

Teaching House Inc. (Chicago) Academic Catalog

PROGRAMS OFFERED:

Cambridge English Level 5 Certificate in Teaching English to Speakers of Other Languages (CELTA) (QCF)

MODES OF STUDY AVAILABLE:

Intensive 4 weeks, Part-time 10 weeks and Online (blended) 15 weeks.

DESCRIPTION OF COURSE:

The CELTA is a pre-service certification for people with little or no teaching experience. It is designed to prepare teachers to teach English as a second language or English as a foreign language.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO THE COURSE:

Minimum Requirements for admission for Teaching House CELTA are as follows:

- an applicant must have a standard of education equivalent to that required for entry into higher education.
- an applicant must be over the age of 18.
- an applicant must have a standard of English equivalent to a high C1 level on the Common European Framework of Reference for Languages (CEFR) which will enable them to teach at a range of levels
- an applicant must successfully pass the pre-interview task and interview assessment

COURSE OBJECTIVES:

Topic 1: Learners and teachers, and the teaching and learning context

- understanding the cultural and linguistic backgrounds of learners, and how this might affect their learning of English
- understanding different learning styles and preferences.

Topic 2: Language analysis and awareness

- understanding key terminology used in English language teaching, applying this terminology in planning and teaching
- demonstrating a working knowledge of English grammar, lexis and phonology.

Topic 3: Language skills: reading, listening, speaking and writing

- understanding basic concepts and terminology used for describing reading, listening, speaking and writing skills, applying this to teaching
- understanding how approaches to texts may vary depending on the purpose, making practical use of this in teaching.

Topic 4: Planning and resources for different teaching contexts

- understanding the purpose and principles of planning for effective teaching
- selecting and planning the kinds of lessons that are most appropriate for particular learners
- evaluating lesson preparation and reflecting on this for planning future lessons.

Topic 5: Developing teaching skills and professionalism

- effectively organizing the classroom, both in terms of layout and pair/group activities
- making appropriate use of a range of materials and resources
- involving learners of different ability levels, enabling them to feel a sense of progress.

2018-2019 ACADEMIC CALENDAR

<i>Start and End Date</i>	<i>Course Number</i>	<i>Course Type</i>
August 8- December 11, 2018	O2	CELTA Online
October 22-November 16, 2018	C8	CELTA Intensive
January 7- February 1, 2019	C1	CELTA Intensive
February 2-April 11, 2019	C2	CELTA Part-time
February 6-June 11, 2019	O1	CELTA Online
June 24-July 19, 2019	C3	CELTA Intensive

TUITION & FEES CELTA Intensive and Part-time modes:

NON-REFUNDABLE REGISTRATION FEE:	\$ 200
TUITION:	\$ 2595
BOOKS & SUPPLIES:	\$ 0
MISC. EXPENSES:	\$ 0
OTHER:	\$ 0

TOTAL COST FOR the Cambridge English Level 5 Certificate in Teaching English to Speakers of Other Languages (CELTA) (QCF) Intensive and Part-time: \$2795

TUITION & FEES CELTA online (blended) mode:

NON-REFUNDABLE REGISTRATION FEE:	\$ 200
TUITION:	\$ 2745
BOOKS & SUPPLIES:	\$ 0
MISC. EXPENSES:	\$ 0
OTHER:	\$ 0

TOTAL COST FOR the Cambridge English Level 5 Certificate in Teaching English to Speakers of Other Languages (CELTA) (QCF) online (blended): \$2945

CANCELLATION AND REFUND POLICIES

Tuition Refund Policy:

The University of Cambridge CELTA Administration Guidelines limit the maximum number of CELTA enrollments to 12, 18 or 24 students with a strict student to teacher ratio of 6:1. For this reason, in order to maximize access to the CELTA course for prospective students, Teaching House Chicago implements the following cancellation and refund policy:

If students decide to withdraw from a Teaching House Chicago CELTA course fewer than twenty full business days before the course begins, or during the course, the tuition will not be refunded.

The Teaching House Chicago CELTA course is a Pass/Fail course, if students receive a 'Fail' grade, the result cannot be changed, and the course fee will not be refunded.

Should a student be unable to take the course due to visa denial, they are eligible for a full refund of both the registration fee and the tuition fee.

In compliance with the U.S. Code Title 20 Education – Chapter 28 Higher Education Resources and Student Assistance 1098cc Tuition refunds or credits for members of armed forces, any student who is unable to start, or complete the CELTA because he or she was called up for active duty or active service they shall receive a full refund of all fees paid to Teaching House Chicago, including the registration and tuition fee.

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

All refunds will be processed within 45 days of written approval for refund.

