# 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

## *Application for International Teachers*

The U.S. Department of State and IREX 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 methods, lesson planning, and instructional technology
- 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 or English as a Foreign Language,
- Social Studies (social studies, civics, history, geography, etc.)
- Mathematics
- Science
- Special Education teachers in the disciplines listed above

Please return completed applications to:

TEA-Turkey@state.gov

## DEADLINE:

May 1, 2015

*Application Deadline:*
*Applications are free of charge and may be duplicated.*

# Teaching Excellence and Achievement Program (TEA)
## 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)** will provide approximately 160 secondary school teachers from East Asia and the Pacific, Europe and Eurasia, the Near East, South and Central Asia, Sub-Saharan Africa, and the Western Hemisphere with unique opportunities to develop expertise in their subject areas, enhance their teaching skills and increase their knowledge about the United States. TEA consists of a six-week non-degree, non-credit academic program at a U.S. University. The international participants will travel to the United States in two cohorts of approximately 80 teachers each in spring or fall 2016. TEA provides academic seminars focusing on teaching methodologies, curriculum development, lesson planning, teaching strategies, and instructional technology training. Intensive English language instruction will be offered to teachers who need additional practice. The program will also include a field experience at a U.S. secondary school where participants work closely with U.S. teachers and teach and present to U.S. students. Cultural enrichment, mentoring, and support will be provided to participants throughout the program.

After returning home, teachers will be eligible to participate in a small grants program to request funds for essential teaching materials, follow-on training for other teachers, collaborative projects between their home schools and U.S. schools, and other activities that build on the exchange experience.

***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***

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 $70 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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***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: English, EFL, Social Studies, Mathematics, Science, or special education;
- Be citizens of and residents in eligible TEA countries;
- Have earned a Bachelor's degree or equivalent;
- Obtain a minimum score of 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.

*A limited number of participants with TOEFL scores between 425 and 450, or equivalent, will be accepted for the program into a special cohort with additional English language training included in the professional development program.

The Teaching Excellence and Achievement Program promotes diversity in the classroom and in learning. The TEA Program supports inclusion and strongly encourages teachers with disabilities to apply.

**Former participants of TEA, the International Leaders in Education (ILEP) program, Partners in Education (PiE), or the Fulbright Teacher Exchange Program are not eligible to apply. If you have participated in other U.S. government-funded professional development exchange programs, please talk to the Fulbright Commission/U.S. Embassy in your country about your eligibility.**

TEA is a program for practicing teachers. Ministry of Education officials, full-time principals or educational administrators, full-time teacher trainers, university faculty, private English Language tutors, are not eligible.

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

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.

***APPLICATIONS NOT MEETING THE ABOVE ELIGIBILITY REQUIREMENTS WILL NOT BE FORWARDED TO THE SELECTION COMMITTEE.***

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.

***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 practicum school (if necessary);
- A daily allowance for incidentals during the university academic program
- A book/professional development allowance;
- A baggage/shipping allowance; and
- The opportunity to apply for alumni small grants.

*Application Deadline:*

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***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 within a year of the application deadline. TOEFL scores received between June 2014 and the application deadline are valid for consideration and use for selection committees to assess an applicant's English language proficiency.

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 and live 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 paper-based or equivalent TOEFL score of 450 is required for TEA 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.
- Hand sign the Privacy Policy on the last page with ink.

***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 in ink. 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***

| | Application Deadline |
|---|---|
| March/April/May 2015 | TOEFL Testing/Interviews |
| September 2015 | Notification of Finalists |
| December 2015 | Pre-Departure Orientation Cohort I |
| Late January-March 2016 | U.S. Program Dates Cohort I |
| July 2016 | Pre-Departure Orientation Cohort II |
| September-November 2016 | U.S. Program Dates Cohort II |

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*APPLICANT NAME:* _____

*COUNTRY:*_____

# Teaching Excellence and Achievement Program (TEA)

## International Teacher Application

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

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

**TEA Cohort Preference:**

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

Cohort I (January – March 2016)

Cohort II (September – November 2016)

No preference

| **Name** (please spell exactly as it is written on your passport) | |
|---|---|
| First/Given name: | |
| Middle name: | |
| Family name/Surname: | |
| **Country** | |
| Country of Citizenship: | |
| Country of Legal Residence: | |
| **Place of Birth** | |
| City of Birth: | |
| Country of Birth: | |

**Gender**

Male Female

**Number of Years Teaching**

I have been teaching for_____years (not including student teaching practicums).

