# Teaching Excellence and Achievement (TEA) Program

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

## *Application for Teachers*

The U.S. Department of State and IREX announce a program for outstanding secondary-level school teachers to come to the U.S. for a professional development opportunity. The TEA Program 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 and communities 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.
- Make U.S. students more aware of other countries around the world through interaction with international teachers.

**ELIGIBLE TEACHING DISCIPLINES FOR THE TEA PROGRAM ARE:**

- English or English as a Foreign Language
- Social Studies (civics, history, geography, sociology, economics, etc.)
- Math
- Science
- Special Education teachers in the disciplines listed above

Please return completed applications to:

## DEADLINE:

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

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

**The Teaching Excellence and Achievement (TEA) Program** will provide approximately 154 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 a unique opportunity to develop greater expertise in their subject areas, enhance their teaching skills, and increase their knowledge about the United States. The TEA Program is a six-week non-degree, non-credit academic program at a U.S. university. The international participants will travel to the United States for one of two six-week professional development programs in either spring of 2018 or fall of 2018. TEA provides academic seminars on teaching methodologies and strategies, curriculum development, lesson planning, and instructional technology training. Intensive English language instruction will be offered to teachers who need additional practice. The program will also include a practicum of at least 40 hours with a U.S. partner teacher in a U.S. secondary school near the host university to actively engage participants in the U.S. classroom environment. Cultural enrichment, mentoring, and support will be provided to participants throughout the program.

After returning home, teachers who successfully complete the program will be eligible to compete for small grant awards for essential teaching materials, follow-on training for other teachers, collaborative projects between participating American schools and their home schools, and other activities that build on the exchange experience.

***About the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA)***

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State works toward mutual understanding between the people of the United States and the people of other countries around the world through a wide range of international exchange programs 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 that builds a more just, prosperous, and inclusive world by empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information. 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.

***Eligibility Requirements***

Applicants must:

- Be current secondary school-level*, full-time teachers in an institution serving primarily a local population;
- Have earned a Bachelor's degree or equivalent;
- Have five or more years of classroom experience as a teacher of English, English as a Foreign Language (EFL), Mathematics, Science, or Social Studies, including special education teachers in those subject areas;
- Be a citizen of and resident in an eligible TEA Program country;
- Earn a minimum score of 450 on the paper based TOEFL or an equivalent English language examination**;
- Demonstrate a commitment to continue teaching after completion of the program; and
- Have submitted a complete application.

* Secondary-level teachers include both middle and high school teachers serving students between approximately 12 and 18 years of age. Teachers responsible for teaching additional grade levels must teach middle or high school students more than 50% of their work time in order to be eligible for the program.

**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 (TEA) 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 the TEA Program, the International Leaders in Education Program (ILEP), the Edmund S. Muskie Graduate Fellowship Program, the Partners in Education (PiE) program, or the Fulbright**

*Application Deadline:*

*Applications are free of charge and may be duplicated.*

**Teacher Exchange Program are not eligible to apply. If you have participated in other U.S. government-funded professional development exchange programs, please contact the Fulbright Commission/U.S. Embassy in your country to inquire about your eligibility.**

The TEA Program 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, and teachers from schools primarily serving expatriates 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 and ECA do not discriminate against grant applicants because of race, color, religion, sex, sexual orientation, 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.

***FELLOWSHIP PROVISIONS***

- 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 Program 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 professional development allowance;
- A baggage allowance; and
- The opportunity to apply for alumni small grants for alumni in good standing.

***SELECTION PROCESS AND CRITERIA***
TEA Fellows will be selected through a merit-based open competition based on eligibility and 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 2016 and the application deadline are valid for consideration and use for selection committees to assess an applicant's English language proficiency.

Selection Criteria:

- 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;
- Articulated ideas for applying program experience to improving secondary education in home country;
- Ability to express ideas clearly and effectively;

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

- 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); and
- Applicants who have had few or no opportunities to travel to the U.S. will be given priority.

***APPLICATION INSTRUCTIONS & SUBMISSION GUIDELINES***

- Please answer **all** questions on the application. Incomplete applications will not be reviewed.
- Please type or print clearly 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 in ink.

***INSTITUTIONAL SUPPORT AND REFERENCE FORM AND LEAVE APPROVAL FORM***

All applications must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. The Leave Approval Form must be signed by director of the school where you are employed. Both forms 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. Hand signed Privacy Policy,
3. Institutional Support and Reference Form completed by your supervisor,
4. Leave Approval Form completed by your school director, and
5. A copy of the photo and information pages of your passport (or photo identification).

