

*Request for an English Language Specialist*

*Bureau of Educational and Cultural Affairs  
English Language Specialist (EL Specialist) Program*



*Request for an English Language Specialist*

*Completed request forms are accepted year round*

**About the Program:**

The English Language Specialist Program provides host institutions with U.S. professors with expertise in Teaching English as a Foreign or Second Language (TEFL/TESL) or Applied Linguistics. Specialists support two to sixteen week programs at a variety of institutions and levels, in the areas of teacher training, material writing, and curriculum development. The program can also provide Specialists via online courses, DVCs, webinars, as a stand-alone program or as one element of a multi-part program.

Typical EL Spec programs include one or more of the following activities: training of teachers or trainers, conducting needs assessments and program/curriculum evaluations, working with host institution in drafting new or revised aspects of local English language practices and programs, giving workshops and/or plenary addresses at professional development events, consulting with relevant educational institutions and professional organizations, or participating in other meetings and activities that further English language capacity building.

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**Program Title:** \_\_\_\_\_

**Program Description:**

**Program Objectives:**

*Describe what participants will be able to do after the program*

**Program Significance/Background:**

*Why is this program needed? Why is it important to your institution?*

**Anticipated Results:**

*Describe the expected impact of this program on the participants. What do you achieve?*

**Institutional Capacity:**

*In what ways does your institution have the capacity to capitalize on the specialist's expertise?*

**Evaluation Plan and Follow-up:**

*How will your institution assess the program progress and whether objectives were met? How will the program be followed up after the Specialist has departed?*

**Specialist Qualifications:**

*Please list all necessary skills required of the Specialist for this program*

**Host Institution:** \_\_\_\_\_

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**Location:** \_\_\_\_\_

**Point of Contact** (*name, title, phone number, email address*): \_\_\_\_\_

**Host Institution Background Information:**

**Audience:**

Who will participate? Examples: university or secondary level teachers, teacher-trainers, Ministry of Education officials, current language skills, etc.

**PREFERRED PROJECT DATES**

**Date of Arrival:** \_\_\_\_\_

**Date of Departure:** \_\_\_\_\_

**Programmed days:** \_\_\_\_\_

**HOST INSTITUTION CONTRIBUTION (Cost-Sharing):** *Host institution should provide cost-sharing which can also be in the form of in-kind contributions. Please note below whether host institution can or cannot provide cost sharing.*

**Total Value in US\$:** \_\_\_\_\_

**List:**

If you have questions or need additional information on English Language Specialist program, please contact Public Affairs Section at the telephone number indicated below. Thank you!