Practicum Packet

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international
TEFL
academy
TEACH. TRAVEL. EXPLORE.

Study requirements & due dates → **Complete your hours** → **Submit essay & form** → **Receive your TEFL certificate**

01. When to start your practicum?

- You can start and complete it during or after your course
- Budget **2-3 months** from start to finish

02. How many hours do I need to teach?

- The total required practicum time is 20 hours:
  - You can teach/tutor for 20 hours
  - You can observe for up to 14 of the 20 hours
  - You **must teach/tutor** for at least 6 hours

03. Can I start & and complete my practicum completely online?

- Yes! You can do your entire **practicum online** if you want

04. When do I submit my Practicum Essay & Completion Form?

- ITA **prefers within 90 days** after your TEFL course
- Both must be received within 365 days after your TEFL course
- See your Practicum course in Moodle for submission details

05. When do I get my certificate?

- **7-21 days after** you submit your Essay & Completion Form and it is approved, you will receive a digital certificate

The Basic Requirements

Your total required practicum time is **20 hours:**
- To reach the 20 hours, you can **teach/tutor** and **observe.**
  - You can teach/tutor for 20 hours
  - You can observe for up to 14 of the 20 hours
  - You must teach/tutor for at least 6 hours
  - Observation is optional

Look out!

	NO	YES
Can I complete my practicum hours in non ESL/EFL subjects like math, science, etc.?	✔	
In a group setting, do all students need to be ESL/EFL learners?		✔
Does training, lesson planning, watching or creating videos, etc. count toward my hours?	✔	
Do I need to observe to complete my practicum hours?	✔	
Is there a minimum or maximum number of students I need to work with?	✔	
Can I tutor ESL/EFL to a friend or family member who is learning English?		✔
Do I need ITA to approve my practicum beforehand?	✔	

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CHECK IT OUT

MAIN SUPPORT RESOURCES

- <u>Practicum FAQs</u> [PDF]
- <u>ITA Practicum Guide</u> [ITA Website]
- <u>Practicum Section of Moodle</u> [Online Course Portal]
- <u>ITA Alumni Practicum Group</u> [Facebook]