TUITION REIMBURSEMENT SCHEDULE:

Type	Refund Type	Timescale
Refund due to visa denial	Registration Fee and Tuition Fee	45 days from receipt of written evidence of visa denial
Withdrawal 20 or more business days prior to start of the course	100% Tuition Fee Refund, no refund of registration fee	45 days from receipt of written request for withdrawal
Withdrawal 19 or fewer business days prior to start of the course	No refund of registration fee, no refund of tuition fee, no deferral possible*	n/a
Withdrawal on or after the start of the course	No refund of registration fee, no refund of tuition fee, no deferral possible*	n/a

*Deferral may be approved for withdrawals 19 days or fewer to start of the course, or during the course, for extenuating circumstances supported by evidence, such as medical or family emergencies. Applications must be made to the Director for a request for special dispensation.

CANCELLATION POLICY:

For any course cancellation by Teaching House Chicago all trainees are entitled to a full refund of registration and tuition fees.

For any cancellation by the student, please see above Tuition Reimbursement Scale

WITHDRAWAL PROCEDURE:

Withdrawals must be communicated in writing to both the instructor for the course and info@teachinghouse.com.

STUDENT SUCCESS DATA 2017/2018:

The number of students who were admitted in the program as of July 1 2017: 8

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school:

New Starts July 1st, 2017-June 30th, 2018: 69

Re-enrollments: 0

Transfers from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period:

Total Number of students admitted to Teaching House July 1st, 2017- June 30th, 2018:
77

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled:

Reporting Period: July 1st, 2017- June 30th, 2018

Transferred out: 0

Completed: 62

Graduated: 62

Withdrew: 3

Still enrolled: 12

The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed:

Not applicable. Teaching House offers instruction only for teaching English as a Second Language or English as a Foreign Language and does not place students for employment purposes.

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed:

Not applicable. Teaching House offers instruction only for teaching English as a Second Language or English as a Foreign Language and does not prepare students to pass vocational and/or professional licensures.

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates):

Based on information available, an estimated 50/62 graduates have to date found employment in the field.

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates):

Teaching House offers instruction only for teaching English as a Second Language or English as a Foreign Language and does not place students for employment purposes nor does it prepare students to pass vocational and/or professional licensures. Average starting salary in Chicago for an ESL teacher is \$18 per teaching hour. Salaries abroad can vary greatly.

ACCREDITATION, FINANCIAL AID AND STUDENT LOANS:

The **Cambridge English Level 5 Certificate in Teaching English to Speakers of Other Languages (CELTA) (QCF)** is regulated by the Office of Qualifications and Examinations Regulation (Ofqual), a non-ministerial government department that regulates qualifications, exams and tests in England and vocational qualifications in Northern Ireland. Teaching House Chicago is authorized to deliver the CELTA in accordance with their administration guidelines and syllabus and assessment guidelines.

Teaching House is not accredited by an accrediting body recognized by the U.S. Department of Education and we are not approved to participate in offering Federal Title IV student financial aid. CELTA applicants are not eligible for federal, state or local loan programs based on their enrollment in the CELTA course.

Teaching House is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"

TRANSFERABILITY OF THE CELTA TO OTHER INSTITUTIONS:

Teaching House has no formal agreements that guarantee transferability of credits or coursework to other institutions. Teaching House does not guarantee transferability of credit and in most cases, credits or coursework are not likely to transfer to another institution. It is the responsibility of the individual to establish what may or may not be acceptable for transfer to another institution.

COMPLAINT POLICY AND PROCEDURE

If students have a problem on the course, this can usually be resolved by talking to the teacher trainer assigned to that course. Teaching House is very experienced in dealing with a wide range of concerns and it is important that students express any issues before they start to affect their performance on the course. The second course tutor is also available if the student needs to talk to someone who is not directly involved with teaching practice at that stage of the course.

If a student needs to take their problem to a different person, students can arrange a time to talk to the Center Manager or Director of Teacher Training. They will listen to the problem and take appropriate action to try to address it. Teaching House makes every effort to deal with problems promptly, with respect and impartiality. If the problem remains unresolved having followed these steps, students may make an appointment to discuss their concerns with the Director of Teaching House. Each stage of this process will be documented in order to ensure transparency and fair treatment.

If students are not satisfied with the result of this process, they may appeal to Cambridge English Language Assessment, the authorization body of the CELTA course. Details of this process can be found in the CELTA 5 record of coursework you receive at the start of the course. Appeals must be received no later than two weeks after the issue of results and must be submitted via Teaching House. Inquiries should be made to the Director of Teacher Training.

Finally, after completing Teaching House's internal complaint procedure, if a complaint requires further resolution, complaints against this school may be registered with the Illinois Board of Higher Education according to the procedure detailed here:
<http://complaints.ibhe.org/>

To register a complaint with the Illinois Board of Higher Education contact:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza,
Suite 333
Springfield, Illinois 62701-1377

Phone: (217) 782-2551
Fax: (217) 782-8548
TTY: (888) 261-2881
Institutional Complaint Hotline:
(217) 557-7359