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)

Application for International Teachers

The U.S. Department of State and IREX (International Research & Exchanges Board) announce an open competition for a program that will bring outstanding secondary-level school teachers to the U.S. for a professional development opportunity. TEA seeks to:

- Enhance teachers' expertise in their teaching discipline and equip them with a deeper understanding of best practices in teaching methodologies, lesson planning, and the use of technology in teaching.
- Create among educators a more nuanced understanding of the U.S.
- Develop productive and lasting relationships and mutual understanding between U.S. and international teachers and their students.
- Contribute to improving teaching in participating countries by preparing participants to serve as teacher leaders, who upon returning home will apply and share their experience and skills with their peers and students.

ELIGIBLE TEACHING DISCIPLINES FOR TEA ARE:

- English as a Foreign Language,
- Social Sciences (social studies, civics, history, or geography)
- Mathematics and Science

Please return completed applications to:

Post/Commission: U.S. Embassy Riga, Latvia
e-mail: Bodniecei@state.gov

Note: Applications are also available on-line at: **www.irex.org**

DEADLINE:

April 28, 2011

Application Deadline: April 28, 2011 .
Applications are free of charge and may be duplicated.
Applications are also available via the Internet at www.irex.org

*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

Teaching Excellence and Achievement Program (TEA)
Program Application for International Teachers

PROGRAM OVERVIEW

The Teaching Excellence and Achievement Program (TEA) will provide international teachers with unique opportunities to develop expertise in their subject areas, enhance their teaching skills, and increase their knowledge of the United States.

The Teaching Excellence and Achievement Program (TEA) is an exchange program that will provide approximately 178 secondary school teachers from Europe and Eurasia, East Asia and the Pacific, the Near East, South and Central Asia, Sub-Saharan Africa, and the Western Hemisphere with a six-week professional development program at one of four selected U.S. universities. The international participants will travel to the United States in two cohorts of 88-90 teachers each in spring or fall 2012. TEA consists of a non-degree, non-credit customized academic program, 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. As part of the academic program, participants will have the opportunity to design or revise a set of lessons for use in their home classrooms as well as modify a lesson into a micro-lesson demonstration for the End of Program Workshop in Washington, D.C. The six-week program will also include a forty-hour internship at a secondary school to actively engage participants with American 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.

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 strives to achieve this goal 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 thought leadership and innovative programs to promote positive lasting change globally. We enable local individuals and institutions to build key elements of a vibrant society: quality education, independent media, and strong communities. To strengthen these sectors, our program activities also include conflict resolution, technology for development, gender, and youth.

Founded in 1968, IREX has an annual portfolio of over $60 million and a staff of over 400 professionals worldwide. IREX employs field-tested methods and innovative uses of technologies to develop practical and locally-driven solutions with our partners in more than 100 countries.

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APPLICANT NAME: _____

CITY/COUNTRY:_____

ELIGIBILITY REQUIREMENTS

Applicants must:

- Be current secondary school-level, full-time teachers in a school that serves a primarily local (not expatriate) population;
- Have five or more years of classroom experience in TEA teaching disciplines: EFL, Social Studies, Mathematics, or Science;
- Be citizens of and residents in eligible TEA countries;
- Obtain a minimum score of 45-46 on the internet-based TOEFL (iBT) (450 on paper-based TOEFL) or equivalent English language examination;
- Demonstrate a commitment to continue teaching after completion of the program; and
- Have submitted a complete application.

Former participants of ILEP, TEA, Partners in Education (PiE) or the Fulbright Teacher Exchange Program are ineligible to apply. If you have participated in other professional development exchange programs, please talk to the Fulbright Commission/U.S. Embassy in your country about your eligibility.

Staff or families of staff at a U.S. Embassy or Fulbright Commission are not eligible to apply.

Applications not meeting the above 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-implemented 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 of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

FINANCIAL PROVISIONS OF THE FELLOWSHIP

- J-1 visa support;
- A pre-departure orientation held in participant's home country;
- Round-trip airfare to and within the U.S.;
- A Welcome Orientation in Washington, D.C.;
- Academic program fees;
- Housing (generally shared with other program fellows) and meals;
- Accident and sickness medical insurance coverage (does not cover pre-existing conditions);
- Transportation to the internship school (if necessary);
- A daily allowance for meals and incidentals during the university academic program
- A book/professional development allowance;
- A baggage allowance for fees incurred during program travel;
- A Closing Workshop in Washington, D.C.; and
- The opportunity to apply for follow-on grants.

SELECTION PROCESS AND CRITERIA

TEA fellows will be selected through a merit-based open competition based on the criteria below. Top candidates will be interviewed by an interview panel and must take the TOEFL (Test of English as a Foreign Language) or equivalent English language examination or provide valid results from June 2010 or later.