Study our <u>Practicum Requirements</u>

1

Find an Onsite or Virtual Location

2

Schedule & Track all your Hours

3

Submit <u>Essay</u> AND <u>Completion Form</u>

4
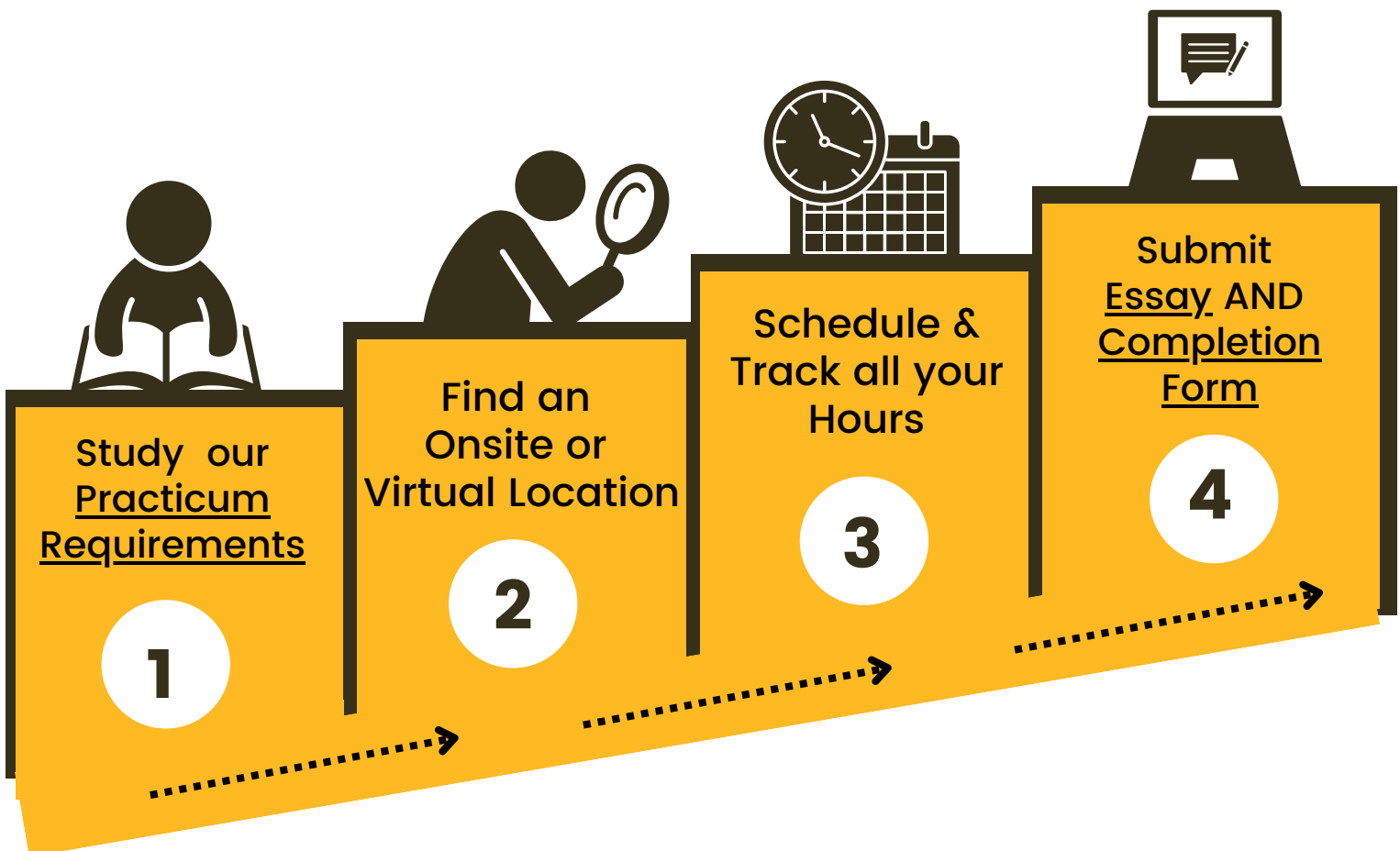
Ideas for Locating In-Person Practicums

- Local libraries
- Community centers
- Places of worship
- Refugee support organizations
- Community College ESL Programs
- University EAP Programs

Preferred
- **USA Locations**
- **International Locations**

Ideas for Locating Online Practicums

You can complete your practicum via volunteer or paid online teaching. Here are some links to help you get started in locating online students:

Volunteer & Paid Tutoring:
- Paper Airplanes (volunteer)
- Cambly (paid Online Tutoring Platform)
- Preply (paid Online Tutoring Platform)

Additional Resources:
- ITA's Job Search Guidance Manual (start on page 431)
- Online Employer Comparison Chart (if you are looking to work with a school)

