



Teaching Excellence and Achievement Program (TEA)

*A program of the Bureau of Educational & Cultural Affairs (ECA),
U.S. Department of State*

APPLICATION MATERIALS

The U.S. Department of State announce an open competition for secondary-level teachers of English as a Foreign Language and social sciences for the Teaching Excellence and Achievement Program (TEA). TEA will bring outstanding secondary teachers from Eurasia, South Asia, Sub-Saharan Africa, and the Western Hemisphere to the United States for a 6-week professional development program that seeks to:

- Enhance teachers' expertise in their teaching discipline and equip them with a better understanding of best practices in teaching methodologies, lesson planning, and the use of technology in teaching.
- Create among educators a better understanding of the U.S.
- Develop 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 their knowledge and share their experience and skills with their peers and students.

Please return completed applications to Public Affairs Section, U.S. Embassy in Bishkek:

171 Prospect Mira, PAS, U.S. Embassy Bishkek, Kyrgyz Republic 720016

Telephone: +996 (312) 551241 ext.4468

Fax: +996 (312) 551260

Email: BishkekPAS@state.gov; TolbaevaG@state.gov

Contact Person: Guljan Tolbaeva

***Note: Applications are also available on-line at
<http://bishkek.usembassy.gov>, www.irex.org,***

DEADLINE: 5:00 p.m., April 24, 2009

PROGRAM OVERVIEW

The Teaching Excellence and Achievement Program (TEA) will provide 156 secondary school teachers from Eurasia, South 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. The international participants will travel to the United States in fall 2010 to participate in a 6-week professional development program at a U.S. university. The professional development program will include coursework and intensive training in teaching methodologies, lesson planning, teaching strategies for the participants' home environment, educational leadership, as well as the use of computers for Internet, word processing, and as teaching tools. The 6-week program also will include a 2 to 3-week internship at a secondary school to actively engage participants with American teachers and students. Trips to U.S. cultural sites and academic support will be provided for participants throughout the program.

In spring 2011 a cohort of 78 U.S. teachers will reciprocate the visits of the international teachers in selected countries. Each U.S. teacher will be hosted by a TEA alumni school in the participating country where they will team-teach as well as discuss best teaching practices, curriculum, and educational issues in the host country. The U.S. teachers' trip will be fully funded and will include visits to local schools, parent committees, nongovernmental organizations (NGOs), and local government offices.

Also, TEA will provide follow-on grants to the international teachers to purchase essential materials for their schools, to offer follow-on training for other teachers, and to conduct other activities that will build on the exchange visits.

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 does this 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 leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development. Founded in 1968, IREX has an annual portfolio of \$50 million and a staff of over 400 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 50 countries.

PROGRAM DATES

April 24, 2009: Application deadline

May 2009: Semi-finalists interviews. All semi-finalists will be required to take the TOEFL (institutional or official) at this time

September - October 2009: Finalists notification

Spring 2010: Program in the United States

ELIGIBILITY REQUIREMENTS

Applicants must be:

- Secondary-level, full-time teacher with five or more years of classroom experience in either English as a Foreign Language; or Social Science (social studies, civics, geography or history)
- Citizen of Kyrgyzstan
- English-language proficiency in written and spoken English
- Continue teaching for at least five years after completion of the program
- Submit a complete application.

Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee.

Former participants of the Fulbright Teacher Exchange Program, TEA or Partners in Education (PiE) programs are ineligible to apply.

Applicants are not discriminated because of race, color, religion, sex, age, national origin, disability or any other protected characteristic as established by U.S. law.

U.S. Embassy 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 GRANT

- J-1 visa support;
- Round-trip airfare from participant's home city to and within the United States;
- A Welcome Orientation in Washington, D.C.;

- University training program;
- Accident and sickness coverage;
- Housing (generally shared with other program participants) and meals;
- Transportation allowance for travel to school internship (if necessary);
- Book allowance;
- An End of Program Conference hosted by one of the TEA host universities in the U.S.;
- The opportunity to host a U.S. teacher for two weeks; and
- The opportunity to apply for follow-on grants.