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APPLICANT NAME: _____

CITY/COUNTRY:_____

Selection Criteria (not in order of importance):

- Demonstrated commitment to teaching in the field of secondary education;
- Demonstrated leadership potential;
- Professional and educational experience and achievements;
- Potential for developing long-term linkages between U.S. and home country educational institutions and schools;
- Preparedness (including maturity, flexibility, and ability to function independently) for an **intensive** U.S.-based training program with very limited free time for personal travel or sightseeing;
- Willingness and capacity to work collaboratively with international peers to foster a positive learning community for professional development;
- Ability to express ideas clearly and effectively; and
- English language skills adequate to manage coursework, develop lesson plans, and team-teach in U.S. schools (a minimum iBT TOEFL score of 45-46 (450 paper-based)is required for TEA program participation).
- Applicants who have had few or no opportunities to travel to the U.S. will be given priority.

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 as spelled on your passport (if available) or other photo identification.
- Include complete contact information (including zip/postal codes for all addresses and city codes for all phone and fax numbers if available).
- Write your full name, city, and country in the top right corner of each page.
- Please indicate in which cohort (spring or fall 2012) you would prefer to participate. (Please note that effort will be made to accommodate your first choice; however, applicants will be considered for both cohorts and placement in your first choice is not guaranteed.)

INSTITUTIONAL SUPPORT AND REFERENCE FORM

All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. The form must be signed. An English translation must be provided if the form and reference letter are not written in English.

A completed application includes all elements listed below. You may submit your application to the U.S. Embassy or Fulbright Commission in your country electronically or in paper form in the following order:

1. Application,
2. Institutional Support and Reference Form completed by your supervisor, and
3. A copy of the photo and information pages of your passport (or photo identification).

PROGRAM TIMELINE

April 28, 2011	Application Deadline
March/April/May	TOEFL Testing/Interviews
Fall 2011	Notification of Finalists
December 2011	Pre-Departure Orientation for Cohort I
February – March 2012	Cohort I U.S. Program Dates
July 2012	Pre-Departure Orientation for Cohort II
September – November 2012	Cohort II U.S. Program Dates

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*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

Teaching Excellence and Achievement Program (TEA)

International Teachers' Application

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

Please complete ALL information requested. Incomplete applications will not be accepted.

Please indicate your program cohort preference (*note: preference is not guaranteed):

☐ Cohort I (February – March 2012) ☐ Cohort II (September – November 2012) ☐ No preference

Section I.

1. Name:_____
as listed on passport: (Surname) (First) (Middle)

2. Country of Citizenship: _____

3. Country of Legal Residence: _____

4. Place of Birth: _____
as listed on passport: (city) (country)

5. Date of Birth: _____
(month) (day) (year)

6. Gender: ☐ Male ☐ Female

7. Teaching Discipline:_____

8. Number of Years Teaching: _____

9. Home Mailing Address:

Street/Building Number _____ Apartment Number_____
(if applicable)

City or Town_____ Postal Index/Code_____

Country _____ Region_____
(if applicable)

Telephone number_____ Mobile Telephone:_____
(country code + city code + number) (country code + city code + number)

E-mail:_____

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*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

10. School Address:

Name of School:_____

Street/Building Number _____ Apartment Number_____
(if applicable)

City or Town_____ Postal Index/Code_____

Country _____ Region_____
(if applicable)

11. School Information:

Type of School: **(a)** ☐ Urban **or** ☐ Rural **or** ☐ Suburban
(b) ☐ Public (government-run) **or** ☐ Private

Total number of students at the school:_____

Total number of full-time teachers at the school:_____

Total number of part-time teachers at the school:_____

Grade levels at the school:_____

Age range of students:_____

Student/teacher ratio:_____

School Fees (if any): _____

12. Has a teacher at your school participated in the TEA or the International Leaders in Education Program (ILEP) program? If yes, what is his/her name, the program and the dates of participation?

☐ Yes ☐ No

Name(s):_____Dates of Participation:_____

13. Are you currently applying to any other U.S. government sponsored program, *including online programs*?

☐ Yes ☐ No

If yes, please specify which program:_____

Program Dates: _____

Name of sponsoring organization:_____

14. Are you currently applying to programs in any other countries?

☐ Yes ☐ No

If yes, please specify which program:_____

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*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

Program Dates: _____

Name of sponsoring organization:_____

15 (a). Have you previously traveled on or participated in a U.S. government sponsored exchange program?

☐ Yes ☐ No

If yes, please specify which program:_____

Program Dates: _____

Name of sponsoring organization:_____

15 (b). Have you travelled to any other country on an exchange program?

☐ Yes ☐ No

If yes, please specify which program:_____

Program Dates: _____

Name of sponsoring organization:_____

16. Have you traveled to the U.S. or outside your home country previously?

☐ Yes ☐ No

If yes, please provide further detail in the table below:

City, Country Visited	**Dates of Travel**	**Reason for Visit (Work/ Tourism/ Exchange Program)**

17. Please list other international exposure you have had including working with international organizations or foreigners in your home country.

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*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

18. How did you hear about the TEA program?

☐ Colleague ☐ Program Alumnus ☐ Friend ☐ School Administrator
☐ Publication:_____ ☐ Website:_____
☐ Other:_____

19. Education: Please list your educational background.

Institution/School	# of years of study	Field of Study	Degree/Certificate	Year of Degree

20. Foreign Language Proficiency: Please rate your proficiency for each language you know in the categories of reading, writing, comprehension and speaking. Please rate on scale of 1 to 5 with 1 being low, and 5 being high.

