



International Leaders in Education Program (ILEP) US Teacher Exchange Application

*A program of the Bureau of Educational & Cultural Affairs (ECA),
U.S. Department of State, and implemented by IREX*

APPLICATION MATERIALS

Under the International Leaders in Education Program (ILEP), the U.S. Department of State and IREX (the International Research & Exchanges Board) announce a fellowship for U.S. teachers who have served as ILEP internship partner teachers or hosts, as well as teachers/ administrators from ILEP host schools. This program will provide grants for a two week exchange program in one of the following participating countries:

Country	South East Asia and Pacific	South Asia	Middle East/ North Africa	Sub-Saharan Africa	Western Hemisphere
	Indonesia	Bangladesh	Algeria	Senegal	Brazil
	Malaysia	India	Egypt	South Africa	Ecuador
	Philippines		Jordan		Venezuela
			Lebanon		
			Morocco		
			Tunisia		

Please scan and e-mail completed applications to:

Ashley Snell, Program Officer
ilep@irex.org

DEADLINE: July 31, 2009

International Leaders in Education Program (ILEP) Application for US Teacher Reciprocal Exchange

ABOUT THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS, U.S. DEPARTMENT OF STATE

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State fosters mutual understanding between the people of the United States and the people of other countries around the world. ECA does this through a wide range of international exchanges as authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended. ECA works in close cooperation with U.S. Embassies overseas to promote personal, professional, and institutional ties between private citizens and organizations in the United States and abroad.

ABOUT IREX (INTERNATIONAL RESEARCH & EXCHANGES BOARD)

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development. Founded in 1968, IREX has an annual portfolio of \$50 million and a staff of over 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 50 countries.

PROGRAM OVERVIEW

The International Leaders in Education Program is a bilateral exchange program that provides professional development opportunities for secondary school teachers from the United States, East Asia and the Pacific, South and Central Asia, the Near East, Sub-Saharan Africa, and the Western Hemisphere. From January through May, 2009, 78 international teachers participate in a professional development program at a U.S. University. The program allows participants to further develop expertise in their subject areas, enhance their teaching skills, and increase their knowledge about the United States. In April 2010, 20 U.S. teachers will visit an ILEP participating country for two weeks to work with international secondary school teachers.

PROGRAM DATES

- **Application deadline: July 31, 2009**
- **Finalists notification: October 2009**
- **US teachers two-week trip including DC orientation and debrief sessions: April 2-18, 2010**

A selected U.S. teacher will:

- Attend a one-day pre-departure orientation in Washington, D.C. before travel and a one-day debriefing in Washington, D.C. upon return; and
- Travel for a two-week visit to one of the ILEP eligible countries to be hosted by one ILEP international teacher and their school.

During the two-week international program the U.S. teacher will:

- Collaborate with host school teachers on best teaching practices, teaching styles, and related curriculum and educational issues in their subject;
- Interact with the local community through short home stays, and meetings with the press, government officials, and school or parent groups;
- Visit local schools and team-teach with the ILEP international partner at their host school;
- Meet with representatives of the Fulbright Commission and the U.S. Embassy including the Public Affairs Section (PAS) and/or the Regional English Language Officer (RELO) in the host country, if possible; and
- Visit cultural sites.

ELIGIBILITY REQUIREMENTS

- Secondary-level (middle or high school), full-time teachers or administrators with five or more years of classroom experience in disciplines including English as a Foreign Language, social studies, civics, mathematics and science;
- Host or mentor teacher to an ILEP fellow or a teacher at an ILEP host school;
- U.S. citizenship; and
- Ability to travel to one of the following countries: Algeria, Bangladesh, Brazil, Ecuador, Egypt, India, Indonesia, Jordan, Lebanon, Malaysia, Morocco, Philippines, Senegal, South Africa, Tunisia, Venezuela.

Applications not meeting these eligibility requirements will not be forwarded to the selection committee.

Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings) are not eligible to compete in any IREX-administered grant programs, either as individuals or as the responsible party representing an institutional applicant. IREX does not discriminate against grant applicants because of race, color, religion, sex, age, national origin, disability or any other protected characteristic as established by U.S. law.