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*APPLICANT NAME:* _____

*COUNTRY:* _____

| Date of Birth (as listed on your passport) | | |
|---|---|---|
| **Month** | **Day** | **Year** |

*Please check your birth month:*

January February March April May June

July August September October November December

## What discipline is your PRIMARY teaching assignment?

**English**

☐ English for native speakers ☐ English for non-native speakers ☐ English literature

☐ English Grammar ☐ Other_____

**Math**

☐ Algebra ☐ Geometry ☐ Calculus ☐ Statistics ☐ Other _____

**Science**

☐ Chemistry ☐ Physics ☐ Earth Science ☐ Biology ☐ Other _____

**Social Studies**

☐ History ☐ Geography ☐ Sociology ☐ Civics ☐ Economics ☐ Religion

☐ Other_____

**Special Education** *(Working with students with learning or physical disabilities)*

☐ English ☐ Math ☐ Science ☐ Social Studies ☐ Other _____

*Application Deadline:*
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*APPLICANT NAME:* _____

*COUNTRY:* _____

**What other disciplines are you assigned to teach? (Select all that apply)**

**English**

☐ English for native speakers ☐ English for non-native speakers ☐ English literature

☐ English Grammar ☐ Other _____

**Math**

☐ Algebra ☐ Geometry ☐ Calculus ☐ Statistics ☐ Other _____

**Science**

☐ Chemistry ☐ Physics ☐ Earth Science ☐ Biology ☐ Other _____

**Social Studies**

☐ History ☐ Geography ☐ Sociology ☐ Civics ☐ Economics ☐ Religion

☐ Other _____

**Special Education** *(Working with students with learning or physical disabilities)*

☐ English ☐ Math ☐ Science ☐ Social Studies ☐ Other _____

**9. Home Mailing Address:**

Street/Building Number _____ Apartment Number _____ (if applicable)

City or Town _____ Country _____

Region/Province/State _____ Postal Index/Code _____ (if applicable)

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

E-mail: _____

**10. School Address:**

Name of School: _____

City or Town _____ Region/Province/State _____

Country _____

*Application Deadline:*
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*APPLICANT NAME:* _____

*COUNTRY*:_____

**11. School Information:**

(a) Is your school in an urban or rural area? ☐ Urban ☐ Rural

(b) Is your school government-run or private? ☐ Government-run ☐ 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:_____

Average number of students per class:_____

In less than 200 words, please tell us briefly about your school and the community it serves: Who are the students? What do they do when they leave school or complete their studies at your school? What kind of work do their parents do? Please briefly share any other important information about the school community here.

**12.** Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please provide additional information, including a description of the factual circumstances of the arrest or conviction and any supporting documentation.

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*COUNTRY*:_____

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

☐ Yes ☐ No

Name(s): _____

Program: _____

Dates of Participation: _____

**14.** 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:_____

**15.** Are you currently applying or do you plan to apply to any professional development programs in other countries?

☐ Yes ☐ No

If yes, please specify which program:_____

Program Dates: _____

Name of sponsoring organization:_____

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*COUNTRY*:_____

**16.** In the chart below, please fill in any previous trips you have taken outside of your home country. Please include trips for tourism, work, and exchange programs. Also include any trips sponsored by the U.S. government. Please provide as many details as possible in the "Notes" column.

| **City, Country Visited** | **Year of Travel** | **Reason for Visit** **(Work/ Tourism/ Exchange Program)** | **Notes** (Name of program, program details, sponsoring organization, etc.) |
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*APPLICANT NAME:* _____

*COUNTRY*:_____

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

**17 (b)**. During the TEA Program, participants often have roommates from other areas of the world. What steps would you take to successfully live with a person from another 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 (BA, BS, Masters, PhD, etc.) | Year of Degree |
|---|---|---|---|---|
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*APPLICANT NAME:* _____

