

Division of Continuing Studies

University of Victoria

Teaching English as a Foreign Language

Sample 4 Week Program

**CONTINUING
STUDIES@UVIC**

UNIVERSITY OF VICTORIA

The University of Victoria (UVic) has consistently been one of Canada's leading universities over the past several years according to Maclean's, Canada's national magazine. 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 118 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 fifty 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, the Computer Assisted Language Learning (CALL) Centre, 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, 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.

TEFL PROGRAM OBJECTIVES

The TEFL Program developed by International Education at the University of Victoria, is a 4-week non-credit professional development program specifically designed for English Teachers. This program will offer a stimulating, interactive teaching and learning environment in which education professionals will develop their ability to communicate and teach more effectively in English in six skill areas: listening, speaking, reading, writing, representing, and viewing (and interpreting images, movies, graphics, etc.). 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, curriculum planning strategies, and communicative classroom techniques which will enable them to plan, design, and develop effective EFL lessons to apply in their classrooms. The content of the program strongly parallels the foundation of any recognized TEFL Certificate Program. Successful completion of this four-week program culminates in a *Certificate of Completion* from the Division of Continuing Studies at the University of Victoria.

Participants in this program will develop their skills and knowledge in teaching English as a foreign language with particular focus on:

- Enhancing their ability to provide effective and efficient instruction of English as a foreign or additional language at any level
- 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
- Gaining an understanding and appreciation of the BC education system
- Participating in a stimulating, interactive professional development experience

Assessment and Evaluation

- Participants will receive regular and continuous assessment in the form of evaluative comments and informal testing and assignments from the course instructors throughout the program

PROGRAM OVERVIEW

This customized four-week, face-to-face TEFL program for teachers of English will be offered at the University of Victoria and will focus on enhancing English teaching skills. It will include:

- 4 weeks (76 hours) of formal classroom instruction focusing on methodologies, approaches, principles and techniques for teaching English listening, speaking, reading and writing skills and the application of integrated communicative teaching skills
- 14 - 16 hours of special seminars / workshops facilitated by master teachers and school administrators
- various socio-cultural events, including visits to the Royal British Columbia Museum and the British Columbia Legislative Building as part of Canadian cultural study
- a safe and respectful English immersion context for the enhancement of language, cultural intelligence, and educational leadership skills

Formal Classroom Instruction

The participating teachers will receive approximately 76 hours of formal teaching instruction. This program of study will focus on current and effective principles and methodologies for teaching English as a foreign or second language. The classroom instruction will enhance specific skill areas and introduce participating teachers to current research, trends, and practical take-away teaching materials, and strategies and techniques for immediate application in their educational program context on their return home.

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

Each participating teacher will receive a University of Victoria student card and NetLink ID which will provide access to library, CALL, and online services.

Seminars and Workshops

Professional development activities will be offered on designated days as outlined in the program calendar. Workshops will focus on various subjects such as: engaging learners; drama and music in the classroom; interactive games; vocabulary enhancement; etc. Facilitators of workshops will share invaluable information

and practical activities based on the latest research and trends in second language teaching and learning. Attendance and participation is mandatory for all scheduled seminars and workshops.

Participating teachers are encouraged to use unstructured time to study individually, in groups, and to engage both Canadian and other International citizens in authentic communication either on campus or in the community in an English language environment and to access the wealth of resources at the University of Victoria Library.

Numerous computer labs are available on campus for the completion of classroom assignments and projects or personal benefit. The Computer Assisted Language Lab is available for teachers who choose to improve their own English language ability in a comfortable and non-threatening environment.

Socio-cultural Activities

Various socio-cultural events provide an opportunity to experience Canadian culture, explore what the city of Victoria has to offer, and engage in informal communication. Visits include sites such as: the Royal British Columbia Museum, the British Columbia Legislative Building, Government House, and Butchart Gardens. A program calendar with details regarding these events will be sent out to students in advance of the program.

ACCOMMODATION

Participants will have the opportunity to truly experience campus life by living on-campus in dormitories. The dormitories provide students with a chance to live an authentic university lifestyle among students from all over the world during their studies. Students will have their own private room and use of shared washrooms. Dormitories are within an easy walking distance of classes and all amenities to enjoy life on campus.

INSTRUCTORS

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 (second or foreign language) and / or currently teach at the University of Victoria or in one the local school districts (Victoria, Sooke, Saanich or Gulf Islands)
- use modern teaching methods and learning materials and are versed in adult learning theory in order to better meet the needs of mature, international education students and teachers
- are committed to creating a friendly, supportive, and creative classroom environment to make learning comfortable and engaging

ADMISSION & REGISTRATION

ADMISSION REQUIREMENTS

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 or pre-service teachers in an accredited teacher education program
- hold or be in the process of obtaining 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 (iBT 71); IELTS 5.5 - 6 or equivalent; or a document supporting their participation in the program by their district administration team.

PROGRAM FEES

The total fee for this program is \$_____ per student:

Fees include:

- An electronic pre-arrival handbook
- Full tuition
- BC Transit (bus) pass or bus tickets for program activities
- Textbooks and classroom learning materials
- Socio-cultural outings which are part of the program. (Activities outside the scope of the program calendar will be at the expense of individual teachers; for example, whale-watching or trips to Vancouver, Tofino, or Seattle)
- Farewell banquet on campus or at a downtown Victoria venue
- Dormitory accommodation and meal plan



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Arrive in Victoria	8:30 AM—12:00PM TEFL Instruction 1:00PM Welcome Luncheon	8:30 AM—12:30 PM TEFL Instruction 1:30PM—3:30PM City Tour	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Visit UVic Library and the Education Curriculum Library	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Socio-Cultural Activity	1:00pm—4:00pm Visit the BC legislature & Royal BC Museum 
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Free Day	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Socio-Cultural Activity	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00 PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Socio-Cultural Activity	Evening: Visit the scenic Butchart Gardens 
Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21
Free Day	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Socio-Cultural Activity	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00 PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00 PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00 PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Socio-Cultural Activity	Free Day
Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28
Free Day	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Socio-Cultural Activity	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00 PM Professional Development Workshop	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00PM Socio-Cultural Activity	8:30 AM—12:30 PM TEFL Instruction 2:00PM—4:00 PM Professional Development Workshop	8:30 AM—12:00PM TEFL Instruction 1:00PM—3:00 PM Farewell Luncheon	Depart from Victoria