

# Online Certificate in TESOL

January 1 - December 31, 2020



**Anaheim University**

David Nunan TESOL Institute

## ANAHEIM UNIVERSITY MISSION

Anaheim University was established as a unique, innovative and sustainable institution of higher learning to meet the educational needs of a diverse and global student body through academic programs of the highest quality. Dedicated to a student-centered philosophy, Anaheim University makes higher education accessible to qualified students worldwide through both online and on-campus study.

## ANAHEIM UNIVERSITY OBJECTIVES

Taking advantage of the newest technological innovations, Anaheim University is designed to be a sustainable global institution with a multicultural perspective, with programs designed to meet the needs of its diverse student population. To accomplish this, Anaheim University has the following objectives:

- Meeting the educational needs of our students by offering instructional programs otherwise unavailable because of access, cost, or work schedule
- Excellence of academic instruction through the guidance and expertise of dedicated faculty
- Provision of an instructional environment where students can take an active role in their own learning
- Utilization of the newest technologies
- Deployment of technology-based learning resources
- Development of interactive learning environments in both synchronous and asynchronous settings
- Support of an academic environment where professors are able to deliver the highest quality educational programs and take advantage of the University's learning resources
- Regular course and program assessments and evaluation to improve our offerings
- Development and maintenance of a University alumni support system to advance alumni professional skills, knowledge, and expertise and help them realize their lifelong educational goals
- Development of University culture and programs promoting sustainability

## ABOUT US

Anaheim University is a private institution that was founded in Orange County, California in 1996. The University is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). Anaheim University is also approved to operate by the California Bureau for Private Post-Secondary Education. "Approval to operate" means that Anaheim University operates in compliance with state standards as set forth in the California Education Code and the California Code of Regulations.

### MESSAGE FROM DR. DAVID NUNAN, DIRECTOR DAVID NUNAN TESOL INSTITUTE

“I’d like to welcome you to Anaheim University’s TESOL Certificate program. I designed this program to provide practical skills and knowledge that is based on sound theory and research. I trust that engaging with the ideas presented in the program will be enjoyable, productive and professionally rewarding.

I have been involved in directing post-graduate and Certificate programs in applied linguistics and language education in many different parts of the world for over three decades. However, I have never been involved in better quality programs than these. In addition to their innovative means of delivery, the programs are distinctive in a number of important respects.

In the first place, the program offers principled links between theory, research and practice. Procedurally, the material reflects the experiential, task-based philosophy being advocated for the teaching of foreign languages. The medium and the message are therefore in harmony.

In the Certificate program, whether you are a language teacher, teacher in preparation or intending teacher, you will be introduced to TESOL theory, research and practice that is accessible and that is supported by a wide range of teaching materials, teaching ideas and classroom extracts. In the TESOL Certificate program, through interactive online instruction using print, audio and video media, you will develop a solid pedagogical foundation in the core areas of language teaching methodology, including listening, speaking, reading, writing, pronunciation, vocabulary, grammar, content-based instruction, and computer assisted language learning.

I look forward to traveling with you on this exciting educational voyage, and trust that you find the programs as rewarding to complete as I found them to create.”

- *World’s leading author selling over 2.5 billion textbooks*
- *Past President of TESOL (1999-2000), the world’s largest language teaching organization*
- *Named one of the Top 50 Australians in the World & the 7th most influential Australian in Asia*
- *Ph.D. in Educational Psycholinguistics from Flinders University & Master of Education (Curriculum Studies) from the University of Exeter*

### COURSE DESIGNER

Dr. David Nunan, Founding Dean of the Anaheim University Graduate School of Education and Director of the David Nunan TESOL Institute

Dr. Nunan is a world-renowned linguist and acclaimed author of texts for both teachers and students of the English language. He is a former President of TESOL, the world’s largest language teaching organization. Dr. Nunan is the world’s leading textbook author with textbook sales exceeding 1,000,000,000. He has authored textbooks for many of the world’s leading publishers including Oxford University Press, Cambridge University Press, Thomson Publishing, Heinle & Heinle, and Cengage Learning. He has been involved in the teaching of graduate programs for such prestigious institutions as Columbia University, the University of Hawaii, Monterey Institute for International Studies and the University of Hong Kong.

## PROGRAM GOALS

The objectives of the TESOL Certificate program are:

- To introduce TESOL theory, research and practice to relatively inexperienced or unqualified teachers that is accessible and that is supported by a wide range of teaching materials, teaching ideas and classroom extracts
- To encourage self-direction on the part of students through the provision of follow up resources and ideas
- To develop the necessary knowledge, attitudes and skills to enable those students who desire it to go on to higher study
- To present content through a range of print, audio and video media
- To foster the development of higher level thinking skills such as the critical evaluation of pedagogical materials

Upon successful completion of the TESOL Certificate program, students will be able to:

- discuss some of the research findings that have influenced language teaching methodology.
- create instructional sequences that incorporate the pretask, task, and follow-up cycle.
- demonstrate familiarity with a range of techniques for teaching listening, speaking, reading, writing, pronunciation, and grammar.
- demonstrate familiarity with cultural patterns at the linguistic, behavior, and content levels, and discuss how cross-cultural (mis)communication occurs.
- design and edit language teaching dialogues and other spoken materials so that they are natural and realistic and focus more on discourse.
- understand how different forms of content-based instruction apply to different student populations and instructional settings.
- devise ways to adapt or supplement an activity for a specific group of learners by introducing supplementary material.
- explain the importance of consciousness-raising activities, receptive activities, and productive activities when teaching about language differences.
- explain how Computer-Assisted Language Learning (CALL) can be used as whole class and small group activities.
- identify major learning styles and strategies and explain why they are important considerations in second language teaching.
- organize a project or series of classroom activities so that the students make choices and decisions about their learning.
- develop classroom assessment tasks that are linked to learning outcomes.

## TESOL CERTIFICATE OVERVIEW

### WORK FULL TIME & STUDY ONLINE

Anaheim University's Certificate in TESOL (Teaching English to Speakers of Other Languages) was designed by Anaheim University President Emeritus and world-renowned linguist Dr. David Nunan. It is taught 100% online and can be completed in as little as 15 weeks. It enables students to network with teachers of English residing around the world

### WHO IS THE TESOL CERTIFICATE FOR?

This program is designed for language teachers, teachers in preparation or intending teachers. These include teachers of English, experienced English language teaching professionals, native and non-native English-speaking teachers of English, teachers of English to children, teachers of English to adults, and public and private school teachers.

### COURSE DESCRIPTION

This 3-unit course offers a practical introduction to language teaching and links practice to theory and research. The program offers students the opportunity of developing a solid pedagogical foundation through instruction in the following areas:

1. Language teaching methodology
2. Listening
3. Speaking
4. Reading
5. Writing
6. Pronunciation
7. Vocabulary
8. Grammar
9. Discourse
10. Content-based instruction
11. Using coursebooks
12. Computer assisted language learning
13. Learning styles and strategies
14. Learner autonomy in the classroom
15. Classroom-based assessment
16. Cross-cultural communication

Students are admitted on an open enrollment basis, i.e., official documentation of prior academic experience is not required. Applicants must be 18 years or older or have graduated from High School. Exceptions require special written permission from the parent or legal guardian and Dean or Program Director. See Admissions Policy on page 10 for specific English language proficiency requirements.

Students will be graded on a pass/fail basis, and, upon successful completion of the course and submission of an end-of-course survey, will be awarded a TESOL Certificate.

## METHOD OF INSTRUCTION

**Online Learning:** reading of textbook, Online Discussion Forums, online quizzes, video lecture

**Course Duration:** Each course is 15 weeks (3 units). Courses begin on the first Monday of each month.

Students are expected to complete the TESOL Certificate within the prescribed 15-week term. Students requiring a 15-week extension will be charged an additional \$200 extension fee. Maximum time allowed for completion is 30 weeks.

## COURSE INSTRUCTOR MARIE WEBB

Marie Webb is a graduate of the University of San Diego where she earned her Master of Education in TESOL, Literacy and Culture. She has been teaching since 2010 in a wide range of settings including California community colleges and universities, and has international teaching experience in Seoul,

South Korea, Tokyo, Japan, and Macau, China. In addition to her ESL teaching, Marie has also taught Master's level coursework at the University of San Diego's Master of Education in TESOL program. Currently, Marie is a Doctoral candidate in English composition and applied linguistics at Indiana University of Pennsylvania, and is interested in researching and learning more about writing teacher identity in the Composition and TESOL fields.

## PROGRAM FEES

<b>TESOL Certificate Program Fees</b>	
Application Fee (Non-Refundable after 7 days)	\$ 50
Registration Fee (Non-Refundable after 7 days)	\$ 100
Tuition Fee	\$ 750
Online Supervised Teaching Option A* (Student arranges the ESL learners)	\$ 300 (optional)
Online Supervised Teaching Option B* (Anaheim University arranges the ESL learners)	\$ 450 (optional)
Certificate	No cost
Replacement Certificate	\$ 100 (optional)
Replacement Cover	\$ 50 (optional)
Course Completion Letter	\$ 35 (optional)
<b>Program Total</b>	<b>\$ 900**</b>

\* Online Supervised Teaching Options: For students wishing to gain experience teaching English as a Second Language (ESL) Learners and receive written corrective feedback on the student's teaching, an Online Supervised Teaching Option is available. Students who choose Option A arrange to teach three 30 to 60 minute classes of ESL learners, video record the lessons, and upload the videos for the instructor to view and provide written corrective feedback. Students who choose Option B where Anaheim University arranges ESL learners, will be required to teach three 30 to 60 minute classes by online webcam. The sessions are recorded and the instructor provides written corrective feedback. In either option, the classes may be either private or group lessons.



