



TOEFL iBT Online Review

Course Description:

Getting ready for the TOEFL iBT exam is a challenge because the test is not only about knowing English but having the necessary test strategies and tactics to meet the minimum requirements of the test. This course will provide the students with the knowledge, strategies, skills and tactics to achieve the minimum scores in the four sections of the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) required by the Texas Education Agency to meet the English language proficiency requirement for teacher certification purposes.

[\(https://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/English_Language_Proficiency/\)](https://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/English_Language_Proficiency/)

Reading-22 points

Writing-21 points

Listening-22 points

Speaking-24 points

No textbook is required for this course.

Course Purpose and Structure:

The TOEFL iBT Online Review is a six-week course that will prepare you to take the internet-based test. The purpose of this course is focused in the four language skills tested in the exam: reading, writing, listening and speaking. During the six-week course, the student will develop specific strategies to address each skill in the test and will be exposed to the format of the exam. The student will participate in six virtual classes of 3 hours each (18 hours total during the six-week course) with an instructor who will provide immediate feedback during the live activities.

This course is completely online and contains six (6) modules. One module per week will be studied. The modules should be completed in order. Please review the TOEFL iBT Course Calendar and Checklist for the schedule of when each module should be completed.

Prerequisites: Students must have a minimum of 80% of English Language proficiency in the four language skills: reading, writing, listening and speaking.

Required Textbooks:

There is not a required textbook for this course. All of the required materials are provided for you in the course modules.

As the course contains much information, we highly recommend that you prepare a 3-ring binder with dividers labeled Modules 1-6 and print the materials for your reference as you prepare for the exam.

General Objectives:

By the end of this course, the student will be able to successfully:

- Understand the format of each section of the TOEFL iBT exam
- Learn and apply different note-taking strategies during the test
- Apply different test strategies to answer each section of the test accurately

Specific Objectives by Module:

By the end of Module 1, the student will:

- Understand conversations and lectures in English to identify the main idea and supporting details to answer the practice test questions accurately **(Listening)**
- Identify the speaker's attitude or purpose in a conversation to answer the practice test questions accurately **(Listening)**
- Identify details related to the relationship between the speakers in a conversation to answer the practice test questions accurately **(Listening)**
- Identify the main idea and key details in a lecture about abstract or concrete topics to answer the practice test questions accurately **(Listening)**
- Identify the different types of questions for the Listening section: multiple choice one-answer, multiple choice with multiple answers, sequence of events, connecting content and making inferences to answer the practice test questions accurately **(Listening)**

By the end of Module 2 and 3, the student will:

- Understand the rubric used to grade the Speaking section **(Speaking)**
- Speak clearly and coherently about a variety of familiar topics to answer the practice test questions accurately **(Speaking)**
- Give an opinion of topics under discussion to answer the practice test questions accurately **(Speaking)**
- Convey information accurately from a reading and a talk to clearly and coherently respond orally to a question from the practice test accurately **(Speaking)**
- Convey information accurately from a conversation or lecture to clearly and coherently respond orally to a question from the practice test accurately **(Speaking)**
- Take part in a conversation and give an opinion to answer the practice test questions accurately **(Speaking)**
- Summarize orally an academic lecture to answer the practice test questions accurately **(Speaking)**

By the end of Module 4 and 5, the student will:

- Convey information accurately from a passage and a lecture to clearly and coherently write an essay stating how the lecture supports or challenges the reading passage **(Writing)**
- Write an essay based on a given prompt to express and support the student's opinion about a topic or issue according to the rubric **(Writing)**

By the end of Module 6, the student will:

- Understand academic passages written in English to answer the practice test questions accurately (**Reading**)
- Infer meaning of words from context to answer the practice test questions accurately (**Reading**)
- Read questions and select correct answer based on main idea, key details and author's intention (**Reading**)
- Identify true and false statements based on the passage to answer the practice test questions accurately (**Reading**)

Communications Plan: You may use the Course Messages or the email tool in Blackboard to communicate with your instructor. All messages will receive a response within 24 business hours. Please visit the Faculty Contact page in the course for additional information about how to contact the course faculty and/or support team from Inspire Texas.

Blackboard® Learning Management System

Reliable Internet access is essential as this is an online program and Blackboard® will be used extensively throughout the course. The course requires reading, study and the completion of weekly online assignments within Blackboard. Please access Blackboard Help for assistance.

Technology Specifications

INSPIRE TEXAS uses leading trends in technology to give students an optimal online learning experience. Sufficient technology and Internet access is required to complete online classes. The following list will help verify that you are adequately equipped.

