

NAME: _____

CITY, COUNTRY: _____



Teaching Excellence and Achievement Program (TEA)

A program of the Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State, and implemented by IREX (International Research and Exchanges Board)

2012 INSTITUTIONAL SUPPORT AND REFERENCE FORM

This institutional support and reference form is to be completed by your supervisor at the school where you are employed. The form is to be signed.

An English translation should be provided if the form and reference letter are not written in English.

To be completed by the applicant:

Name of Applicant: _____

Name of Supervisor: _____

Job Title of Supervisor: _____

Name of School: _____

Address of School: _____

Telephone of Supervisor: _____

E-mail of Supervisor: _____

The Teaching Excellence and Achievement Program (TEA) provides international teachers with unique opportunities to develop expertise in their subject areas, enhance their teaching skills, and increase their knowledge of the United States. TEA consists of a non-degree, non-credit customized academic program at a U.S. university, including coursework and intensive training in teaching methodologies, lesson planning, and teaching strategies for home classroom environment, as well as the use of computers for Internet, word processing, and as teaching tools. TEA Fellows will be selected to participate in the program during either the spring or fall 2012. The six-week program will also include a forty-hour internship at a secondary school to actively engage participants with U.S. teachers and students. Cultural activities and academic support will be provided for participants throughout the program. TEA program alumni are also eligible to apply for small grants upon their return home. These grants can provide resources to conduct teacher training workshops or other activities that share the teachers' experiences in the U.S. and contribute to the growth of their home education communities.

To be completed by the supervisor:

1. Which of the following characteristics does your teacher demonstrate?

- | | |
|---|---|
| <input type="checkbox"/> Tolerance | <input type="checkbox"/> Passion for teaching |
| <input type="checkbox"/> Respect | <input type="checkbox"/> Team-Work |
| <input type="checkbox"/> Outspokenness | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Care for students | <input type="checkbox"/> Flexibility |
| <input type="checkbox"/> Promotion of new ideas | <input type="checkbox"/> Positive reputation |

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2. In the space provided below please write or type a recommendation letter expressing why this teacher should participate in the TEA program and how you think both the teacher and your school would benefit. What teaching skills and professional characteristics distinguish this teacher from other teachers in your school?

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2012 Teaching Excellence and Achievement Program (TEA)

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_____ (School Name) is pleased to participate in the 2012 Teaching Excellence and Achievement Program (TEA) funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered 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 six-week TEA program activities in the United States in 2012. I understand that program activities will include a professional development program at a U.S. university, including coursework and/or customized seminars and intensive training in the following: teaching methodologies, lesson plan development, and teaching strategies for diverse school environments, and the use of computers and the Internet as teaching tools. The program will also include an internship at a secondary school to engage participants actively with American teachers and students.

Ms./Mr. _____ will be granted leave

with pay

without pay

during this time and will be re-instated upon his or her return to the school.

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

Name of School Director _____

Signature of School Director _____

Date _____