\*\*Assumes completion in 15 weeks. Maximum cost of program is \$1,100 (extension fee of \$200 for one additional 15- week term)

Textbook fees are not included. A student can plan on approximately \$35 for textbook purchase

US Military: Anaheim University's programs are approved for VA benefits

Payments can be made by check, credit card (Visa, MasterCard, American Express or Discover), money order or bank transfer (the student is responsible for any transactions fees imposed by the institution). The application fee must be paid at the time of application.

Please note that students who register and pay for the course seven days or less before the scheduled start date will pay an expedited registration fee of \$40.

## PROGRAM STUDY SUGGESTIONS

Students are responsible for being knowledgeable of the course syllabus and course grading. Also, in order to assist you allocate your time, the course guide contains a weekly breakdown. It is a suggestion only, but one that students are advised to adhere to as closely as possible to keep up with the demanding schedule of the course. Below is an example:

Weekly Study Format:	
150 min.	video lecture & PowerPoint presentation ( <i>watching video, reviewing PowerPoint, taking notes, reflecting on notes</i> )
150 min.	background reading
120 min.	preparation of responses to discussion questions and tasks
90 min.	discussion board
30 min.	online quiz
<b>9 hours</b>	<b>per week total</b>

Duration: 15 weeks x 9 hours per week = 135-hour course.

## ONLINE LEARNING RESOURCES

### AU ONLINE DISCUSSION FORUM

The Online Discussion Forum is an electronic bulletin board and e-mail list facilitating lively communication and interaction among students and their professor. When a student posts a message to the Forum, the message is automatically redistributed to the professor and all other students in the course, allowing students to discuss the week's readings in their free time. A weekly Student Host directs students to perform certain tasks as outlined in the online Course Guide. The Online Discussion Forum plays an integral part in AU's online programs by facilitating the out-of- class interaction between students necessary for an effective exchange of ideas. The AU Online Discussion Forum ensures that learning and interaction does not end when the real-time class does.

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## ONLINE BOOKSTORE

The Online Bookstore is the one-stop source for textbook and course material needs. Designed for students to buy textbooks based on their course schedule, track their textbook orders, and sell their textbooks back from a previous semester, the Online Bookstore offers money-saving used books, multiple shipping options, and access to hundreds of academic items related to your studies. In an effort to provide additional savings, textbooks or course materials may be available for purchase in an electronic format. Purchases will be subject to the refund policy of the bookstore.

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## LIBRARY

Anaheim University requires all of its students to make extensive use of library facilities and resources in the course of their program. The University's online resources provide a major boost in assisting and supporting a student's academic work. The login ID and password provided by the University to the student upon enrollment will provide the student access to the online resources.

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## AU ALUMNI ASSOCIATION

Upon completion of their chosen programs of study, AU graduates have the privilege of becoming part of the university's Alumni Association. The AU Alumni Association is a highly regarded online network established to ensure that an AU graduate's learning never ends. The Alumni Association is an excellent way to network with other professionals in your field and keep abreast of recent developments. Members have access to the most recent updates regarding the latest news from the field, important events, suggested readings, cutting edge information and professional career opportunities

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## STUDENT SERVICES AND TECHSUPPORT

The policy of Anaheim University is "Students First, Always" and Anaheim University's Student Services staff is committed to providing students with the administrative services they need for course registration, textbook ordering, graduation, etc. Technical issues are addressed by the TechSupport Division of the University.

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## GRADUATION STORE

Alumni of Anaheim University have the opportunity to show Anaheim pride by ordering Anaheim University graduation rings and diploma frames online.



## MESSAGE FROM THE PRESIDENT

As President, it is my pleasure to welcome you to the Anaheim University global online learning community.

At Anaheim University, we offer relevant, application-based programs designed to help you, the student, make an immediate difference in your current employment or future career. If you want an affordable, high quality experience in a globally connected setting, and a diverse faculty deeply engaged in their fields and with lifetime connections to invigorate your drive for success, you are at the right place.

With our experienced faculty and staff, interactive learning environment, and the integration of traditional and innovative learning methods, Anaheim University's mission is to provide exceptional learning opportunities to students who wish to benefit from a proven learning process. Upon completion of your academic program, you will join the worldwide Anaheim University Alumni Association with the many benefits it has to offer.

On behalf of the faculty and staff of Anaheim University, I wish you success in your chosen program of study.

Welcome to Anaheim University.

**Andrew Honeycutt, DBA  
President**

## ANAHEIM UNIVERSITY ADMINISTRATORS AND ADVISORS

### ANDREW E. HONEYCUTT, DBA PRESIDENT

Dr. Andrew E. Honeycutt, President of Anaheim University and former Dean of the Anaheim University Akio Morita School of Business, received a Doctor of Business Administration degree in Marketing from Harvard University and a Masters in Business Administration degree in Organizational Behavior from Boston University. Dr. Honeycutt has served as Dean of the College of Business and Technology of Argosy University Atlanta, Vice Chairman of Edgenics, Inc. and Senior Partner of the Center for Collaborative Learning and Coaching. As a business professor and school of business administrator, he has been instrumental in the development of cooperative relationships with major companies - Colgate Palmolive, Dupont, Gulfstream Corporation, Savannah Foods, Simmons First National Bank, SC Johnson Wax, and others. His much-utilized business expertise is evidenced by his service on business and governmental advisory boards and boards of directors. He has also served on the advisory boards of the Winthrop Rockefeller Foundation (Small Business Strategic Planning), the Ewing Marion Kauffman Foundation (Entrepreneurship Education) and the National Board of Directors of SCORE.

