

CIES-TEFL Certification 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 Web/Tech Services

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, Blackboard, and Canvas.

III. 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/>

IV. FSU Card

If you are not an FSU student and would like to receive an FSU ID card to access the library, 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.

V. Upgrade Policy

CIES-TEFL students can upgrade to the 200-hour TEFL certificate course. In order to do this, you can download, fill out and submit the CIES-TEFL Upgrade Form found on the CIES website at: http://cies.fsu.edu/tefl_certificate/tefl.php#register

VI. 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.

VII. Contacts

Questions concerning registration, upgrades, and other general information:

- Phone: (850) 644-4797
- Fax: Fax: 850-644-7417
- cies@admin.fsu.edu

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

- Mrs. Ah-young Kim
- ayk03@fsu.edu