IREX reserves the right to verify all information included in the application. In the event of a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

FINANCIAL PROVISIONS OF THE GRANT

- Visa support;
- Round-trip economy class domestic airfare, lodging and meals;
- Orientation and debrief sessions in Washington D.C.;
- Round-trip economy class airfare from the U.S. to the assigned host country;
- Emergency Medical Evacuation; and
- Lodging and daily stipend in host country.

SELECTION PROCESS AND CRITERIA

ILEP U.S. teachers will be selected through a merit-based open competition. After the deadline, IREX staff will review all eligible applications. An independent, U.S.-based selection committee will conduct a final review of applications. Candidates may be interviewed via phone.

Selection Criteria (not in order of importance):

- Professional and educational experience and achievements*;
- Preparedness to conduct a training workshop for ILEP international school teachers and/or a wider community of teachers;
- Potential for developing long-term linkages between U.S. and host country schools;
- Ability to express ideas clearly and effectively.

* Priority will be given to candidates who have not participated in a U.S. government sponsored program in the past two years.

GENERAL APPLICATION INSTRUCTIONS & SUBMISSION GUIDELINES

- Please answer **all** questions on the application.
- Please type or print in black ink.
- If a question does not apply to you, enter N/A (not applicable).
- Include your full, legal name (last name first) as spelled in your passport (if available) or other photo identification.
- Include complete contact information (including zip codes for all addresses and city codes for all phone and fax numbers).
- Write your full name, city and state in the top right corner of each page.
- You may attach additional pages if necessary to answer the questions completely.
- Completed applications must be submitted to IREX no later than **July 31, 2009**. Late or incomplete applications will not be considered.

RECOMMENDATIONS

All applicants must include one completed recommendation form from a supervisor and one completed recommendation from a peer. Recommendations must be submitted with the application.

Applicants are requested to submit an original and four copies (for a total of five copies) of the application package in the following order:

1. Completed application form;
2. Resume including educational background, teaching experience and assignments, and professional development information;
3. Essay (see question # 17 on the application form);
4. Completed supervisor recommendation forms;
5. Completed peer recommendation form;
6. Completed institutional support form: and
7. Copy of passport or other photo identification (applicants who do not hold a passport are required to obtain a valid U.S. passport within six weeks of submitting the application).

REPORTING REQUIREMENT

A final report of 500-1000 words will be due to IREX by May 30, 2010.

8. EDUCATION AND PROFESSIONAL PREPARATION BEYOND HIGH SCHOOL (PLEASE LIST DEGREES IN CHRONOLOGICAL ORDER)

Institution, Location	Dates Attended		Degrees Received		Major Subjects
	From	To	Kind	Date	

9. ADDITIONAL TRAINING/ PROFESSIONAL DEVELOPMENT:

PLEASE LIST BELOW ANY ACTIVITIES OUTSIDE OF STANDARD TEACHER CERTIFICATION REQUIREMENTS THAT YOU HAVE PURSUED IN THE PAST FIVE YEARS TO MAINTAIN AND ADVANCE YOUR PROFESSIONAL SKILLS. FOR EXAMPLE, LIST PROFESSIONAL CONFERENCES YOU HAVE ATTENDED, PAPERS YOU HAVE PUBLISHED, OR SPEECHES YOU HAVE GIVEN. PLEASE EMPHASIZE COLLABORATIVE AND LEADERSHIP ACTIVITIES. YOU MAY ATTACH ADDITIONAL PAGES IF NECESSARY.

10. FOREIGN LANGUAGE FLUENCY AND INTERNATIONAL EXPERIENCE: PLEASE LIST ALL MODERN LANGUAGES YOU KNOW AND RATE YOUR UNDERSTANDING, SPEAKING, READING, AND WRITING SKILLS IN EACH LANGUAGE.

Language	Understanding			Speaking			Reading			Writing		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

PLEASE DETAIL ANY INTERNATIONAL EXPERIENCE YOU HAVE HAD, PROFESSIONAL OR OTHERWISE.