### PETER LANGENBURG, J.D. CHANCELLOR AND GOVERNMENT AFFAIRS LIAISON

Peter Langenberg, J.D. serves as the Chancellor and Government Affairs Liaison for Anaheim University. He graduated from Princeton University summa cum laude with an A.B., and the University of California, Hastings College of Law with a Juris Doctorate. Peter Langenberg lived in Japan for a number of years, speaks Japanese fluently, and is former Chair of the Los Angeles Nagoya Sister City Affiliation. Mr. Langenberg was admitted to the California Bar in 1977 and serves as Hughes, Hubbard & Reed Senior Counsel. His areas of concentration include General Commercial and Business Law; Corporate Law; Intellectual Property (Trademarks, Copyrights, Licensing); and Employment Law.

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ROD ELLIS, PH.D.

VICE-PRESIDENT OF ACADEMIC AFFAIRS

DOCTOR OF EDUCATION IN TESOL PROGRAM DESIGNER

SENIOR PROFESSOR, GRADUATE SCHOOL OF EDUCATION

Dr. Rod Ellis is a world-renowned thought leader in the field of Second Language Acquisition. Prof. Ellis received his Doctorate from the University of London and his Master of Education from the University of Bristol. A former professor at Temple University both in Japan and the US, Prof. Ellis has served as the Director of the Institute of Language Teaching and Learning at the University of Auckland and has taught in numerous positions in England, Japan, the US, Zambia and New Zealand. Dr. Ellis, who is known as an expert in Second Language Acquisition, is author of the Oxford University Press Duke of Edinburgh Award-Winning Classic “The Study of Second Language Acquisition”, as well as numerous student and teacher-training textbooks for Prentice Hall and Oxford University Press. Prof. Ellis’s textbooks on Second Language Acquisition and Grammar are core textbooks in TESOL and Linguistics programs around the world.

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KATE STRAUSS, MA

VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS

Kate Strauss is the Administrative Director at Anaheim University. Ms. Strauss holds a BA in English from Princeton University, and an MA in English from the University of California, Irvine. Ms. Strauss brings over 10 years of experience in the human relations and marketing fields, and has won numerous civic awards in her role as Marketing Director for One Colorado in Old Pasadena, CA for her innovative contributions to cultural life and leadership. She has also enjoyed success using her communication skills as a teacher and training professional for the Orange County Human Relations Council.

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ROBERT ROBERTSON, PH.D.

DEAN OF THE AKIO MORITA SCHOOL OF BUSINESS AND PROFESSOR

Dr. Robert Robertson has more than 15 years of experience in academia as a Vice President of Academic Affairs, Dean of Business and MBA program director. He holds a Ph.D. in Management and Organization (Stirling University, Scotland); Master of Studies in Law (Vermont Law School); Master of Public Administration (Dalhousie University, Canada); a Master of Arts (Eastern Kentucky University) and a Bachelor of Science (East Tennessee State University). Dr. Robertson was selected by the United States Department of State Bureau of Educational and Cultural Affairs to the Fulbright Specialist Program. He has served as the Chief Academic Officer and Research Fellow at the University of Phoenix’s Center for Workforce Diversity, Central Florida campus in Orlando, Florida. He is an invited speaker on international business, strategy, online education and workforce training; and he regularly lectures in China, Taiwan, Vietnam, Kazakhstan, Europe, Brazil and the United States. In the public sector, he has more than 20 years of management experience including serving as the City Manager for the City of Hamilton, Ontario in Canada with more than 8,500 employees and a budget in excess of one billion dollars.

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**DAVID NUNAN, PH.D.**  
**PRESIDENT EMERITUS**  
**DESIGNER, MA IN TESOL PROGRAM DIRECTOR, DAVID NUNAN TESOL INSTITUTE**

David Nunan, President Emeritus, has been with the California-based institution since its founding in 1996, when he played a central part in the development of the University's ground-breaking interactive online learning system. Dr. Nunan is a world-renowned linguist and best-selling author of English Language Teaching textbooks for Cambridge University Press, Oxford University Press, and Thomson Learning. His ELT textbook series "Go For It" is the largest selling textbook series in the world with sales exceeding 2.5 billion. In 2000, David Nunan served as President of TESOL, the world's largest language teaching association. David Nunan has served as Chair and Professor of Applied Linguistics at the University of Hong Kong since 1994 and has been involved in the teaching of graduate programs for such prestigious institutions as Columbia University, the University of Hawaii, Monterey Institute for International Studies, and many more. In 2002 Dr. Nunan received a congressional citation from the United States House of Representatives for his services to English language education through his pioneering work in online education at Anaheim University, and in 2003 he was ranked the 7th most influential Australian in Asia by Business Review Weekly

