

# **CIES-TEFL Certificate Program**

## **Student Handbook**

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## I. Welcome Letter

Dear CIES-TEFL student,

We are very excited to welcome you to the teaching English as a foreign language (TEFL) certification program at the Center for Intensive English Studies (CIES) at Florida State University (FSU)!

Over the course of the CIES-TEFL program, you will learn the fundamental skills needed to be an effective and more confident TEFL teacher. You will also increase your awareness of other cultures and people around the world, as you will be consistently working with the CIES international students.

All we ask of you is to try and maintain an open mind for others' viewpoints and beliefs, a willingness to dedicate the time and effort needed to complete and get the most out of the program, and an excitement to learn and grow as a student, teacher, and individual.

CIES students come from all over the world, and from a diverse range of cultures, languages, beliefs and religions. It is critical that you always keep this in mind when entering the school. Be open to listening, learning, sharing, and respecting others' beliefs, even if you do not necessarily agree with them.

As an English language teacher in training, we ask you to conduct yourself as the teacher you are becoming, and not as a "normal" FSU student. Keep in mind how you present and conduct yourself when you are tutoring, teaching classes, and observing classes at CIES. In general, tank tops, flip-flops, short skirts and other revealing or casual clothing, are not appropriate for teaching and observing classes.

You will receive a course syllabus on your first day of class. The following CIES-TEFL Student Handbook is designed for you to use as a reference for any administrative questions you may have about the CIES-TEFL program.

Sincerely,

Dr. Patrick C. Kennell



Director  
Center for Intensive English Studies  
Florida State University

## II. Access to FSU Parking

If you are not a registered FSU student and would like to obtain an FSU student parking pass, you must go to the Transportation Services office with a parking letter from CIES and a photo ID to purchase a student parking pass. You are liable to be ticketed or towed if you park a vehicle on campus without the appropriate permit. See here for more information on FSU parking: <https://transportation.fsu.edu/>

## III. FSU Card

If you are not an FSU student and would like to receive an FSU ID card to access the campus libraries, you will need to go to the FSU Card Center and present a government issued photo ID. The first card is free, but there is a fee for replacement cards.

## **IV. Tech Access and Requirements**

Registering for the CIES-TEFL certificate grants you an FSU username (FSUID) and password *if you don't already have one*. Use your FSUID and password to access FSU wireless internet, computer lab facilities, and campus websites such as myFSU, myCIES, and Canvas.

CIES-TEFL students are encouraged to utilize technology that will be beneficial (and possibly mandatory) as future teaching professionals. The TEFL course and IEP class observations will be held in Technology Enhanced Classrooms, and the appropriate use of such technology in English instruction will be demonstrated. CIES-TEFL students will submit their course assignments electronically through the University's learning management system called Canvas. Incoming TEFL students are advised to familiarize themselves with Canvas by reviewing the Student Resources materials available in the FSU Canvas Support Center here: <https://support.canvas.fsu.edu/home>. Students will also need to have access to a Gmail account to create posts on [Blogger.com](#) for the blogging component of the TEFL course.

The completion of course assignments will require the use of a computer with Microsoft Office (Word). During the TEFL course, students are permitted to use the CIES Computer Lab during business hours and FSU Libraries and Computer Labs during their hours of operation. If you have any questions or concerns about the technology requirements of the TEFL course, please contact the front desk staff at CIES. For technical support, you may contact FSU's [ITS Service Desk](#).

## **V. Refund Policy**

### **Fee Liability and Refund Policy**

Full payment of tuition secures your spot in our TEFL courses. After the first week of class, refunds of tuition fees may be granted only in instances of withdrawal from the CIES-TEFL certificate course under the following conditions: involuntary call to active military duty; death of the student or immediate family member (parent, spouse, child, sibling); illness of the student of such duration or severity, as confirmed in writing by a physician; cancellation of the course by the university; or exceptional circumstances that could not have been foreseen and were beyond the control of the student, as approved by the CIES-TEFL refund committee.

If you decide not to attend the session for which you paid and would like a refund *before* the first week of class, a \$100 fee will be subtracted from your refund for administrative fees. **After the first week of class, a partial refund of 25% of the fees paid can be issued, and only for the previously stated conditions.** Students also have the option of transferring registration to a future session, as approved by the CIES-TEFL refund committee.

## **VI. Contacts**

Questions concerning registration, payments, and other general information:

- CIES front office
- (850) 644-4797
- [cies@fsu.edu](mailto:cies@fsu.edu)

Questions concerning instruction of the CIES-TEFL 120-hour Certificate:

- Mrs. Ah-young Kim
- [ayk03@fsu.edu](mailto:ayk03@fsu.edu)