SELECTION PROCESS AND CRITERIA

TEA Fellows will be selected through a merit-based open competition. After the deadline, PAS US Embassy staff will review all eligible applications. Top candidates will be interviewed by an interview panel and will also take the TOEFL examination. An independent, U.S.-based selection committee will conduct a final review of applicants with top interview and TOEFL scores.

Criteria (not in order of importance):

- Professional and educational experience and achievements;
- Demonstrated commitment to teaching and lesson plan development in English and/or social sciences;
- English language skills adequate to develop lesson plans, conduct research, audit classes in U.S. host universities, and team-teach in U.S. schools (a minimum score of 450 in TOEFL is required for program participation);
- Potential to influence educational and curriculum reform in the applicant's home institution and/or country;
- Potential for developing long-term linkages between U.S. and home country educational institutions and schools;
- Ability to express ideas clearly and effectively; and
- Preparedness (including maturity and flexibility) for an intensive U.S.-based training program.

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, family name (surname) first as spelled on your passport (if available) or other photo identification.
- Include complete contact information (including zip 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.
- You may attach additional pages if necessary to answer the questions completely.

Completed applications must be submitted to Public Affairs Section, U.S. Embassy in Bishkek no later than Friday, **April 24, 2009, 5:00pm**. Late or incomplete applications will not be considered.

RECOMMENDATIONS AND INSTITUTION SUPPORT FORM

All applicants must include:

- One completed recommendation form from a person who is familiar with your professional work. Recommendations may be from colleagues or supervisors. Recommendations must be submitted with the application. Recommendations submitted separately will not be accepted. A family member may not write the recommendation. Please provide an English translation of recommendation letter if it is not written in English.
- An Institution Support Form completed by the director of the school for which you are employed. This form will confirm that the school supports the applicant's participation in this program. Please provide an English translation of the Institution Support Form if it is not written in English.

The same individual may complete the recommendation form and institution support form so long as that person is the head or chair of the school for which the applicant is employed.

You must submit the original application and five complete copies (for a total of six copies). Each copy of the application should be submitted in the following order:

1. Application,
2. Curriculum vitae (please see the included sample),
3. Statement of purpose,
4. Completed recommendation form and letter, in English or with an English translation.
5. Completed institution support form, in English or with an English translation
6. A sample lesson plan if available, and
7. A copy of your international passport (or other government issued photo identification)
8. Each complete application should look identical and be stapled. No other form of binding is permitted.

(This is a Sample Resume Only—Please Do Not Include Sample in Submitted Application)

Natalia Nikolaevna Ivanova

ADDRESS

COUNTRY

PHONE

E-MAIL

PROFESSIONAL EXPERIENCE

Secondary School # 102 – Kiev, Ukraine

Teacher of History (10/2002-present)

- Teach History of Middle Ages to grades 5-6
- Teach Modern History to grades 8-10
- Provide training to teachers in the school
- Act as member of weekly editorial team of school History newsletter

Center for Teacher Training – Kiev, Ukraine

Teacher Trainer (01/2000-present)

- Responsible for developing curriculum units in History
- Assist Kiev regional teacher training expert with research in modern teaching methodologies
- Draft monthly reports on teacher training activities

U.S. Peace Corps – Kiev, Ukraine

Trainer for TEFL teachers (10/1999-9/2002)

- Provided training about teaching in the secondary schools in Ukraine
- Assisted with analysis of education needs in secondary schools in rural areas of Ukraine
- Developed and implemented project plans to address these needs within the Peace Corps mission

EDUCATION

Kiev State Pedagogical University – Kiev, Ukraine

diplom (09/1994-07/1999)

Department of History

PROFESSIONAL DEVELOPMENT

Winner of Ministry of Education “Teacher of the Year” Sponsored Competition

Teaching History through Internet Workshop – Moscow, Russia 2003

Participant in workshop on internet resources for teaching history in the secondary schools

British Council Small Grant Program Recipient

Conference Organizer (01/2003-12/2003)

- Developed and managed a conference on teaching history in secondary school for 120 secondary school teachers in Kiev
- Drafted concept paper for funding of conference