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**HAYO REINDERS, PH.D.**  
**GRADUATE SCHOOL OF EDUCATION CHAIR OF RESEARCH**

Holding a Ph.D. in Language Teaching and Learning from the University of Auckland, Dr. Hayo Reinders is also Professor of Education and Head of Department at Unitec in Auckland, New Zealand. His previous positions include Head of Learner Development at Middlesex University in London, Director of the English Language Self Access Centre at the University of Auckland in New Zealand and associate professor at RELC in Singapore. He has worked with teachers from a large number of countries worldwide and has been visiting professor in Japan, Thailand, Mexico and the Netherlands. Dr. Reinders edits the journal 'Innovation in Language Learning and Teaching' as well as a book series on 'New Language Learning and Teaching Environments' for Palgrave Macmillan. He is Editor of Innovation in Language Learning and Teaching, and Convenor of the AILA Research Network for CALL and the Learner. Dr. Reinders' interests are in technology in education, learner autonomy, and out-of-class learning, and he is a speaker on these subjects for the Royal Society of New Zealand. His most recent books are on teacher autonomy, teaching methodologies, and second language acquisition.

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**LUKE PLONSKY, PH.D.**  
**GRADUATE TESOL PROGRAM DIRECTOR**

Luke Plonsky (Ph.D., Michigan State University) specializes in three main areas of applied linguistics and TESOL: second language acquisition, language pedagogy, and research methods. Recent and forthcoming work in these and other areas can be found in virtually all major journals in the field including Annual Review of Applied Linguistics, Applied Linguistics, Language Learning, Modern Language Journal, Second Language Research, and Studies in Second Language Acquisition and in book chapters published by Cambridge, De Gruyter, Routledge, and Wiley-Blackwell. Luke has also co-authored or edited four books including the best-selling 4th edition of Second Language Acquisition: An Introductory Course. In addition to an accomplished scholarly record, Luke has taught courses in applied linguistics/TESOL as well as English and Spanish as a second language in Spain, The Netherlands (National Graduate School of Linguistics), Puerto Rico (Caribbean University), and in the US at Michigan State University, Arizona State University, and Northern Arizona University.

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DAVID DESSER, PH.D.  
DEAN, AKIRA KUROSAWA SCHOOL OF FILM

Dr. David Desser is Dean of the Anaheim University Akira Kurosawa School of Film. He is also Professor Emeritus of Cinema Studies, University of Illinois, where he was Professor of Cinema Studies, Comparative and World Literatures, East Asian Languages and Cultures and Research Professor of Communication. He has taught at the University of Michigan, Kansai University in Japan, Hong Kong Baptist University, the University of Pennsylvania, UCLA, Chapman University and the University of Southern California (USC). He received his Ph.D. from USC in the Cinema program with a minor in Japanese.

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YUKUO TAKENAKA, CPA  
EXECUTIVE STRATEGY ADVISOR

Yukuo Takenaka is Chairman, CEO and President of the Takenaka Partners Group. Prior to forming The Takenaka Partners Group in 1989, he was a partner and National Director of KPMG Peat Marwick's Japanese practice. He also served as Chairman of Project Japan for the parent company, KPMG. A graduate of the University of Utah, Mr. Takenaka is recognized for his expertise in cross-border M&A and joint venture transactions. On both sides of the Pacific, he serves as senior advisor to companies in a wide range of industries including high technology, electronics, manufacturing, financial services and real estate. He is the author of the Japanese best seller, *Merger and Acquisition Strategy*.

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DAVID R. BRACEY  
DISTANCE LEARNING / DEVELOPMENT

David Bracey works to develop and promote the University's programs worldwide and to ensure that students of Anaheim University receive quality care and attention. A major in International Communications and Psychology, Mr. Bracey has over 18 years of experience working in Japan.

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ELIZABETH MAYS, MM  
REGISTRAR

Holding a Master's degree from Azusa Pacific University and a Bachelor's degree from University of Redlands, Elizabeth Mays is the Registrar at Anaheim University. In this role, she oversees Anaheim University's various student services tasks from admissions through graduation. Prior to joining Anaheim University, Ms. Mays held management positions at technology firms and a faculty position at APU, where she founded the Master's of Music Handbell performance program. She has also volunteered for various nonprofit organizations including the Handbell Musicians of America and Habitat for Humanity.

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ANDREA ANZALONE, MLIS  
ONLINE LIBRARIAN

Andrea Anzalone manages the university's online library and is responsible for the ongoing development of library resources and services. She holds a master's degree in Library and Information Studies from the University of California, Berkeley, and a bachelor's degree in English Literature from UCLA. She brings over 25 years of experience in the library field and has worked in a variety of educational institutions, including Woodbury University, Phillips Graduate Institute, Getty Research Institute, and Los Angeles Public Library.

## POLICIES AND PROCEDURES

All administrative policies and procedures are contained in the Policies and Procedures Catalog. Click here to download the university's policies and procedures.

