



CONTACT: JUILE WU  
Volunteer Coordinator  
Phone: (614) 294-2434  
Email: [volunteers@ifipartners.org](mailto:volunteers@ifipartners.org)

## ENGLISH CONVERSATION CLUB (ECC) TEACHER/TEACHER ASSISTANT (TA) INFORMATION SHEET

International students are helped with both English listening and conversational skills by being a part of a 6-week English conversation class that meets on Saturday mornings. Volunteers who are native English speakers and have a desire to help others understand spoken and idiomatic English are needed to serve as teachers and teachers' assistants in these classes.

### WHAT ARE THE RESPONSIBILITIES OF THE TEACHERS AND TEACHERS' ASSISTANTS?

Teachers help prepare weekly lesson plans from the materials provided and present them on Saturday mornings. Some collaboration with the coordinator on a weekly basis may be necessary. A mandatory training session is required prior to beginning teaching the class.

The TAs help lead small groups of students in discussing what the teacher has presented. The TAs also help with administrative tasks such as class attendance and emailing students.

### DO I NEED ANY PRIOR TEACHING EXPERIENCE?

Anyone wanting to be a teacher must be a TA for at least 1 semester first. Teaching experience is preferred to be a teacher, but no experience is necessary to be a teacher's assistant.

### WHAT KIND OF TRAINING IS PROVIDED?

After the initial orientation required for all IFI involvement, teachers and teachers must attend a training session that familiarizes them with the structure of the classes and with relating to international students. Teaching materials are provided.

### WHAT KIND OF TIME COMMITMENT IS NEEDED?

Classes are held for 2 hours on Saturday mornings during the Fall and Spring semesters for 6 weeks. You may volunteer for just one semester. If you desire to maintain a friendship with students after the class ends, then one semester or a whole academic year is preferred. If you are volunteering to be a teacher, then you will need a little time to prepare lessons weekly.

### HOW MUCH ENGLISH DO THE STUDENTS SPEAK?

Most of the students speak enough English for basic conversation. They are assigned to classes based on their level of understanding and speaking. You do not need to know any foreign languages in order to assist the students.

### WHERE DO THE STUDENTS COME FROM?

The students come from a number of countries in Asia, the Middle East, Europe, and South America; most are OSU students or their spouses.

**International Friendships**  
614-294-2434  
[columbus.ifipartners.org](http://columbus.ifipartners.org)