*COUNTRY*:_____

**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 |
|---|---|---|---|---|
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**21. Work History:** Please list below your work history for the past five years. **Please list your current position first.**

*Only one section is necessary per school, even for multiple years.*

Current School Information

Name of school:_____

Position/Title:_____

Length of employment (dates):_____

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

Number of hours per week teaching:_____

Primary discipline taught:_____

Additional duties:_____

Previous School Information

Name of school:_____

Position/Title:_____

Length of employment (dates):_____

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

Number of hours per week teaching:_____

Primary discipline taught:_____

Additional duties:_____

Previous School Information

Name of school:_____

Position/Title:_____

Length of employment (dates):_____

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

Number of hours per week teaching:_____

Primary discipline taught:_____

Additional duties:_____

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*APPLICANT NAME:* _____

*COUNTRY*:_____

**22. Additional Education or Professional Experience & Activity:** Please list 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.

**23. Classroom Lesson:** Please **attach** a lesson plan that you have used in your classroom and answer the following questions: How did you plan/design the lesson? How did your students receive the lesson? How did you assess your students' learning?

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*APPLICANT NAME:* _____

*COUNTRY*:_____

**24 (a). Would you be interested in participating in a TEA cohort that will include a special focus on supporting gender responsive classrooms with a focus on improving education for girls?**

Yes ☐ ☐ No

**24 (b). If yes, please answer the following question on girls' education:** Describe the opportunities or challenges for girls in your community to receive a quality education. If applicable, describe strategies you have implemented to expand or improve opportunities for girls' education, or addressed other important issues affecting girls in your community.

* For 2016, ECA and IREX will host a limited cohort for participants with an interest and/or a need in focusing on supporting gender responsive classrooms and improving girl's education. The cohort will feature a concentration on strategies to improve and support girl's education, in addition to pedagogical professional development.

**25. Weekly Schedule:**

| School Name | Day of the Week | Time of Day | Length of Class/Responsibility (in minutes) | Subject | Grade Level | Number of Students in the Class | Age of Students |
|---|---|---|---|---|---|---|---|
| Sample Schedule | Monday | 9:00 – 9:45 am | 45 minutes/ Teacher | Geography | Level 9 | 55 students | 14 – 15 years |
| Sample Schedule | Monday | 10:00 – 10:55 am | 55 minutes/ Teacher | Civics | Level 10 | 55 students | 16 – 17 years |
| Sample Schedule | Monday | 1:00 – 1:45 pm | 45 minutes/Teacher | History | Level 10 | 55 students | 16 – 17 years |
| Sample Schedule | Monday | 2:00 – 3:00 pm | 60 minutes/ grading | Prep | | | |
| Sample Schedule | Tuesday | 8:30 – 9:25 am | 55 minutes/ Teacher | Civics | Level 10 | 55 students | 16 – 17 years |

*Please provide a sample of your weekly schedule*. This should include all classes you are currently teaching 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. A sample is provided above.

Your Schedule:

| School Name | Day of the Week | Time of Day | Length of class/ responsibility (in minutes) | Subject | Grade Level | Number of Students in the Class | Age of Students |
|---|---|---|---|---|---|---|---|
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*APPLICANT NAME:* _____

*COUNTRY:*_____

**25 ( continued). Weekly 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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**26. Statement of Purpose:** Your Statement of Purpose is the most important part of your application. Your response will give the selection committee an opportunity to better understand you as a teacher leader and your desire to participate in the program. Statements must be clearly written in order to be considered.

In the space provided, please address *all* questions in *no more than 500 words*:

- Why do you want to participate in the TEA Program?
- Describe an occasion when you were a leader or set a positive example in your school and community.
- 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? Describe at least two ways you will share these skills with your school and/or community.

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*APPLICANT NAME:* _____

*COUNTRY*:_____

**Additional Space:** Please use this space for any additional information. Include any responses that did not fit elsewhere in the application.

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*APPLICANT NAME:* _____

*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 field experience 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 Achievement (TEA) program.

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 (must be hand signed) Date

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