



TEACHING EXCELLENCE AND ACHIEVEMENT PROGRAM (TEA)

Application to Host a U.S. Teacher
A program of the Bureau of Educational & Cultural Affairs (ECA),
U.S. Department of State,
and administered by the International Research & Exchanges Board (IREX)



Please submit completed applications via email: tea@irex.org or fax: +1 202 628 6189

DEADLINE: 18 May 2009

I. SCHOOL INFORMATION

Name of School: _____

Street: _____

City: _____ Country: _____ Postal code: _____

School Director: _____
(Family Name) (First Name) (Middle Name)

Work Phone: _____ Mobile Phone: _____

Fax: _____ E-mail: _____

TEA Fellow Name: _____
(Last Name) (First Name) (Middle Name)

TEA Fellow's Gender: Male Female

TEA Fellow's Program Year and Host University: _____

TEA Fellow's Internship School Name: _____

TEA Fellow's Internship School US Partner Teacher Name: _____

Who will serve as the primary contact for the exchange?

TEA Fellow School Director

II. SCHOOL DEMOGRAPHIC INFORMATION

1. In the table below, please provide information about your school.

Type of school: Public (government) Private (non- government) Religious Other

Internet access at the school?: Yes No

| | |
|--|--|
| Number of Students | |
| Number of Teachers | |
| Number of Language Arts Teachers | |
| Number of Social Studies/ History Teachers | |
| Grade Levels in the School (e.g. 9-12) | |
| Student/Teacher Ratio | |
| Average Class Size | |

2. In your school, the dates of the academic year are (e.g. September 1, 2009 - May 25, 2010):

3. Please list any days your school will be closed (not including weekends) from March to August 2010. (e.g. School Break: March 23-April 1, 2010; Holidays: May 1-2, 2010):

School Break: _____

Holidays: _____

Other: _____

4. In your school the typical length of a lesson is (e.g. 45 min): _____

5. In your school the typical schedule of lessons each day is:

| Example 1 st period | 9:00 – 9:45 |
|--------------------------------|-------------|
| 1 st period | |
| 2 nd period | |
| 3 rd period | |
| 4 th period | |
| 5 th period | |
| 6 th period | |
| 7 th period | |

6. Has your school received international visitors in the past or will they in the near future?

Yes No

If yes, please describe. For example, Peace Corps Volunteer, Fulbright teacher, etc.

III. PROFESSIONAL EXCHANGE PROGRAM

1. Please describe how your school will benefit from a U.S. teacher's visit.

2. Please describe how the U.S. teacher will benefit from your school hosting them.

3. How would you describe the most important educational needs at your school? How have you assessed those needs?

4. How will your school support collaboration with the U.S. teacher prior to his or her arrival in your community?

IV. HOUSING

Please suggest options for lodging in your community such as hotels and/or short-term apartments. Please include names of hotels and short-term apartment complexes and provide the approximate cost in \$U.S. of each housing option. Also include the distance from the school to the different housing options. The housing will be paid for by IREX.

V. TRANSLATION

Will the TEA Fellow or other strong English speaker be able to accompany the guest teacher to events both inside and outside your school? Yes No

VI. CULTURAL ACTIVITIES

Please recommend cultural activities and/or site-seeing locations within a reasonable distance to the school that the U.S. teacher can participate in during his/her program (U.S. Teachers should be accompanied by a school representative and will cover the costs of their own and the school representatives' tickets and entrance fees).

VII. PROPOSED AGENDA

International host schools need to submit a detailed proposed agenda to host a US teacher. A template is provided below. Use the attached example as a guide.

INSTITUTION SUPPORT FORM

_____ (Insert School Name) is pleased to submit an application to host a US teacher in participation of the Teaching Excellence and Achievement (TEA) Program, funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered by the International Research & Exchanges Board (IREX).

_____ (Insert School Name) will provide assistance to its TEA alumna by supporting and allowing a US teacher to work in our school and to facilitate the agreed to TEA program activities for two weeks in Spring/ Summer 2010.

