

## International House Director of Studies Course (IH DOS)

Delivery format: online (asynchronous)	Course length: 12 weeks plus 2 weeks portfolio collation
	Weekly hours: approx. 5- 7 hours plus time for the final assignment

### Course objectives

The International House DOS certificate course is designed for experienced teachers who are interested in being trained to take up a position as a Director of Studies in a language school and teachers who are taking their first steps into academic management.

The course aims to give an overview of what can be expected in a DOS's job, and sessions are designed to give participants the opportunity to experience being in the role of a DOS. It aims to provide an introduction to the theory and practice of being a DOS in an International House school through an interactive and participatory programme of seminars and task work.

### Course content

The course comprises 13 modules (of differing length) usually covered over a 12-week to 16-week period. It is expected that a participant on this course can dedicate a minimum of 5 hours per week to doing the tasks.

After dealing with introductions, the course covers these areas:

- Defining the duties of an academic manager
- Communication
- How to manage change
- Time Management
- The Recruitment Process
- Induction
- Developing a teacher development programme
- Conducting observations
- Motivating staff
- Conducting appraisals
- Customer satisfaction
- Financing courses

### Mode of assessment

- 60% of the 13 portfolio tasks
- Final assignment

Your portfolio is moderated by the IHWO Assessment Unit who agree the final grades with the course tutors.



**We expect you are**

- an experienced teacher, preferably with a diploma qualification
- about to enter, or recently entered, a post as an academic manager

**Location**

The course is run online and requires regular/daily access to the internet with a good connection.

**Tutors**

The course is run by qualified online tutors who have experience both of academic management and teacher training.

**Time commitment**

This course is designed to be completed within 50 hours (including online and offline work), on the basis of approximately 1-2 hours per day with additional time required for the assignment. However, you are under no obligation to visit the course as frequently as this and you may prefer to do more work at weekends rather than on a daily basis. However, please note, some of the tasks require group work and have deadlines.

**Contact**

If you have any questions please email [shaun.wilden@ihworld.com](mailto:shaun.wilden@ihworld.com).

