EDU2906 Teaching English Online II
Course Syllabus

COURSE REQUIREMENTS
EDU2906 is the major course in teaching English online. The student should complete EDU1906 before taking up this course.

COURSE DESCRIPTION
This is a major course in teaching English (as well as other subjects) online as described above. This helps the students in the preparations needed to be able to effectively teach English 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 they want to teach.

The students will initially learn to create their online lessons. They will base their courses on the standard or traditional teaching courses that they have learned earlier and may also develop their own lessons and courses. Midway through this course will be hands-on online teaching. The instructors will guide the candidate student all throughout the process. As the actual teaching progresses, the students will be evaluated and receive feedback along with proper guidance and advice. This will ensure that the candidate student will become fully competent online teacher upon completion of this course.

LEARNING OBJECTIVES
The class will equip the students to become competent online teachers. As they participate in actual, hand-on online teaching, they will learn to apply the lessons they have taken up in their previous classes in this course thread or series. They will face the real challenges of teaching online, and also benefit from the satisfaction and rewards of doing so. By the end of the course all students should:
- Be able to search for potential online students.
- Have learned the ways to create their online lessons and be ready to teach any online lessons.
- Have experienced firsthand the challenges of online teaching and able to properly handle them.
- Be understood how to develop their lessons in ways that they can impart knowledge and wisdom to students who are miles away.
- Learn humbleness in accepting how other people perceive things and be able to focus on their teaching.
- 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 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 modestly and respectfully. 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:

The student may search for sites that will aid him/her in teaching online as well as give tips about the best way to conduct oneself when online.

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

Begin to develop your lesson plan binder for teaching-
The student will choose online lessons or courses they want to teach and develop their skeletal structures, followed by the full course outline and then the contents along with the lesson plans they will use in their actual teaching. These should be in a binder.

Peer review of lessons-
The student will use the actual lesson plans they have created and teach them to a fellow student. He will then switch roles with the classmate and review that classmate's lessons as well. Both students will see where improvements need to be made. They will then be more prepared to embark on online teaching.

Search for a student to teach online and begin teaching-
You will actively begin searching for students to teach online and begin to teach. Your instructor will review your methods and make suggestions as needed.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Briefly review EDU1906. What are the challenges in online teaching?
Week 2	Choosing your online lessons and creating their basic structures. Prepare the skeletal structure of the lesson/s or course/s.
Week 3	Creating online courses curricula and then lesson plans Prepare the syllabus and contents of the lesson/s course/s.
Week 4	Finalization all documents. *Lesson plan binder due*
Week 5	Video review and Exam
Week 6	Actual practice on the use of the documents prepared during the first five weeks. Switch roles with fellow students and

Week 7	Evaluations of the trial online teaching. Repair or correct any problem or deficiencies in the documents.
Week 8	Evaluations and finalization of documents for actual online teaching. *Peer review and corrections of lessons due*
Week 9	Video review and Exam
Week 10	How do you develop a clientele for online teaching?
Week 11	Start with actual online teaching/Evaluations continue Instructors will observe the actual teaching for feedbacks and evaluations.
Week 12	Final evaluation on the hands on teaching. *Instructor review of online teaching segment*
Week 13	Video review and Final exam