<http://www.anaheim.edu/downloadable-documents/AU-policiesandprocedures-1701.pdf>

## DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## FACILITIES, EQUIPMENT, AND TECHNOLOGICAL REQUIREMENTS

Anaheim University is an online institution, and all instructional equipment and materials must be provided by the student. Equipment includes: access to a computer and internet.

The course management system used by Anaheim University is Moodle. Moodle 3.5 is compatible with any standards-compliant web browser, including Google Chrome, Mozilla Firefox, Safari, Microsoft Edge, and Internet Explorer. Moodle is also available on mobile device browsers through MobileSafari and Google Chrome.

Please note that older "legacy" browsers have compatibility issues with Moodle 3.5. These older browsers include Internet Explorer 10 and below, and Safari 7 and below. For the best experience and optimum security, we recommend that you keep your browser up-to-date. <https://whatbrowser.org>

Graduate level students attend their live classes using the software GotoMeeting. To attend the GotoMeeting live sessions, students will need access to the following:

- Computer or mobile device. GotoMeeting requires the following:
  - 2GB of RAM (minimum), 4GB or more of RAM (recommended) for computers
  - iPad2 or later and iPhone 4s or later for mobile devices
- A webcam (optional). Your computer's built-in camera will work, or you may use an external webcam.
- A microphone or audio input device. Many times, you can use your computer's built-in microphone. A USB headset is recommended
- Headphones or audio output device. Often, your computer's built-in speakers will work just fine. A USB headset is recommended
- Internet access. Ensure you have a stable connection for clear audio and video. Anaheim University recommends access to the following connections:
  - Computer: 1 Mbps or better (broadband recommended)
  - Mobile device & Chromebook: 3G or better (WiFi recommended for VoIP audio)

**\*\* Note:** Most devices have built-in speakers, but you will get better audio quality while connected via VoIP if you use a headset. You can also use your phone to dial in and connect to audio.

GotoMeeting is compatible with the following operating systems:

- Google Chrome v57 or later
- Windows 7 - Windows 10

- Mac OS X 10.9 (Mavericks) - macOS Mojave (10.14)
- Linux/Ubuntu (Web App only)
- Google Chrome OS (Web App only)
- iOS 9 - iOS 12
- Android OS 4.4 (Kit Kat) - Android 9 (Pie)
- Windows Phone 8, Windows 8RT or later

## ENGLISH PROFICIENCY REQUIREMENTS

English language services are not provided. Non-native English speakers must demonstrate college-level proficiency in one of the following ways.

- Degree from an accredited institution where English is the primary language of instruction.
- Transcript from an accredited institution indicating completion of at least 30 semester hours of credit where the language of instruction was English (“B” average for Ed.D, Masters, Graduate Programs & Graduate Certificates; “C” average for TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- Transcript from an accredited institution indicating a “B” or higher in an English composition class (Ed.D, Masters, Graduate Programs & Graduate Certificates); “C” or higher for TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad.
- A minimum TOEFL score of 550 PBT / 213 CBT/ 80 iBT (Ed.D); 530 PTB / 197 CBT / 71 iBT (Masters, Graduate Programs & Graduate Certificates); 500 PBT / 173 CBT / 61 iBT (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- A minimum TOEIC score of 800 (Ed.D, Masters, Graduate Programs & Graduate Certificates); 625 (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- A minimum IELTS score of 6.5 (Ed.D, Masters, Graduate Programs & Graduate Certificates); 6.0 (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- A minimum PTE (Pearson Test of English Academic Score Report) of 58 (Ed.D); 50 (Masters, Graduate Programs & Graduate Certificates); 44 (TESOL Certificate, Teaching English to Young Learners Program or TESOL Undergrad).
- A minimum BULATS Level 3 (60), accepted only for Cultura Inglesia in Brazil.
- A minimum grade of Level 3 on the ACT COMPASS’s English as a Second Language Placement Test.
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam.
- A minimum B1 English proficiency level identified within the Common European Framework of Reference (CEFR) Standards and assessed through various ESOL examinations, including the University of Cambridge.

The language of instruction at Anaheim University is exclusively English.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Anaheim University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the TESOL Certificate you earn in the Anaheim University David Nunan TESOL Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Anaheim University to determine if your credits or certificate will transfer.

## ACCEPTANCE OF CREDITS EARNED AT OTHER INSTITUTIONS

Anaheim University does not accept any transfer credit for the TESOL Certificate program.

## EXPERIENTIAL CREDIT

Anaheim University will not extend credit for prior experiential learning to any student.

## ATTENDANCE

Anaheim University students participate in a weekly discussion forum in which they must contribute regular substantive posts to the discussion questions. In addition to the assigned course assessments, students are graded on participation in the discussion forum and online classes. A student is considered to have dropped a course if s/he fails to attend classes for a three-week period or fails to submit three consecutive lessons.