Computer Hardware and Software Requirements

- A reliable computer with:
 - 1.5 GHz CPU or greater with minimum of 1GB RAM
 - Network adapter: LAN (Ethernet) or wireless (WiFi)
 - DSL or cable broadband Internet (Dial up not compatible)
 - CD/DVD drive
- Speakers or headset
- Microphone
- Video camera (or some method to record your presentations)
- Word Processing software (Microsoft Office, Google Docs, etc.)

Operating Systems Web Browsers & Plugins

- Windows XP, Vista, or 7 MAC OSX 10 or later (OSX 10.4 Tiger not supported)
- Blackboard Learn requires the latest version of Sun JRE 7 The JRE can be downloaded from <http://java.sun.com/javase/downloads/index.jsp>.
- Browsers with plug-ins (Flash Player, Adobe Reader)
 - Safari,
 - Firefox,
 - Chrome,
 - **Note: Internet Explorer is not supported**
- Adobe Flash Player - <https://get.adobe.com/flashplayer/>
- Adobe Acrobat Reader - <https://get.adobe.com/reader/>

Required Technical Skills

As part of your online experience, you can expect to utilize a variety of technology mediums as part of your curriculum. Here are some of the skills that you should be comfortable with:

- Communicate via email (including sending attachments)
- Navigate the World Wide Web using a Web browser such as Chrome or FireFox
- Use word processing applications such as Microsoft Office (or Google Docs) to create documents
- Be willing to learn how to communicate using a discussion board and upload assignments in the course site
- Be comfortable uploading and downloading saved files
- Have easy access to a reliable internet connection
- Knowledge of copying and pasting, spell-checking, saving files in different formats

Criteria for Grading Written Work

Grading rubrics are provided for each of the assignments in this course. The rubrics are located in the individual assignment instructions and in the Grading Rubrics link in the online course menu. Please review the rubric prior to starting the assignments so that you have a clear understanding of the assignment guideline before you start it.

These are the overall expectations for assignments in the course:

- Follows directions provided in the assignment
- Presents assignments and discussion boards in a clear and logical manner
- Makes pertinent references to the text(s), other readings, or sources
- Gives evidence of ability to apply and synthesize teaching strategies across contents
- Uses elements of form such as grammar, spelling, sentence structure, and punctuation correctly.
- Is submitted on time. Instructors are not required to accept late work. Late work will result in grade reduction.
- All assignments will be graded within 3-4 days

Grading Guidelines

The sum of all the points possible in course is 2700 points. To receive credit for the course, the student must meet the attendance policy requirements **and** achieve a minimum overall average of 80% of the possible points (3300 points). Students who do not meet these requirements must retake the course when it is offered again in another cycle. Fees may apply.

Please review the TOEFL iBT Course Calendar and Checklist document in the Start Here area of the online course for the schedule of the weekly assignments and activities.

The breakdown of the points is as follows:

Activities	Number of each Activity in course	Points possible per Activity	Total Points Possible
Discussion Board*	0	100 points	0
Assignments	19	100 points	1900
Course Evaluation	1	100 points	100
Quizzes	2	100 points	200
Virtual Classes Attendance	6	100 points	600
Weekly Attendance	Login 5 times per week	100 per week	500
		Total Points Possible	3300

*Initial discussion board posts 50pts • Each of the two discussion board replies 25pts/each

Due Dates to Submit Assignments:

All assignments for each module need to be submitted no later than Sunday before 11:59 p.m. after each module begins. The only assignment that needs to be submitted each Thursday before 11:59 p.m. is the original Discussion Board post. Failure to submit the original discussion board on Thursday will be subject to the late work policy and the grade will be reduced 50%.

Attendance Policy:

Participants must adhere to the course schedule to obtain full credit. INSPIRE TEXAS by Region 4 requires all online students to log into Blackboard® five (5) out of seven (7) days a week. Failure to comply with attendance 3 times during one course will result in repeating the course. Fees will apply.

Blackboard Tips for Success:

- Be sure to check Announcements frequently
- Refer to your syllabus for course information
- A calendar has been provided to help you keep organized and on time with assignments
- Assignments will be turned into each assignment folder
- The My Grades link in the course will keep you up to date with information about your grades
- Remember you need a minimum of 80% average to successfully pass all courses.
- Contact your instructor and cyber coordinator immediately if you are experiencing difficulties with the course interface or with Internet accessibility. If you are unable to submit an assignment electronically, please contact your instructor before the assignment deadline.