11. CURRENT TEACHING AND PROFESSIONAL DUTIES: PLEASE PROVIDE INFORMATION ABOUT YOUR CURRENT TEACHING DUTIES

TEACHER'S DAILY SCHEDULE FOR CURRENT YEAR				
A. Subjects: Be specific and provide details (e.g., World History: European emphasis).	Number of Teaching Hours Per Week	Grade Level and Age of Students		Number of Students
		Grade	Age	
B. Additional Activities: Describe workload other than a teaching position (e.g., counseling, supervision, curriculum development, extra-curricular activities).	Number of Hours Per Week	Grade Level and Age of Students		Number of Students
		Grade	Age	

12. TRAINING ACTIVITIES EXPERIENCE: PLEASE LIST THREE TOPICS ON WHICH YOU WOULD FEEL COMFORTABLE CONDUCTING A DAY-LONG WORKSHOP FOR TEACHERS. PLEASE DESCRIBE WHAT YOU WILL DO DURING THE WORKSHOP AND IF YOU HAVE CONDUCTED SIMILAR TRAININGS IN THE PAST. PLEASE ATTACH ADDITIONAL PAGES (IF NECESSARY). IF AVAILABLE, PLEASE ATTACH A SAMPLE AGENDA FOR THE EVENT.

13. NAME AND HOME COUNTRY OF THE ILEP INTERNATIONAL FELLOW (S) PLACED AT YOUR SCHOOL. PLEASE DESCRIBE YOUR ENGAGEMENT WITH THE ILEP FELLOW DURING HIS/HER EXCHANGE IN YOUR SCHOOL:

*Every effort will be made to place U.S. teachers with the ILEP international fellow hosted in their school. However, school schedules or other conflicts may mean an alternate ILEP international host is selected.

14. ARE YOU CURRENTLY APPLYING TO ANY OTHER U.S. GOVERNMENT SPONSORED EDUCATIONAL PROGRAMS FOR THE 2009-2010 YEAR?

- Yes No

If yes, please specify which program: _____

Name of Sponsoring Organization: _____

15. HAVE YOU PREVIOUSLY TRAVELED ON A U.S. GOVERNMENT EXCHANGE PROGRAM?

- Yes No

If yes, please fill the information below:

PROGRAM NAME	SPONSOR	PURPOSE	COUNTRIES VISITED	PROGRAM DATES	
				From	To

16. HOW DID YOU FIRST LEARN ABOUT THE ILEP PROGRAM? (CHECK ALL THAT APPLY)

- | | |
|---|--|
| <input type="checkbox"/> University faculty/staff | <input type="checkbox"/> Friend/ Colleague |
| <input type="checkbox"/> IREX office/staff | <input type="checkbox"/> Newspaper/Advertisement |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Lecture/Presentation |
| <input type="checkbox"/> School faculty/staff | <input type="checkbox"/> ILEP Fellow, Name _____ |
| <input type="checkbox"/> Friend/Colleague | <input type="checkbox"/> ILEP Alumni, Name _____ |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Electronic listserv | |

17. ESSAY: The essay is the most important part of your application for the International Leaders in Education Program (ILEP) and will be read closely by members of the selection committee. Your response gives the selection committee an opportunity better understand and appreciate the value of your ideas, goals, and reasons for applying to the program. On a separate piece of paper, please type or write an essay in no more than **500** words, answering the following questions:

WHY DO YOU WANT TO PARTICIPATE IN THE INTERNATIONAL LEADERS IN EDUCATION PROGRAM (ILEP); HOW CAN ILEP HELP YOU GROW PROFESSIONALLY? IF SELECTED, HOW MIGHT YOU INCORPORATE THE EXPERIENCE INTO YOUR CLASSROOM OR SCHOOL COMMUNITY?

IREX PRIVACY POLICY & APPLICATION CERTIFICATION STATEMENT

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

1. APPLICANT AND PARTICIPANT INFORMATION CONTENT AND STORAGE

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2. USE OF INFORMATION: Information, which is described above, may be:

- A. Used by selection committees and interviewers to review applicants;
- B. Supplied to the program funding organization;
- C. Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities;
- D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX, funding agencies or other organizations contracted to conduct evaluations;
- E. Used for notifying program participants/alumni of upcoming events and programs;
- F. Provided to participants/alumni of this and other U.S. government-sponsored programs for the purpose of fostering alumni networking;
- G. Provided to non-commercial, nongovernmental organizations for the purpose of promoting professional development among program participants/alumni; and
- H. Used by IREX for general promotional purposes in written or electronic form, including program directories, newsletters, web sites and other promotional materials.