Program activities may include:

- Collaborate with international teachers on best teaching practices, teaching styles, and related curriculum and educational issues in their subject;
- Interact with the local community through home visits, and meetings with the press, government officials, and school or parent groups;
- Visiting local schools and team-teach with the TEA 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
- Visits to cultural sites.

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 Director _____

Signature and Stamp: _____ Date: _____

Work Telephone: _____ Fax: _____

E-mail: _____ Mobile: _____

Teaching Excellence and Achievement Program (TEA)

PROPOSED Schedule for hosting a U.S. teacher

| Please provide the time and details of proposed activity | Additional Notes |
|--|------------------|
| (Arrival day depending on country) | |
| | |
| Day One | |
| | |
| Day Two | |
| | |

| | |
|------------------|--|
| Day Three | |
| | |
| Day Four | |
| | |
| Day Five | |
| | |

| | |
|------------------|--|
| Day Six | |
| | |
| Day Seven | |
| | |
| Day Eight | |
| | |

| | |
|--|--|
| Day Nine | |
| | |
| Day Ten | |
| | |
| Day Eleven(Or possible departure day if the US teacher is hosted outside of the country capital) | |
| | |
| Day Twelve (Departure day from country capital) | |

Teaching Excellence and Achievement Program (TEA)

Sample Schedule for hosting a U.S. teacher

Please note that the sample shows activities for only one week, the interested host school should create the draft agenda for the entire two-week exchange. Please note that this is ONLY a sample. Your draft agenda should be based on the unique needs of your school.

| Please provide time and details of proposed activity | Additional Notes |
|--|---|
| Day One | |
| <p>8:00 am: Arrival and travel from the capital to the host city</p> <p>2:00 pm - 4:00 pm: Planning for the following day</p> <p>5:00 pm: Dinner with Indian family</p> | <p>A school representative will have a “TEA” sign in their hands and will meet the US teacher at the international airport</p> |
| Day Two | |
| <p>7:00 am - 8:00 am: Breakfast</p> <p>9:00 am: Welcome: Meet staff and tour of school</p> <p>10:00 am: 4th period – 6th grade English</p> <p>TEA international teacher will teach a lesson on listening skills –The lesson will be observed by the U.S. teacher and the school’s EFL teachers.</p> <p>12:00 pm: Lunch</p> <p>1:00 pm – 1:45 pm: 6th period – 8th grade World History</p> <p>US teacher will have a chance to get acquainted with history teachers’ projects – teaching Geography, Literature, and Civics through an integrated curriculum.</p> <p>2:00 pm – 3:00 pm: <u>Debrief with history teachers to discuss the interactive methods that were used during the World History lesson</u></p> <p>3:00 pm - 4:00 pm: Meeting with the TEA host teacher to discuss the next day’s team-teaching activity.</p> <p>4:00 pm: Sightseeing of the Botanical Garden</p> <p>7:00 pm: Dinner</p> | <p>There will be about 15 students in the 6th grade class</p> <p>The class size for 8th grade World History is about 50 students</p> <p>About 10 teachers will participate in the debrief</p> |
| Day Three | |
| <p>7:00 am – 8:00 am: Breakfast</p> <p>9:00 am: 1st and 2nd periods Social Studies – 10th grade – Geography and Civics teachers</p> <p>US teacher meets the students of grade 10 to discuss the U.S. economy and political system and to answer their questions</p> <p>10:30 am: 3rd period -7th Grade- US teacher and TEA host teacher</p> <p>Team- teach a lesson on comparison of the U.S. and local holiday celebrations.</p> | <p>About 100 students will attend the discussion</p> <p>The class size is about 15 students</p> |

