

## Assignment & Reflection Guidelines

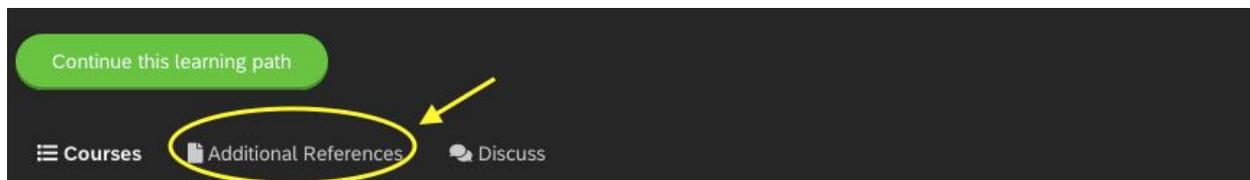
Assignments & reflections require learners to reflect on what they've learned within the module. Assignments are due at the end of each core module and are marked Monday to Friday between 9am and 5pm EST. Learners must receive a passing grade (100%) in order to continue with their learning within the module.

Please see the guidelines below for information on how to access, complete, and submit your assignments.

### To download the Assignment & Reflection Questions

Download the assignment/reflection questions when prompted throughout the lessons **or** copy the questions into your own document.

Handouts and other supplemental materials that may assist you in completing these assignments can be found in the Additional References section.



### FAQ

- [How do I access the Additional References section?](#)

### Working on your responses

Once you are ready to begin, create a new word processing document for each assignment. Read the assignment directions carefully to make sure you are covering all of the criteria.

Be sure you have completed all of the questions before attempting to submit your responses.

### Submitting your assignments

When you have completed the last lesson of the module, you will be able to submit your assignment. Once here, upload your completed assignment, ensuring it is the correct file type and size, then click Submit once the file has been uploaded.

Files should be a maximum of 250MB and the name should not contain any special characters. The accepted file types include the following: pdf, jpg, jpeg, png, gif, bmp, doc, docx, ppt, pptx, avi, wmv, mpg, mpeg, 3gp, flv, m4v, mp4, mp3, wav, mid, xls, xlsx, htm, html, txt, mov, rtf, key, pages, numbers, psd. We recommend learners submit their work as either .doc, .docx, or .pdf.

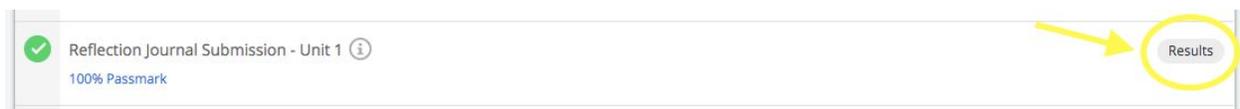
If you have any trouble submitting your work, please check that you are meeting the [system requirements](#) and/or contact [TEFL support](#) for further assistance.

### Assignment & reflection grading

Once you submit your responses, simply await marking. Do not reopen your assignments as this will prevent us from being notified or being able to mark them.

If you have inadvertently reopened your submission, please [contact TEFL support](#) for assistance.

You may continue to work on other modules while you await marking. Once your assignment has been marked, you may review your results by navigating to the module and clicking “Results” on the far right-side of the assignment section. You may now complete the Knowledge Check for the module.



If you have received any grade less than 100%, you will be required to edit your responses and resubmit your assignment. Please edit your responses in your existing Word documents, save your new responses, and re-upload your work once again into the submission lesson.

### Frequently Asked Questions

- [Is there a tutor or instructor for the TEFL course to help me with my assignments?](#)
- [Are books or materials required to complete these assignments?](#)
- [When will my written assignment/reflection journal be marked?](#)
- [Am I able to move ahead while I await feedback for my reflection journal?](#)
- [How do I see my written assignment/reflection journal grade?](#)
- [I can't upload my written assignment.](#)

## Rubric & requirements

Along with the rubric below, please keep the following in mind when writing your assignments:

- Each question is different and there is no word limit. However, most responses will require at least 250 to about 500 words depending on the question(s) asked.
- Responses should be well thought out, use full sentences (unless otherwise specified), and be grammatically correct.
- Be sure to read and answer all prompts and/or questions in each assignment & reflection. All questions and/or prompts must be completed in order to pass.
- Responses should reflect the learners own thoughts and ideas as they relate to the questions, the module and the classroom.
- [Academic integrity](#) is important to us. Plagiarize work, inappropriate comments or other acts that do not align with these principles will result in an automatic fail.

Components	Pass		Fail	
	Level 4 Excellent	Level 3 Good	Level 2 Satisfactory	Level 1 Needs Improvement
<b>Demonstrates understanding and knowledge of the content and pedagogy</b>	Responses demonstrate a comprehensive integration of new learning.	Responses demonstrate a considerable integration of new learning.	Responses demonstrate some integration of new learning.	Responses demonstrate a limited integration of new learning.
<b>Uses critical thinking skills and inquiry skills to think about learner learning</b>	Thinking and questioning reflect an extensive amount of critical analysis on their own strengths, needs, and interests	Thinking and questioning reflect a substantial amount of critical analysis on their own strengths, needs, and interests	Thinking and questioning reflect an adequate amount of critical analysis on their own strengths, needs, and interests	Thinking and questioning reflect a minimal amount of critical analysis on their own strengths, needs, and interests
<b>Expresses and organizes ideas</b>	Learner identified, gathered,	Learner identified, gathered,	Learner identified, gathered,	Learner identified, gathered,



<b>for self-directed learning</b>	evaluated, and used an extensive amount of information and resources to reflect on their own learning.	evaluated, and used a considerable amount of information and resources to reflect on their own learning.	evaluated, and used some amount of information and resources to reflect on their own learning.	evaluated, and used a limited amount of information and resources to reflect on their own learning.
<b>Applies new knowledge and learning to the classroom</b>	Learner is effectively able to apply their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners.	Learner is able to apply their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners with considerable effectiveness.	Learner is able to apply their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners with slight accuracy.	Learner inaccurately applies their new knowledge of teaching pedagogy and strategy in the classroom to meet the needs of all of their learners.
<b>Demonstrates clarity in language use</b>	Learner expresses ideas with little to no spelling or grammatical errors and expresses abstract concepts accurately.	Learner expresses ideas with minimal spelling or grammatical errors and expresses abstract concepts fairly accurately.	Learner makes spelling or grammatical errors that slightly hinder comprehension and expresses abstract concepts slight accurately.	Learner makes spelling or grammatical errors that hinder comprehension and expresses abstract concepts inaccurately.