## MEDICAL LEAVE OF ABSENCE

Students may also petition for a medical leave of absence during their program, which is handled differently than a voluntary leave of absence. The maximum period for a medical leave of absence is ninety (90) days per leave. Students may apply for a maximum of four (4) leaves of absence for medical reasons throughout their degree program. Each leave of absence must be ninety (90) days or less and requires a separate petition which must be approved by the University's administration. Only students in good academic and financial standing will be considered for approval of medical leave. The [Petition for Special Medical Leave of Absence Form](#) can be downloaded from the University website and requires a doctor's signature.

## FINAL GRADES

Final Grades are submitted two weeks after the final day of the course. Students are notified of their final grades by email once the grades have been submitted. Students who have been approved for an extension will be notified of their final grades once all terms of the extension have been met.

## VISA STATUS

Anaheim University does not provide visa services but can provide a letter verifying a student's active status upon request.



## HOUSING

As Anaheim University programs are conducted online, regardless of where the student resides, the University does not have dormitory facilities under its control and does not provide housing or dormitory facilities.

## STATE LICENSURE

The programs at Anaheim University are not designed to lead to positions requiring licensure in this state.

## PLACEMENT SERVICES

Anaheim University does not offer placement services.

## GRADUATE EMPLOYMENT DATA

Anaheim University undergraduate certificate and diploma graduates self-report that they are employed in the following fields: Academic Director, Bilingual Training Specialist, Wall Street English Foreign Trainer, English Teacher, Adjunct Professor, Cram School Teacher, Linguist/Translator, Private English teacher, Language Technician, Academic Advisor, Business English Instructor, ESL Professor, TOEFL Instructor, Online ESL Teacher, Professional Proctor, Language School Team Leader, English Tutor.

## FINANCIAL AID

Anaheim University does not participate in federal or state financial aid programs.

## STUDENT TUITION RECOVERY FUND

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## STUDENT CANCELLATION, WITHDRAWAL, AND REFUND RIGHTS

The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing

the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

For the purposes of determining the student's obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs, unless the Dean or Program Director determines a different course of action:

- The student notifies the school of the withdrawal.

- The school terminates the student’s enrollment.
- The student fails to attend classes for a three-week period. In this case, the date of withdrawal will be the last date of attendance.
- The student fails to submit three consecutive lessons or fails to submit a completed lesson required for home study or correspondence within 60 days of its due date.
- The student has not responded to communication in any form from the University for four months.
- Students who have been withdrawn from their program for any of the above reasons may be required to submit a new application (and all applicable fees) if they wish to continue. Tuition for all courses is refunded based on the number of weeks completed.

For Courses Lasting 15 Weeks	Percentage of Refundable Tuition	Sample Calculation Based on \$750 tuition for a 15 Week course
Week 1 (days 0 -7)	100% of tuition refunded	Refund: \$750 (100% of \$750)
Week 2 (days 8 – 14)	90% of tuition refunded	Refund: \$675 (90% of \$750)
Week 3 (days 15 – 21)	80% of tuition refunded	Refund: \$600 (80% of \$750)
Week 4 (days 22 – 28)	70% of tuition refunded	Refund: \$525 (70% of \$750)
Week 5 (days 29 – 35)	60% of tuition refunded	Refund: \$450 (60% of \$750)
Week 6 (days 36 – 42)	50% of tuition refunded	Refund: \$375 (50% of \$750)
Week 7 (days 43 – 49)	40% of tuition refunded	Refund: \$300 (40% of \$750)
Week 8 (days 50 – 56)	30% of tuition refunded	Refund: \$225 (30% of \$750)
Week 9 (days 57 – 63)	20% of tuition refunded	Refund: \$150 (20% of \$750)
Weeks 10 - 15	0% of tuition refunded	Refund: \$0

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal financial aid funds. All monies due the student will be refunded within 30 days of the notice of cancellation. If the student has been approved for a monthly payment plan, Anaheim University will calculate the total amount of tuition and fees owed to the University based on the number of weeks completed, and compare this amount with the total amount the student has paid up to the date of their withdrawal. Any amount paid over the total amount of tuition and fees will be refunded to the student. If there is a balance due, the student will be responsible for the remaining amount.

## STUDENT PRIVACY

Anaheim University makes every effort to protect student privacy. Student records are stored in secure, locked, fire-proof facilities which have restricted access and a motion sensor alarm security system. The university's online course management system maintains strict data security protection in addition to user authentication and virus scanning. Cloud storage of back-up records is protected by a two-step verification process in addition to the highest standards in SSL browser encryption.

All transcripts are issued in compliance with the Family, Educational Rights and Privacy Act of 1974 (section 438 of Public Law 93-380), and information contained in the transcript is not released to a third party without the written consent of the student. If a student requests the release of any information from his/her file, the student must submit the request in writing to the Registrar.

## RETENTION OF STUDENT RECORDS

Student records are stored in secure, locked, fire-proof facilities which have restricted access and a motion sensor alarm security system. The university's online course management system maintains strict data security protection in addition to user authentication and virus scanning. Cloud storage of back-up records is protected by a two-step verification process in addition to the highest standards in SSL browser encryption. Anaheim University retains all student records and transcripts indefinitely. A student or graduate can request information by contacting the University at its offices.

