EDU1906 Teaching English Online-Intro
Course Syllabus

COURSE REQUIREMENTS
EDU1906 is an introductory course in teaching English online. All students are eligible to take this course.

COURSE DESCRIPTION
This is an introductory course in teaching English online as described above. It familiarizes the students on the preparations needed to be able to effectively teach their lessons online. The principles learned in this course can also be applied to teaching other languages as well as other lessons online as long as they have the required specialization on the particular subject. The students will learn to use a checklist of what they should have and what to prepare before they start teaching online. They will understand the importance of proper decorum, dress and grooming even when teaching online.

This will also fully inform the student on the different culture and norms of online students around the world. Getting to know their students will enable them deliver their lessons the best way possible without crossing the line of cultural sensitivity. In the final three weeks of this course, the students will be participating in mock online teaching to prepare them for the advanced level of this course series.

LEARNING OBJECTIVES
The class will help the students understand the differences between traditional classroom and online as well as blended teaching. They will also learn how to cope with the challenges of cultural and other barriers encountered by online teachers and how to control their classes despite being not with their students physically. By the end of the course all students should:

- Know the necessary checklist when preparing to teach the English Language and other subjects online.
- Be ready to participate in the actual online teaching included in the advanced level of this course series.
- Have understood the different aspects involved in teaching online.
- Understand how culture is deeply involved in the online learning field.
- Learn how to deal with cultural differences with their students and be able to transfer their knowledge and wisdom.
- See the importance of proper decorum, dress and grooming as well as professional etiquette even when they are at home while teaching online.
- Be able to help others who also want to teach or transfer their expertise online.

ATTENDANCE
Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy.

Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

CLASSROOM BEHAVIOR
Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

TUTORIAL ASSISTANCE
We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: tutordept@usilacs.org.

NON-DISCRIMINATORY STATEMENT
All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: hr@usilacs.org.

DRESS CODE
For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed in business casual attire. Please refer to www.merriam-webster.com/dictionary/business%20casual. NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

NETIQUETTE
- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.
- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

ADA ACCOMMODATIONS
All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge (i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

> USILACS Registrar's Office
> 1221 Brickell Ave.
> Miami, FL 33131
> 1-305-330-2202
> registrarsoffice@usilacs.org

ACADEMIC DISHONESTY/CHEATING
We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however, you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit www.citationmachine.net for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

REFERENCE MATERIALS
The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted Internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following:

> There are many websites that will outline the benefits of online teaching. Some of the sites give tips for teaching online and the etiquette that teachers should possess when teaching. You can also find a site that will give you tips on proper "Netiquette", advantageous as a student or a teacher.

MINIMUM REQUIRED SUPPLIES
All students will need all of the following:
- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.

- Internet
- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

GRADING SYSTEM

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a "D" in order to pass the class.

ASSIGNMENTS

Methods of teaching paper-
The student will do research on the different methods of online teaching, the challenges as well as the results and advantages of online learning to both teacher and student. This includes teaching other subjects besides English. The student should write an article about this. This paper should be at least 1,500 words in length.

Build a website-
The student should create his/her own website in order to begin teaching online. Include your business name, a page about what you do, your teaching philosophy, a sample lesson, which ages do you cater to, and any other information and/or pictures that you feel would be necessary and appealing for your potential clients.

Prepare a lesson-
The student should prepare a lesson to teach online. Prepare the lesson with your target age in mind. You will be presenting it in class. It should be a lesson on learning English. You will have 10 minutes to present the lesson.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework What are the differences between online and traditional teachings?
Week 2	Online Students from different parts of the world Research on culture, languages and education systems of their origin.
Week 3	Advantages of online over traditional learning to both students and teachers. Do online research on this and include in your article.
Week 4	Summarization and publication of research *Methods of teaching paper due*
Week 5	Video review and Exam
Week 6	What and how to prepare before teaching online Checklist, materials and review of the first four weeks
Week 7	Proper decorum, dress and grooming when teaching online Class discussions on different scenarios in online teaching.
Week 8	Begin working on mock online teaching *Build a website due*
Week 9	Video review and Exam
Week 10	Mock online teaching – Preparation and set-up
Week 11	Mock online teaching continuation
Week 12	Mock online teaching continuation *Prepare a lesson due*
Week 13	Video review and Final exam