

International House Certificate in Online Teaching

IH COLT

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| Delivery format: online (asynchronous) | Course length: 5 weeks |
| | Weekly hours: approx. 1-2 hours/day, 5-6 days/week |

Course objectives

To train experienced English language/modern language teachers and trainers in techniques and approaches to online tutoring for language education, and to provide them with the skills required to become tutors for student-oriented and teacher-oriented courses in Virtual Learning Environments.

To raise awareness of opportunities for skills transfer and the need to acquire new skills in online tutoring as opposed to face-to-face tutoring.

Content

The course consists of 4 modules of input varying in length. The modules are spread out over a 5-week period. There is a further one week period for you to finish off tasks and put together your final assessment portfolio. During this wrap up week there is no additional input.

Module One: Setting the right climate

In this module, we explore the importance of establishing and sustaining a supportive community on an asynchronous course. It begins with introductions and an icebreaker before then moving on to look at the role of the online tutor and looking at how a teacher's skills are adapted from the face to face classroom to online environs. The module discusses the importance of factoring in climate setting as part of course design.

This module lasts seven days.

Module Two: Basic tutoring skills

In the first group task of the course this module familiarises participants with key terminology surrounding asynchronous platforms. We look at techniques for monitoring our students in the online environment and how to ensure participants are involved. We'll also look at how to craft messages and the reasons for sending them. Towards the end of this module there is a chance for an optional synchronous session with one of the tutors.

This module lasts seven days.

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Module Three: Synchronicity

Module three compares the difference between synchronous online learning and asynchronous. As well as guided input, the participants will work together to explore a synchronous platform of choice. Participants will also be asked to design and present a task either to their peers or as part of an optional online meeting that takes place during the module.

This module lasts 11 days.

Module Four: And in summary

We bring down the curtain on the course by looking at one of the hardest asynchronous skills to learn – weaving. We end the input by taking stock of what we have covered and discuss how this might fit into any online plans we or a school might have

This module lasts seven days.

End of course

There is no input for 'week 6' of the course though the course remains active as people finish off their final task and get their portfolio ready for final assessment.

Structure and assessment

The course is run entirely online by qualified online tutors. There are a few optional synchronous meetings led by tutors and participants. These are not compulsory but you are strongly encouraged to take part to make the most of the course. There are also a few collaborative tasks which require you to work closely with other participants.

Participants submit a course portfolio comprising a set of compulsory tasks to be externally moderated. These are usually one practical and one reflective task per module of the course

This is a pass / fail course with success being determined by both successful completion of portfolio tasks and contributing to a minimum of 80% of the course.

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Time commitment

A minimum of 50 hours over 5 - 6 weeks, including online and offline work. The course is usually broken down into 5 phases with approximately 1 - 2 hours' work per day, but the timetable is flexible.

Location

The course is run online and requires regular/daily access to the internet.

Is this course for you?

The IH COLT is intended for a range of participants, including primarily:

- teachers who are interested in the possibilities offered by the online teaching of language students
- trainers who are interested in the possibilities offered by the online training of teachers
- teachers or trainers who are interested in the design of online courses.