Preferred
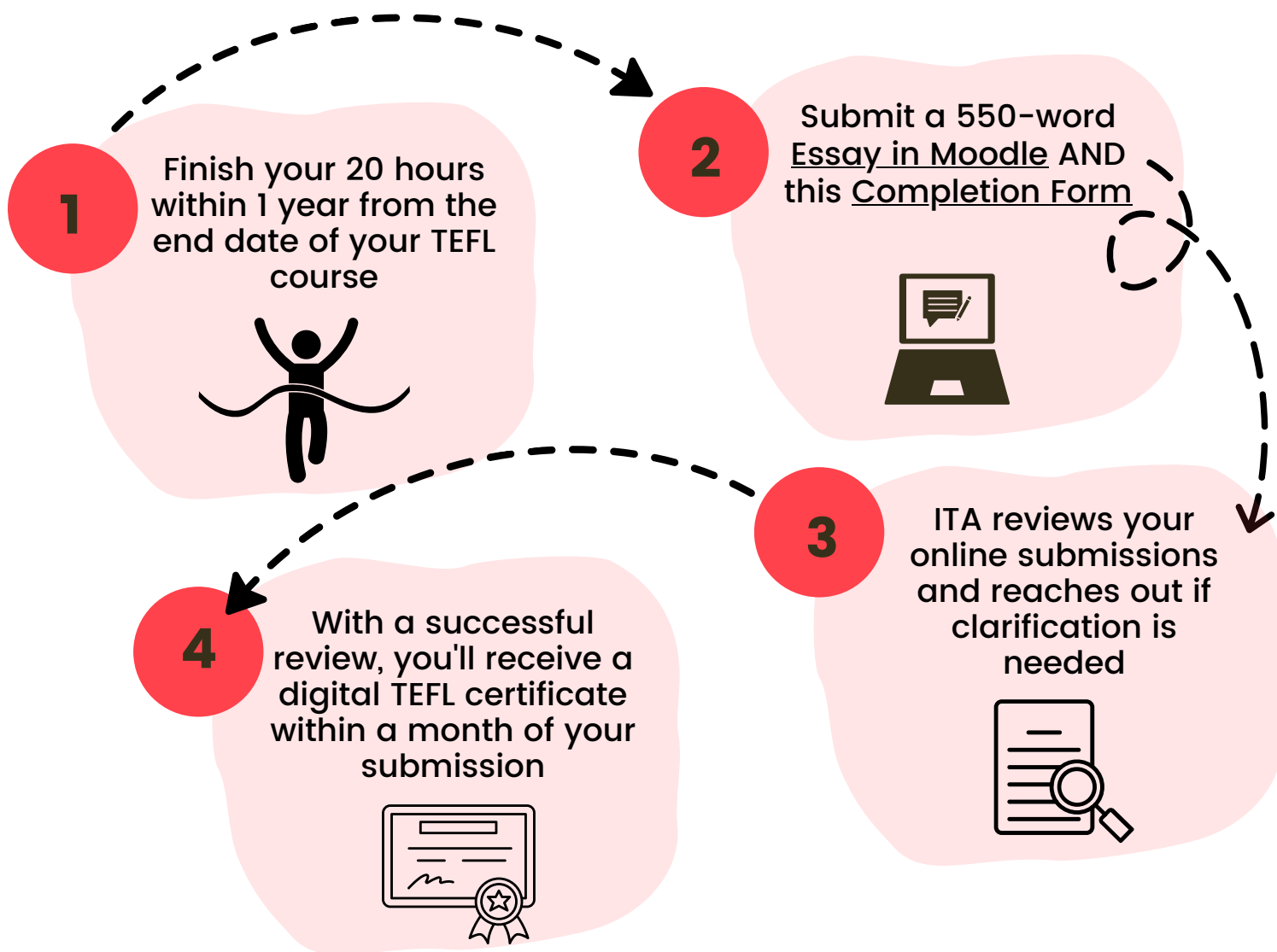- **Online Locations**

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STEPS TO COMPLETION

1 Finish your 20 hours within 1 year from the end date of your TEFL course

2 Submit a 550-word Essay in Moodle AND this Completion Form

3 ITA reviews your online submissions and reaches out if clarification is needed

4 With a successful review, you'll receive a digital TEFL certificate within a month of your submission

A few notes

A **transcript** is on the second page of your digital certificate file.

ITA does **not mail out certificates**. Learn more about your digital TEFL certificate **here.**

Still need assistance? Log into your course and watch **this video.**

Start your Job Search

- If you want our help with job search guidance, reach out via email:

  studentaffairs@internationalteflacademy.com

- You can also check out our extensive **Job Search Guidance Manual [PDF].**

Connect with ITA Alumni

- Connect with ITA Alumni
  - ITA Alumni Association
  - ITA Alumni Meetups
  - ITA Alumni Guide
  - ITA Alumni Facebook Groups

You did it!

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