***PROGRAM TIMELINE***

| | Application Deadline |
|---|---|
| March - May 2017 | TOEFL Testing/ Selection Interviews |
| September 2017 | Notification of Finalists |
| December 2017 | Pre-Departure Orientation Cohort I |
| Late January - March 2018 | U.S. Program Dates Cohort I |
| July 2018 | Pre-Departure Orientation Cohort II |
| Mid-September - November 2018 | U.S. Program Dates Cohort II |

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

*APPLICANT NAME:* _____

*COUNTRY:*_____

# Teaching Excellence and Achievement (TEA) Program

## Application for Teachers

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

*Please answer **ALL** questions. Incomplete applications will **NOT** be accepted.*

**TEA Cohort Preference:**

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

☐ Cohort I (January – March 2018) ☐ Cohort II (September – November 2018) ☐ No preference

| **Name** (please spell **exactly** as it is written on your **passport or other photo identification**) | |
|---|---|
| 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 at a Secondary School**

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

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

*APPLICANT NAME:* _____

*COUNTRY:* _____

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

*Please check your birth month:*

☐ January ☐ February ☐ March ☐ April ☐ May ☐ June

☐ July ☐ August ☐ September ☐ October ☐ November ☐ December

## What discipline is your current 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:*
*Applications are free of charge and may be duplicated.*

*APPLICANT NAME:* _____

*COUNTRY:* _____

**What other disciplines do you 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 ☐ Mathematics ☐ 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 _____ Mobile Telephone: _____
(country code + city code + number) (country code + city code + number)

E-mail: _____

**10. School Address:**

Name of School: _____

City or Town _____ Region/Province/State _____

Country _____

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

*APPLICANT NAME:* _____

*COUNTRY*:_____

**11. School Information:**

(a) Is your school in an urban, suburban, or rural area? ☐ Urban ☐ Suburban ☐ 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:_____

Do students pay tuition to attend the school?_____

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 graduate 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.

*APPLICANT NAME:* _____

*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:_____

**16.** Have you previously submitted an application for either the TEA Program or the International Leaders in Excellence Program (ILEP)?

☐ Yes ☐ No

If yes, please specify which program:_____ Program Dates: _____

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

*APPLICANT NAME:* _____

*COUNTRY*:_____

**17.** 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.) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

*APPLICANT NAME:* _____

*COUNTRY*:_____

**18.** Please list other international experience you have had, including working with international organizations or foreigners in your home country. Please include dates of interaction.

**19.** 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?

**20.** How did you learn about the TEA program?

☐ Colleague ☐ TEA Program Alumnus/a ☐ Friend ☐ School Administrator

☐ U.S. Embassy Official or Regional English Language Office ☐ Fulbright Commissions

☐ Publication (e.g. newspaper, magazine, etc):_____ ☐ Website:_____

☐ Email Message ☐ Other:_____

**21. Education:** Please list your educational background.

| Institution/School | # of years of study | Field of Study | Degree/Certificate (High School Diploma, College, Postgraduate (e.g. Masters, PhD), etc.) | Year Degree Awarded |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

*APPLICANT NAME:* _____

*COUNTRY*:_____

**22. 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 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**23. Work History:** Please list below your work history for the past five years. **Please list your current position first.** *Please complete only one section per school, even if you worked there 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:_____

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

*APPLICANT NAME:* _____

*COUNTRY*:_____

**24. Additional Education or Professional Experience & Activity:** Please list what activities you have pursued to maintain and improve your professional training as an educator (for example, conferences, professional trainings, publications, certificate programs, etc.). In addition, please list professional organizations that you are a member of and relevant work in your community outside of school.

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

*APPLICANT NAME:* _____

*COUNTRY*:_____

**25 (a) Would you be interested in participating in a TEA cohort that will focus on gender responsive classrooms and improving education for girls?**

Yes ☐ ☐ No

**Note**: If you select "Yes," you are indicating your professional interest **only**. This does not mean you will participate in an additional selection process.

**25. (b) If yes, please answer the following question on girls' education:** Describe the opportunities available or challenges faced by 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 address other important issues affecting girls in your community.

**Note:** The TEA Program will offer one cohort to examine gender in education themes in depth. This cohort will include content which highlights strategies for improving and supporting girls' education, in addition to offering the other overall TEA program professional development activities.

**26. Weekly Teaching 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 teaching 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. Please include information about your schedule at the time of this application.

Your Current 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 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

*APPLICANT NAME:* _____

*COUNTRY:*_____

**26 (continued). Weekly Teaching 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 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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

**27. 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 below in *no more than 500 words*:

a. Why do you want to participate in the TEA Program?

b. Describe an occasion when you were a leader or set a positive example in your school or community.

c. What skills and experience do you hope to gain through the TEA Program? How will your community benefit from your participation in the program? Describe at least two ways you will share what you learn with your school and/or community.

d. Identify a challenge or pressing issue you seek to improve on in your school or community upon returning home from the TEA Program.

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

*APPLICANT NAME:* _____

*COUNTRY*:_____

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

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

*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 and 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 health benefit coverage 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

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