Advisor for Students History Newspaper – Kiev, Ukraine

Volunteer at alma mater, Kiev State Pedagogical University, 1994-1998

COMPUTER SKILLS

Microsoft Word, Explorer, Excel, PowerPoint, Outlook, Adobe PhotoShop, PageMaker

LANGUAGES

Ukrainian (fluent), English (excellent), French (basic)

TEACHING EXCELLENCE AND ACHIEVEMENT PROGRAM (TEA) APPLICATION

International Teachers Application

A program of the Bureau of Educational & Cultural Affairs (ECA),
U.S. Department of State

1. NAME (AS IN OFFICIAL DOCUMENTS): _____
(Family Name) (First Name) (Middle Name or Patronymic)

2. COUNTRY OF CITIZENSHIP: _____

3. COUNTRY OF LEGAL RESIDENCE: _____

4. PLACE OF BIRTH: _____
(City or Town) (Country)

5. DATE OF BIRTH: _____
(Month) (Day) (Year)

6. GENDER: Male Female

7. IN ORDER 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): _____

8. CURRENT MAILING ADDRESS:

Street / building number: _____ Apartment: _____

City: _____ Postal Index: _____

Country: _____ Region/Oblast: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

Emergency contact/Alternate telephone: (____) _____

9. WORK ADDRESS:

Institution: _____

Department: _____ Job Title: _____

Street / building number _____

City: _____ Postal Index: _____

Country: _____ Region/Oblast: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

Alternate telephone: (____) _____

NAME: _____

CITY, COUNTRY: _____

10. EDUCATIONAL BACKGROUND: IN THE TABLE BELOW, PLEASE LIST ALL UNIVERSITIES, INSTITUTES, AND SPECIAL ACADEMIC PROGRAMS YOU ARE CURRENTLY ATTENDING OR HAVE ATTENDED, WITH THE MOST RECENT LISTED FIRST. TRANSLITERATE DIRECTLY FROM YOUR NATIVE LANGUAGE INTO ENGLISH THE NAME OF THE DEGREE THAT YOU HAVE RECEIVED, SUCH AS "DIPLOM," OR "KANDIDAT NAUK." DO NOT USE AMERICAN EQUIVALENTS UNLESS YOU HOLD A DEGREE FROM A U.S. ACADEMIC INSTITUTION.

Example:

Institution & City	Department	Dates (month/year)	Type of Degree	Date Degree Received or Expected
Armenia State Pedagogical University, Yerevan	Department of Elementary Education	August 1990-May 1995	Diplom	May 1995

Institution & City	Department	Dates (month/year)	Type of Degree	Date Degree Received or Expected

11. ADDITIONAL EXPERIENCE AND ACTIVITIES: PLEASE TELL US BELOW WHAT ACTIVITIES YOU HAVE PURSUED, IN THE PAST FIVE YEARS, TO MAINTAIN YOUR PROFESSIONAL TRAINING. INCLUDE THOSE ITEMS THAT YOU BELIEVE WILL GIVE US AN EXAMPLE OF YOUR CURRENT CONTRIBUTION TO THE EDUCATIONAL SYSTEM AND YOUR FUTURE POTENTIAL. FOR EXAMPLE, LIST PROFESSIONAL ORGANIZATIONS OF WHICH YOU ARE A MEMBER, PROFESSIONAL CONFERENCES YOU HAVE ATTENDED, OR ANY RELEVANT WORK IN YOUR COMMUNITY OR VOLUNTEER ACTIVITIES THAT YOU HAVE BEEN A PART OF. PLEASE EMPHASIZE COLLABORATIVE AND LEADERSHIP ACTIVITIES AND RESTRICT YOUR RESPONSE TO THE SPACE PROVIDED BELOW.

12. FOREIGN LANGUAGE PROFICIENCY: NATIVE LANGUAGE _____

PLEASE LIST ALL LANGUAGES YOU KNOW AND RATE YOUR READING, WRITING, LISTENING, AND SPEAKING SKILLS IN EACH LANGUAGE, USING A SCALE OF 1-5 (1 = POOR, 5 = EXCELLENT).