## STUDENT GRIEVANCE PROCEDURES

Anaheim University places great emphasis on putting the educational experience of its student body as the first priority of its administration, faculty, and staff. In line with this "Students First, Always" policy, the University seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, online learning system, and Student Services. Students may always provide feedback, seek assistance, and express grievances in person, in writing, by phone, by email, or by live chat/Skype sessions. Formal grievances/complaints must be submitted in writing, either by mail or email, to Student Services. Written complaints may be sent by email to [support@anaheim.edu](mailto:support@anaheim.edu) or mailed to Anaheim University Admissions Office, 1240 S. State College Blvd Rm 110, Anaheim, CA 92806, USA.

Anaheim University defines a complaint as a formal statement made in writing that outlines a specific grievance which is interfering with the student's perceived ability to succeed in their chosen program of study. Once a complaint is received, it will be directed to the appropriate department and the individual responsible for overseeing that department. Grievances that cannot be resolved by the department will be referred to the Vice President of Administrative Affairs or the Office of the President. All formal grievances/complaints will receive a response within 10 days of the University receiving the complaint.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 431-6959. Fax: (916) 263-1897, or the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>

## BANKRUPTCY CODE DISCLOSURE

Anaheim University does not have a pending petition in bankruptcy, nor has it filed a petition within the preceding five years. Anaheim University is also not operating as a debtor in possession, and it has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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## TO CONTACT ANAHEIM UNIVERSITY

<b>President</b>	<a href="mailto:president@anaheim.edu">president@anaheim.edu</a>
<b>Dr. Andrew Honeycutt</b>	
Managing Director of Development	<a href="mailto:online@anaheim.edu">online@anaheim.edu</a>
Vice President of Administrative Affairs	<a href="mailto:vpadmin@anaheim.edu">vpadmin@anaheim.edu</a>
Director of Student Services	<a href="mailto:studios@anaheim.edu">studios@anaheim.edu</a>
Student Services	<a href="mailto:support@anaheim.edu">support@anaheim.edu</a>
Registrar	<a href="mailto:registrar@anaheim.edu">registrar@anaheim.edu</a>
Technical Support	<a href="mailto:techsupport@anaheim.edu">techsupport@anaheim.edu</a>

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## ANAHEIM UNIVERSITY OFFICE OF ADMISSIONS

Hours of operation: Monday - Friday 9 a.m. to 6 p.m. (Closed major U.S. holidays)

**1240 S. State College Blvd., Room 110 Anaheim, CA 92806-5150 USA**

**Toll-Free:** 1-800-955-6040

**Tel:** 714-772-3330

**Fax:** 714-772-3331

**Email:** [admissions@anaheim.edu](mailto:admissions@anaheim.edu)

## OFFICERS: ANAHEIM UNIVERSITY, INC.

<b>Andrew E. Honeycutt, DBA</b>	CEO, Director
<b>Elaine Parker-Gills, Ed.D.</b>	Secretary, Director
<b>David Bracey</b>	CFO, Director

## TESOL ADVISORY COUNCIL

<b>Dr. Masahiko Abe</b>	University of Tokyo Professor of English
<b>Dr. Charles Browne</b>	Meiji Gakuin University Professor of Applied Linguistics and TESOL, Head, EFL Teacher Training Program
<b>Richard Hawking</b>	Technological and Instructional Design Specialist & J.F. Oberlin University English Language Program Assistant Professor
<b>Dr. Tadayoshi Kaya</b>	Gakushuin Women's College Professor
<b>John Lowe</b>	Mosaic8 Director, former Thomson Heinle (now Cengage Learning) Asia English Language Teaching Director
<b>Dr. Yuji Nakamura</b>	Keio University Professor of English, Past President of the Japan Language Testing Association (JLTA), former Chair of the Testing SIG of the Japan Association of College English Teachers (JACET)
<b>David Bracey</b>	Anaheim University Managing Director of Development / Chief Communications Officer

## BOARD OF TRUSTEES

<b>Elaine Parker-Gills, Ed.D.</b>	Chair/Voting Member
<b>Andrew E. Honeycutt, DBA</b>	Voting Member
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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 431-6959. Fax: (916) 263-1897, Website: [www.bppe.ca.gov](http://www.bppe.ca.gov). Questions may also be directed to the Distance Education Accrediting Commission (DEAC) at [www.deac.org](http://www.deac.org).

### Anaheim University Office of Admissions

1240 South State College Blvd. Room 110 Anaheim, CA 92806 USA

Tel: 714-772-3330 Fax: 714-772-3331 E-mail: [admissions@anaheim.edu](mailto:admissions@anaheim.edu)

[www.anaheim.edu](http://www.anaheim.edu)

Anaheim University is accredited by the Distance Education Accrediting Commission (DEAC)

1601 18th St. NW, Suite 2, Washington D.C. 20009 USA (202) 234-5100 <http://www.deac.org>

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