

1. Delivery

The core class (100 hours) will be delivered:

- synchronously (i.e. live)
- via Zoom
- from 10:00 – 3:45, M, T Th, F (full-time) OR from 6:00 – 9:00 pm; T & Th (part-time)

Module: Format

Pedagogical Theory 1: On-line (sync)

Methodology 1: Online (sync)

Observation: In-person

Practicum: In -person

Class observation (10 hours) and practicum (25 hours) will take place in-person at a CCLCS LINC school at one of our three locations:

- 635 Markham St.
- 5734 Yonge St.
- 1921 Eglinton Ave. E.

Observations or practicums can be done at other locations with approval from CCLCS. A fee may apply.

2. Orientation, materials and support

Materials will be provided via our Moodle site (<https://cclcs.moodlecloud.com/>)

Orientation videos for Zoom and Moodle will be provided prior to the beginning of the course. Your instructors can troubleshoot most Zoom issues that occur during the live classes.

Additional technical support is provided by the TESL Coordinator (cfretz@cclcs.ca). The TESL

Coordinator also provides tech support for Moodle.

3. Required Equipment

You will need a laptop or desktop computer to have full access to all of the Zoom and Moodle functions. While it is possible to access Zoom classes via phone or tablet, it is not recommended.

The following tech requirements are recommended by Zoom:

See: <https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

a) System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:

i. An HD cam or HD camcorder with a video-capture card

ii. Virtual camera software for use with broadcasting software like OBS or IP cameras

Note: For macOS, [Zoom client 5.1.1 or higher is required](#).

b) Supported operating systems

- macOS X with macOS X (10.10) or later
- Windows 11
- Windows 10**
- Windows 8 or 8.1
- Windows 7

****Note:** Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

c) Supported tablet devices

- Surface PRO 2 or higher, running Windows 8.1 or higher

Notes: Tablet PCs running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

Tablet PCs only support the desktop client.

d) Supported web browsers

Desktop

i. Chrome: Within 2 versions of current version

ii. Firefox: Within 2 versions of current version

iii. Edge: Within 2 versions of current version

iv. Safari: Within 2 versions of current version

Mobile

i. Safari: Within 2 versions of current version

ii. Chrome: Within 2 versions of current version

iii. Firefox: Within 2 versions of current version

e) Processor and RAM requirements

Minimum	Recommended	
Processor equivalent)	Single-core 1Ghz or higher	Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD)
RAM	N/A	4 Gb

f) Bandwidth requirements

The bandwidth used by Zoom will be optimized for the best experience based on the participant's' network. It will automatically adjust for 3/4/5G, WiFi, or wired networks. Recommended bandwidth for meetings and webinar panelists:

- For group video calling:
 - i. For high-quality video: 1.0 Mbps/600kbps (up/down)
 - ii. For 720p HD video: 2.6Mbps/1.8Mbps (up/down)
 - iii. For 1080p HD video: 3.8Mbps/3.0Mbps (up/down)
 - iv. For gallery view receiving: 2.0Mbps (25 views), 4.0Mbps (49 views)
 - For screen sharing only (no video thumbnail): 50-75kbps
 - For screen sharing with video thumbnail: 50-150kbps
 - For audio VoIP: 60-80kbps
 - For Zoom Phone: 60-100kbps

4. Identification Confirmation

In the Zoom classes, please have your camera on.

This enhances the community experience of the class. If there is something distracting happening at your location, you can turn off the video until it ends.

When completing any online assessments, your camera must be on. Because of the nature of our online assessments (teaching demonstrations/presentations), it's quite impossible to complete them without your camera on.

5. Complete assignments yourself

For assignments that are submitted outside of class (i.e. via email or Moodle), we expect that you are completing your assignments by yourself (or in an assigned group). We expect you to adhere to CCLCS' Code of Conduct.

6. Do not share passwords

Do not share Zoom links or Moodle passwords with anyone outside our program. Do not allow someone else to take part in your lessons or evaluations.

7. Protecting your data

CCLCS will not share any personal information collected in the online environment. Upon completion of the diploma, all of your data will be deleted from Moodle.

8. Additional Fees

There are no additional fees for hybrid classes. Tuition amounts are the same as for the in-person programs.

9. Refund/Expulsion/Complaint Procedures

These are identical to the in-person procedures, with the addition that Zoom meetings can be substituted for in-person meetings as necessary. Please see the relevant sections elsewhere within this contract.