If the applicant or current/past participant does not want to be included in points E-H, it is his/her responsibility to notify IREX.

IREX does not sell applicant or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

3. CERTIFICATION: I certify that I completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein.

I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the ILEP Program.

PLEASE COMPLETE THE BELOW SECTION (OPTIONAL)	
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	ETHNICITY AND RACE : (select one or more of the following)
U.S. VETERAN: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian
DISABLED: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please describe:	<input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other

Signature of Applicant

Date

SUPERVISOR REFERENCE FORM

This reference form must be written by a **supervisor** familiar with the applicant's academic and professional work. All recommendations must be signed.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & State: _____

Name of Reference: _____ Title of Reference: _____

Work Institution of Reference: _____

Work Address of Reference: _____

Work Telephone of Reference: (____) _____ E-mail: _____

TO BE COMPLETED BY THE REFERENCE:

1. How long have you known the applicant and in what capacity?

2. Are you the applicant's immediate supervisor? Yes No

3. Please rate the applicant in the field of education in terms of the characteristics below:

	Excellent	Good	Fair	Poor
• Teaching Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Peer Training Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to Adapt to New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Intercultural Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please choose one of the following:

Recommend with confidence **Recommend with reservation** **Do not recommend**

5. *On a separate sheet of paper, provide a candid evaluation of the applicant's qualifications for participation in this program. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible. Please write the name of the applicant on the upper-left hand corner of the reference.*

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

Signature of Reference: _____ Date: _____

PEER REFERENCE FORM

This reference form must be written by a **peer** familiar with the applicant's academic and professional work. All recommendations must be signed.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & State: _____

Name of Reference: _____ Title of Reference: _____

Work Institution of Reference: _____

Work Address of Reference: _____

Work Telephone of Reference: (____) _____ E-mail: _____

TO BE COMPLETED BY THE REFERENCE:

1. How long have you known the applicant and in what capacity?

2. Please rate the applicant in the field of education in terms of the characteristics below:

	Excellent	Good	Fair	Poor
• Teaching Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Peer Training Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to Adapt to New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Intercultural Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please choose one of the following:

Recommend with confidence **Recommend with reservation** **Do not recommend**

4. *On a separate sheet of paper, provide a candid evaluation of the applicant's qualifications for participation in this program. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible. Please write the name of the applicant on the upper-left hand corner of the reference.*

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

Signature of Reference: _____ Date: _____

INSTITUTION SUPPORT FORM

This institution support form must be completed and signed by the principal of the school for which the applicant is employed.

TO BE COMPLETED BY THE APPLICANT:

NAME OF APPLICANT:	
SCHOOL NAME:	
SCHOOL ADDRESS :	
NAME OF SCHOOL PRINCIPAL:	
SCHOOL PRINCIPAL PHONE:	
SCHOOL PRINCIPAL EMAIL:	

TO BE COMPLETED BY THE PRINCIPAL OF APPLICANT'S SCHOOL:

_____ (School Name) is pleased to participate in the International Leaders in Education Program (ILEP), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and implemented by IREX (International Research & Exchanges Board), in the event the representative of the institution is selected for participation in the program.

_____ (School Name) will provide assistance to its representative throughout the program duration by supporting and allowing

Ms./Mr. _____ to participate in ILEP program activities from April 2-18, 2010.

Program activities include:

- Attending a one-day pre-program orientation and one-day post-program debrief in Washington, DC
- Collaborating with an international host school teacher on best teaching practices, teaching styles, and related curriculum and educational issues in their subject;
- Interacting with the local community through short home stays, and meetings with the press, government officials, and school or parent groups;
- Visiting local schools and team-teach with the ILEP international partner at their host school;
- Meeting with representatives of the Fulbright Commission and the U.S. Embassy including the Public Affairs Section (PAS) and/or the Regional English Language Officer (RELO) in the host country, if possible; and
- Visiting cultural sites.

Ms./Mr. _____ will be granted leave with pay during this time and will be re-instated upon his or her return to the school.

We recognize the importance of this program in the pursuit of advancement and development for our teachers and look forward to our school's participation.

Name of School Principal _____

Signature _____ Date _____