<u>Language</u>	<u>Reading</u>	<u>Writing</u>	<u>Listening</u>	<u>Speaking</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

13. FORMAL STUDY OF ENGLISH: PLEASE PROVIDE THE FOLLOWING INFORMATION REGARDING YOUR STUDY OF ENGLISH.

	Dates	Months per year	Hours per week
University	_____	_____	_____
	_____	_____	_____
Private study	_____	_____	_____
	_____	_____	_____

NAME: _____

CITY, COUNTRY: _____

14. CURRENT ENGLISH TRAINING: PLEASE DESCRIBE WHAT YOU ARE DOING NOW OR PLAN TO DO TO INCREASE YOUR ENGLISH LANGUAGE PROFICIENCY.

15. WORK HISTORY: PLEASE LIST BELOW YOUR WORK HISTORY FOR THE LAST 5 YEARS. IF YOU NEED ADDITIONAL SPACE, ATTACH A SHEET OF PAPER USING THE SAME FORMAT.

Total number of years teaching/working in your profession: _____

CURRENT PRIMARY WORK:

Name of School/Institution: _____

Position/Title: _____ Is this a full time position? Yes ___ No ___

Length of Employment: _____

Grade Level Currently Teaching: _____

Age Range of Students Currently Taught: _____

Teaching Load: Number of Hours/Week in Subject Area: _____

Duties: _____

CURRENT SECONDARY WORK:

Name of School/Institution: _____

Position/Title: _____ Is this a full time position? Yes ___ No ___

Length of Employment: _____

Grade Level Currently Teaching: _____

Age Range of Students Currently Taught: _____

Teaching Load: Number of Hours/Week in Subject Area: _____

Duties: _____

PREVIOUS:

Name of School/Institution: _____

Position/Title: _____

Length of Employment: _____

Grade Level Teaching: _____

Duties: _____

PREVIOUS:

Name of School/Institution: _____

NAME: _____

CITY, COUNTRY: _____

- Internet/IREX website
- IREX office

- University faculty / staff
- U.S. Embassy

21. STATEMENT OF PURPOSE: THE STATEMENT OF PURPOSE IS THE MOST IMPORTANT PART OF YOUR APPLICATION FOR THE TEACHING EXCELLENCE AND ACHIEVEMENT PROGRAM (TEA) AND WILL BE READ CLOSELY BY MEMBERS OF THE SELECTION COMMITTEE. YOUR RESPONSE GIVES THE SELECTION COMMITTEE AN OPPORTUNITY TO UNDERSTAND YOU BETTER AS A PERSON AND TO APPRECIATE THE VALUE OF YOUR IDEAS, GOALS, AND REASONS FOR APPLYING TO THE PROGRAM. THIS SECTION OF THE APPLICATION IS THE ONLY OPPORTUNITY THAT YOU HAVE IN THIS STAGE OF THE COMPETITION TO PROVIDE A PICTURE OF YOURSELF THAT GOES DEEPER THAN A SIMPLE LIST HIGHLIGHTING YOUR EXPERIENCE, EDUCATION, AND ACCOMPLISHMENTS. THUS, WE URGE YOU TO THINK CAREFULLY THROUGH YOUR RESPONSE BEFORE BEGINNING TO WRITE. RESPONSES SHOULD BE PROPERLY THOUGHT OUT AND DEVELOPED. RESPONSES WRITTEN IN ILLEGIBLE HANDWRITING WILL NOT BE CONSIDERED.

ON A SEPARATE PIECE OF PAPER, PLEASE TYPE OR WRITE A STATEMENT OF PURPOSE, NO MORE THAN 1500 WORDS, ANSWERING THE FOLLOWING QUESTIONS:

1. WHAT ARE YOUR PROFESSIONAL GOALS, AND HOW WILL PARTICIPATING IN THIS PROGRAM HELP YOU ACHIEVE THOSE GOALS? DISCUSS YOUR PERSONAL AIMS AS WELL AS THE AIMS OF YOUR SCHOOL. IN WHAT WAYS CAN PARTICIPATION IN THE PROGRAM BRING YOU CLOSER TO ACCOMPLISHING YOUR GOALS?