Language	Reading	Writing	Comprehension	Speaking

21. Additional Education or Professional Experience & Activity: Please tell us what activities you have pursued inside and outside the classroom to maintain your professional training as an educator. In addition, please list professional organizations that you are a member of and relevant work in your community outside of school. Please emphasize collaborative and leadership activities.

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*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

22. Work History: Please list below your work history for the past five years. Please list your current position first.

School Information

Name of school:_____

Department:_____ Position/Title:_____

Length of employment (dates):_____

Grade level(s) taught and age range of students:_____

Number of hours per week teaching:_____

Title of classes taught:_____

Additional duties:_____

School Information

Name of school:_____

Department:_____ Position/Title:_____

Length of employment (dates):_____

Grade level(s) taught and age range of students:_____

Number of hours per week teaching:_____

Title of classes taught:_____

Additional duties:_____

School Information

Name of school:_____

Department:_____ Position/Title:_____

Length of employment (dates):_____

Grade level(s) taught and age range of students:_____

Number of hours per week teaching:_____

Title of classes taught:_____

Additional duties:_____

School Information

Name of school:_____

Department:_____ Position/Title:_____

Length of employment (dates):_____

Grade level(s) taught and age range of students:_____

Number of hours per week teaching:_____

Title of classes taught:_____

Additional duties:_____

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*APPLICANT NAME:*_____

CITY/COUNTRY:_____

23. Lesson Plan: Describe the most successful lesson you ever taught. How did you plan/ design the lesson? What class activities did you conduct? How was the lesson received by your students and how did you assess your students' learning?

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*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

24. Schedule:

Please provide a sample of your weekly schedule. This should include all classes you currently teacher including planning and prep time, as well as additional responsibilities outside of teaching. If you teach in more than one school, please indicate the school name.

School Name	Day of the Week	Time of Day	Length of class/responsibility (in minutes)	Subject	Grade	Number of Students in the Class	Age of students
	Monday	9:00-9:45am	45 minutes	Geography	Grade 9	55 Students	14-15
	Monday	10:00-10:55am	55 minutes	Civics	Grade 10	45 Students	16-17
	Monday	1:00-1:45am	45 minutes	History	Grade 10	40 Students	16-17
	Monday	2:00-3:00am	60 minutes	Prep			
	Tuesday	8:30-9:25am	55 minutes	Civics	Grade 10	45 Students	16-17

Sample

*APPLICANT NAME:*_____

*CITY/COUNTRY:*_____

Your Schedule:

School Name	Day of the Week	Time of Day	Length of class/ responsibility (in minutes)	Subject	Grade	Number of Students in the Class	Age of Students

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*APPLICANT NAME:*_____

CITY/COUNTRY:_____

25. Essay Questions: Please prepare responses to the following two (2) essay questions in the space provided. Your response to the following essay questions is the most important part of your application. Your response will give the selection committee an opportunity to better understand you as teacher and your desire to participate in the program. Your essay responses provide the opportunity for you to present a picture of yourself as an educator and leader in your community. We urge you to think about your responses carefully and thoughtfully. Statements must be clearly written in order to be considered.

In the space provided, please type or write responses to the following essay questions.

1. Explain what you are currently doing with your fellow teachers and administrators to improve the quality of education in your community.
2. What skills and experience do you hope to gain from participating in the TEA Program, and how will these benefit you and your community once you have completed the program?

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*APPLICANT NAME:*_____

CITY/COUNTRY:_____

Essay Question 1: Explain what you are currently doing with your fellow teachers and administrators to improve the quality of education in your community.

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*APPLICANT NAME:*_____

CITY/COUNTRY:_____

Essay Question 2: What skills and experience do you hope to gain from participating in the TEA Program, and how will these benefit you and your community once you have completed the program?

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Additional Space: Please use this space for any additional information.

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*APPLICANT NAME:*_____

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26. Curriculum Vitae: Please provide your CV in the space provided.

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*CITY/COUNTRY:*_____

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's funding organization;
C. Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities; and
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.

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

The principles stated herein are binding only to IREX; other organizations involved in the implementation 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 Teaching Excellence and Achievement Program (TEA).

Also, I acknowledge that I am aware of the following requirements that I must observe if I am selected for the program:

- I must abide by all program rules and regulations and observe all the laws of the United States during my stay there, including returning to my home country for at least two years at the conclusion of the program in compliance with J-1 visa requirements.
- The medical insurance provided to me during my travels is intended only for emergencies and does not cover ordinary, pre-existing, and dental conditions.
- My spouse, children, other relatives or individuals are not permitted to accompany me to the United States on the program.

_____

Signature of Applicant Date

In order for IREX to respond to U.S. Federal inquiries, please check the box(es) below, on a voluntary basis, if you have the following disabilities:

☐ Hearing Impairment ☐ Speech Impairment ☐ Visual Impairment (Legally Blind)

☐ Orthopedic Impairment ☐ Learning Disorder ☐ Other (specify):

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