| | |
|--|--|
| <p>12:00 pm: Lunch</p> <p>1:00 pm - 3:00 pm: <u>Roundtable discussion with Teachers-Classroom Management: Students Discipline and How to Involve Parents</u></p> <p>Workshop goals – Improving discipline management and teaching processes, involving parents in the process discipline management</p> <p>4:00 pm – 5:00 pm: Meeting with “Bright Future” - local non-governmental organizations that works with the disabled children</p> <p>5:00 pm - 6:00 pm: Meeting with the TEA host teacher to discuss the next day’s team-teaching activity.</p> <p>6:00 pm – 7:00 pm: Dinner</p> <p>8:00 pm: Dance performance</p> | <p><i>About 25 Participants: teachers, head of staff, parents and student government</i></p> <p>The US teacher will need to pay for their own dance performance ticket</p> |
| Day Four | |
| <p>7:00 am – 8:00 am: Breakfast</p> <p>9:00 am: 1st period - English – observe the lesson of an English teacher</p> <p>10:00 am: 2nd period - 9th grade social studies – U.S. teacher</p> <p>U.S. teacher will demonstrate a student-centered lesson for teaching economics. Lesson will be attended by social studies teachers</p> <p>11:00 am -12:00 pm: Follow-up analysis of teaching techniques that were demonstrated during the social studies lesson.</p> <p>12:00 pm: Lunch</p> <p>1:00 pm - 3.30 pm: U.S. teacher - <u>Roundtable discussion with Social Studies Teachers: Constitutional Changes: Formal and Informal- Presidential Signing Statements and Other Inventions</u></p> <p>Round table goals – how to keep the students motivated when covering complex materials on history and government</p> <p>4:00 pm - 5:00 pm: Meeting with TEA host teacher to discuss the next day’s team-teaching activity</p> <p>7:00 pm: Dinner</p> | <p>About 10 teachers will attend the social studies lesson and the follow-up discussion</p> <p><i>About 25 Participants: teachers, head of staff will attend the roundtable discussion</i></p> |
| Day Five | |
| <p>7:00 am – 8:00 am: Breakfast</p> <p>9:00 am: 1st period – 6th grade US teacher teaches English reading skills using interactive teaching techniques</p> <p>11:30 am: <i>Visit to the regional English Language Association and meeting with the head of the association.</i></p> <p>12:00 pm: Lunch with the English Language Association teachers</p> <p>1:00 pm – 3:00 pm: U.S. teacher - <u>Roundtable discussion with English Language Association members</u></p> | <p>The class size is about 15 students</p> <p><i>About 20 ESL teachers will attend the discussion</i></p> |

| | |
|---|--|
| <p>U.S. teacher and English Language Association members discuss new assessment methods and create together sample rubrics to assess students' achievement.</p> <p>4:00 pm: Meeting with the City mayor</p> <p>5:00 pm: Meeting with the TEA host teacher for planning for Friday's full day workshop</p> <p>6:00 pm: Dinner</p> | |
| Day Six | |
| <p>7:00 am – 8:00 am: Breakfast</p> <p><u>WORKSHOP FOR ESL TEACHERS</u></p> <p>9:00 am – 12:00 pm: <u>Best Language Acquisition Practices</u> Presenter – U.S. teacher</p> <p>12:00 pm-1:00 pm: Lunch</p> <p>1:00 pm - 2:00 pm: <u>Using History Trunks to Develop Lesson Plans</u> Presenters U.S. teacher and the TEA alumna</p> <p>2.00 pm- 2:30 pm: coffee break</p> <p>2: 30 pm - 3.30 pm: <u>Authentic, Problem-Based Assessment: How to Assess History Trunks Based Lessons</u> Presenters U.S. teacher and the TEA alumna</p> <p>3:30 pm - 4:00 pm: <u>Workshop Question and Answer Session</u></p> <p>5:00 pm: Dinner</p> <p>6:00 pm: Folk music concert</p> | <p><i>About 60 EFL Teachers from host school and 30 local district EFL teachers will attend the workshop</i></p> |
| Day Seven | |
| <p>9:00 am – 10:00 am: Breakfast</p> <p>10:00 am-11:00 am: Visit to local art and souvenir market</p> <p>11:00 am – 5:00 pm: Visit to old capital</p> <p>5:00pm: Dinner at traditional restaurant</p> | <p>The US teacher will need to pay for the excursion tickets and taxi</p> |