2. IF SELECTED AS A PARTICIPANT, WHAT TYPE OF SKILLS AND EXPERIENCES DO YOU HOPE TO GAIN AND HOW DO YOU INTEND TO APPLY THEM IN YOUR HOME COUNTRY ONCE YOU COMPLETE THE PROGRAM? HOW DO YOU INTEND TO SHARE YOUR U.S. EXPERIENCES WITH COLLEAGUES AND STUDENTS BACK HOME?

NAME: _____

CITY, COUNTRY: _____

PRIVACY POLICY & APPLICATION CERTIFICATION STATEMENT

YOUR PRIVACY IS IMPORTANT. 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. THIS INFORMATION IS STORED 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, FUNDING AGENCIES OR OTHER ORGANIZATIONS CONTRACTED TO CONDUCT EVALUATIONS.

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 U.S. EMBASSY 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.

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 COVERAGE PROVIDED TO ME DURING MY TRAVELS IS INTENDED ONLY FOR EMERGENCIES AND DOES NOT COVER ORDINARY, PRE-EXISTING, AND ROUTINE 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 _____

NAME: _____

CITY, COUNTRY: _____

REFERENCE FORM

THIS REFERENCE FORM MUST BE WRITTEN BY A COLLEAGUE OR SUPERVISOR FAMILIAR WITH THE APPLICANT'S ACADEMIC AND PROFESSIONAL WORK. ALL RECOMMENDATIONS MUST BE SIGNED. AN ENGLISH TRANSLATION OF RECOMMENDATION LETTER MUST BE PROVIDED IF IT IS NOT WRITTEN IN ENGLISH.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & Country: _____
Name of Evaluator: _____ Title of Evaluator: _____
Work Institution of Evaluator: _____
Work Address of Evaluator: _____
Work Telephone of Evaluator: _____ E-mail: _____

TO BE COMPLETED BY THE EVALUATOR:

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? Please check all that apply.

- Colleague
 Employer or Job Supervisor Other (please specify) _____

3. Please compare the applicant with others you have known in your professional field in terms of the characteristics below:

	Excellent	Very good	Average	Below average
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness and Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work in a Team Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please choose one of the following:

- Recommend with confidence
 Recommend with reservation
 Do not recommend

On a separate sheet of paper, please provide a candid evaluation of the applicant's qualifications for participation in this program. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible.

May we contact you regarding this recommendation? Yes No

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

Signature of Evaluator _____ Date _____

NAME: _____

CITY, COUNTRY: _____

INSTITUTION SUPPORT FORM

THIS INSTITUTION SUPPORT FORM MUST BE COMPLETED BY THE DIRECTOR OR HEAD OF THE SCHOOL FOR WHICH THE APPLICANT IS EMPLOYED. ALL INSTITUTION SUPPORT LETTERS MUST BE SIGNED. AN ENGLISH TRANSLATION OF THE SUPPORT LETTER MUST BE PROVIDED IF IT IS NOT WRITTEN IN ENGLISH.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & Country: _____

Name of School Director: _____

Title of School Director: _____

School Name: _____

School Address: _____

Work Telephone of School Director: _____

E-mail of School Director: _____

TO BE COMPLETED BY THE DIRECTOR OR HEAD OF APPLICANT'S SCHOOL:

_____ (School Name) is pleased to participate in the Teaching Excellence and Achievement Program (TEA), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs, 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 TEA program activities in the United States in spring 2010. I understand that program activities will include a 6-week professional development program at a U.S. university, including coursework and intensive training in teaching methodologies, lesson planning, teaching strategies for their home environment, educational leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The program will also include a 2 to 3 week internship at a secondary school to engage participants actively with American teachers and students. Ms./Mr. _____ will be granted leave with pay during this time and will be re-instated upon his or her return to the school. I also understand that my school can apply to host a U.S. teacher for 2 weeks in April 2011.

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

Name of School Director _____

Signature and Seal _____ Date _____

Institution Name _____

Work Address _____

Work Telephone _____ Fax _____ E-mail _____