TESL PROGRAM INFORMATION (International)

### Background

Victoria International Academy 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.

Chris left VIA in May 2003 for a teaching position with a prestigious university in Saudi Arabia, and was soon replaced by Khaled (Kal) Karim, a bright young man with two Master's degrees, one in Applied Linguistics and one in English. Kal's enthusiasm for the TESL program helped create a great program and the results of his hard work are evident with the depth of the program

VIA TESL Diploma Program is taught at the VIA Training Centre, a wholly owned subsidiary of VIA.

### Program Description

The VIA 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. The "Communicative Approach" is incorporated into this practical, hands-on teaching program. The program consists of 100 classroom and 20 hour practicum hours, giving students a comprehensive understanding of various ESL teaching theories and methodologies. Classes are comprised of lectures and demonstrations on topics such as the integration of listening, speaking, reading, writing, pronunciation skills, lesson planning, and classroom management. The VIA TESL Program uses 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 Coordinator / Supervisor

Kal is a TESL professional. He was one of the VIA Diploma Program founders. He has outstanding educational and professional experience and a warm, supportive teaching style.

### 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 / Supervisor



**Kal Karim**

**MA English, MA TESL,  
PhD Applied Linguistics  
(Candidate)**

Kal is a dedicated ESL professional and works diligently to provide high quality instruction. His lessons are very interactive and stress Communicative Language Teaching, emphasizing practical applications of the Canada TESL program requirements and theories.

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### **Practicum Supervisor, Online Program Coordinator**

**D**avid 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**

**S**tudents 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

UNIT 1	Methodologies Past and Present
UNIT 2	Classroom Principles
UNIT 3	Teaching Different Age Levels
UNIT 4	Teaching Different Proficiency Levels
UNIT 5	Techniques and Textbooks
UNIT 6	Lesson Planning, Curriculum Development
UNIT 7	Material Analysis and Development
UNIT 8	Interactive Teaching and Learner Strategies
UNIT 9	Classroom Management
UNIT 10	Integrating the Four Skills
UNIT 11	Listening Comprehension
UNIT 12	Oral Communication Skill
UNIT 13	Reading
UNIT 14	Writing Skills
UNIT 15	Grammar and Vocabulary
UNIT 16	Discourse Analysis
UNIT 17	Assessment and Testing
	Practicum

## Class Times

**F**ull-time:  
Classroom Hours: Monday – Friday 9:00 – 3:30 (4 weeks)  
Practicum Hours: 9:00 – 3:00, 20 hours to be completed within 2 weeks.

**P**art-time:  
Classroom Hours: Monday – Thursday 6:30 - 9:30 PM (8 weeks)  
Practicum Hours: 9:00 – 3:00, 20 hours

## Program Schedule – Full-time

### Week One

Day 2 - Unit 2 Classroom Principles  
Day 3 - Unit 3 Teaching Different Age Levels  
Day 4 - Unit 4 Teaching Different Proficiency Levels  
Day 5 - Unit 5 Techniques and Textbooks

### Week Two

Day 6 - Unit 6 Lesson Planning, Curriculum Development  
Day 7 - Unit 7 Material Analysis and Development  
Day 8 - Unit 8 Interactive Teaching and Learner Strategies  
Day 9 - Unit 9 Classroom Management  
Day 10-Unit 10 Integrating the Four Skills

## Practicum

The practicum component consists of:  
1: 10 hours of directed ESL class observations  
2: 10 hours of observed solo teaching  
3: teaching preparation  
4: peer-teaching

## Practicum Supervisor

David Christopher



### Week Three

Day 11 - Unit 11 Listening Comprehension  
Day 12 - Unit 12 Oral Communication Skills  
Day 13 - Unit 13 Reading  
Day 14 - Unit 13 Reading  
Day 15 - Unit 14 Writing Skills

### Week Four

Day 16 - Unit 15 Grammar and Vocabulary  
Day 17 - Unit 15 Grammar and Vocabulary  
Day 18 - Unit 16 Discourse Analysis  
Day 19 - Unit 17 Assessment and Testing  
Day 20 - Unit 17 Assessment and Testing

### Week Five and Six

Practicum

**Note\*** The Program Schedule for the Part-time Program is 12 hours / week. The Full-time Program is 25 hours / week. The schedule is roughly 1 Full-time week = 2 Part-time weeks.

### Evaluation

Evaluation is based on attendance and participation, completed homework assignments, written examinations, class presentations and a submitted lesson plan. Students scoring 80% (cumulative) or better on the evaluation criteria qualify for the VIA TESL Diploma.

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

Evaluated Criteria	Distribution of Marks
Attendance	25%
Class Contribution	20%
Homework	15%
Written Examinations	10%
Class Presentation	15%
Lesson Plan	15%
Total	100%

Homework is a journal which is reviewed four times throughout the program.

Class contribution is participation in class discussion of class topics, sharing of experiences and ideas, and the raising of questions.

There is one final written examination.

### 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.

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

## Appeals

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

VIA will work in good faith to resolves 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.

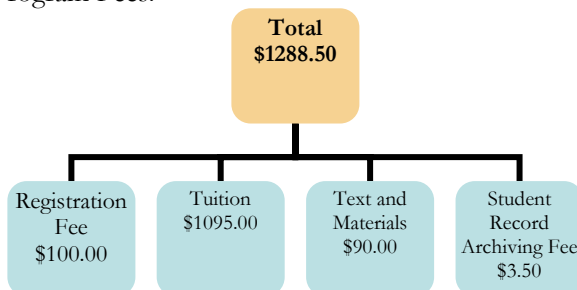
## Textbook

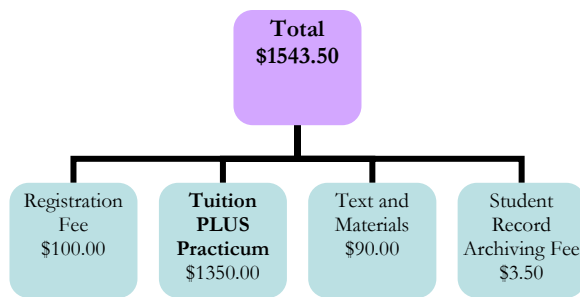
**R**equired Text: Teaching By Principles: An interactive Approach to Language Pedagogy (3rd Edition), Dr. H. Douglas Brown. ISBN-10: 0-13-612711-8

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.

## Fee Schedule, Regulations, and Refunds

**P**rogram Fees:





Registration Fee: Due at time of registration

Tuition and text fees are due two weeks before the first day of class.

The registration fee must be received in order to be officially enrolled in the VIA 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 Post-Secondary Education Commission Directives. These policies can be found at the reception counter at VIA, in the student contract, and on our website.

<http://www.eslschoolcanada.com/english/registration/refundpolicy.html>

<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,

### 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?

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.
- ❖ 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.



### ***2009 Program Dates***

Course #	Start Dates	Finish Dates
TESL 1	January 5	February 6
TESL 2	February 2	March 13
TESL 3	March 9	April 17
TESL 4	April 14	May 22
TESL 5	May 19	June 26
TESL 6	June 22	July 31
TESL 7	July 27	September 4
TESL 8	August 31	October 9
TESL 9	October 5	November 13
TESL 10	November 9	December 18

### **TESL Canada**

For more details regarding TESL Canada guidelines and information, please contact:

**TESL Canada**  
**P.O. Box 44105, Burnaby**  
**BC, V5B 4Y2**

**Tel: 1-800-393-9199**  
**E-mail: [admin@tesl.ca](mailto:admin@tesl.ca)**  
**Website: [www.tesl.ca](http://www.tesl.ca)**