Accessibility Statement:

Students who have special needs addressed by the Americans with Disabilities Act who need any test or course material accommodations should let Admissions Team know about these factors

upon being accepted into the program. Please request assistance through Dr. Hayden McWhorter at hayden.mcwhorter@esc4.net or 713.744.6338. Inspire Texas provides reasonable accommodations to students who request academic accommodation due to a disability that imposes impairment in the learning environment. Disabilities may be defined by the following:

- Learning disabilities
- Health impairments
- Physical limitations
- Psychiatric conditions

Professional Standards of Behavior for Students:

Academic Integrity Academic Honesty & Plagiarism:

Plagiarism involves taking credit for another person's work. You must cite sources any time source material (e.g., books, journal articles, internet material, etc.) has been used, paraphrased, or quoted.

Quoted material must be placed in quotation marks and referenced appropriately. Please note that copying information directly from a source without giving credit, using friends or classmates' work, buying papers online, re-using one's own work from previous classes, etc., all constitute plagiarism. The expectation for quality, original work applies to all assignments, including discussion boards.

As a future educator, it is imperative that you fully understand the impact plagiarism has on student performance. If you turn in any plagiarized work, you will receive an automatic zero for the assignment and also face a mandatory repeat of the course; which could potentially result in dismissal from INSPIRE TEXAS Educator Certification Program by Region 4. Educators are held to the highest standard, therefore uncertainty of what and when something should be cited is not an excuse to not do so. If you are experiencing any confusion or uncertainty it is essential that you communicate with your instructor for input before you submit any work.

No Zero Policy:

Completion of all online assignments is required in order to receive credit for the course. Region 4 will not grant PPR approval, grant certificate approval, or recommend certification for students who have not completed all coursework.

Attendance Policy:

Region 4 requires that online students log in 5 out of 7 days a week. Failure to comply with attendance 3 times during one course will result in repeating the course. Fees will apply.

Course Completion:

To receive credit for an online course, the student must complete each course with an overall average of 80% or above. Students who do not meet the required overall average must complete the course when it is offered again in another cycle. Fees will apply.

Communication Policy:

An on-line classroom is a unique learning environment! Communication is very important but

can be confusing because of the environment. **Your instructor is your go-to person for your Online Cycle.** Your instructor should have the answers and will reply in 48 hours. If for some reason your instructor is unable to answer your question, INSPIRE Texas by Region 4 has a team in place to take care of your needs. Please be sure to follow the following line of communication.

- **Your Instructor** will answer questions, share important information, grade work, leave feedback and support your needs.
- **The Cyber Coordinator** supports your instructor by gathering reports on how each class and cycle are doing. You may hear from them if you are missing assignments or if you do not meet the attendance requirement for the week.
- **The Blackboard Manager** makes sure the Blackboard System is running correctly. She will fix broken links in the course and make changes as needed. She will also support the cyber coordinator team, and instructors.
- **The INSPIRE TEXAS International Program Secretary** is the person who enrolled you in class. She can help with general program questions.
- **The INSPIRE TEXAS Region 4 International Program Education Specialist.** She works behind the scenes to bring new and exciting curriculum, works on compliance, and oversees, supervises and coordinates the program with the Cyber Team.

Late Work Policy:

Late work is not accepted except in rare and specialized circumstances. Here is the process:

First Late Assignment:

- Contact your instructor via email as soon as you know your work will be late, and *prior to the deadline*
- All late assignments will be due no later than 2 days after the original deadline.
- No points will be deducted if prior arrangements are made on your first late assignment.
- If there is no prior notice of your first late assignment, the instructor will re-assign a deadline and deduct ½ of all possible points.

Second Late Assignment:

- With or without prior notice of your 2nd late assignment, the instructor will deduct ½ of all possible points.

Third Late Assignment:

- Candidate will be removed from the course and asked to register to retake the current course at a later date. Fees will apply.

No more than two late assignments will be accepted per course. More than two late assignments will result in having to retake the current course. Fees will apply.

Netiquette Expectations:

- Remember you are not anonymous
- Make a good impression; remember that you are communicating with current and future administrators, specialists and teachers
- Appropriate citations are required when using the work of others
- Do not send spam

- Use upper and lower case as appropriate
- Use correct punctuation
- Refrain from using inflammatory language
- Refrain from using text messaging grammar: write in complete sentences with correct spellings
- Appropriate communication with your online instructor is expected
- Inappropriate and unprofessional use of electronic communications should be reported to the online instructor or cyber- site coordinator

Instructor Expectations:

- Participate in class discussions on the discussion board.
- Return graded assignments within 3-4 days
- Provide Feedback on assignments
- Respond to emails or Blackboard® messages within 24 hours.

Copyright Statement:

The materials in this course are to be utilized for your personal educational needs only. Do not copy for distribution or keep digitized copies of copyrighted materials on your computer. Failure to comply with these restrictions will hold you liable for copyright infringement.