



## **Teaching Excellence and Achievement Program (TEA)**

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

### ***Application for International Teachers***

The U.S. Department of State and IREX (the 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 send completed application packets to: [USGExchanges@gmail.com](mailto:USGExchanges@gmail.com)**

You can also fax your completed application packet to:  
+7-495-728-5262 attn: Academic Exchanges Office

**DEADLINE: February 15, 2010**

IF YOU HAVE QUESTIONS YOU CAN:

- Contact the U.S. Embassy in Moscow at (495)728-5000, ext. 4925
- Email the U.S. Embassy Academic Exchanges office:  
[USGExchanges@gmail.com](mailto:USGExchanges@gmail.com)

***Applications are available on-line at:***

**<http://russian.moscow.usembassy.gov/exchanges/tea.html>**

*Applications are free of charge and may be duplicated.  
Applications are also available via the Internet at:*

<http://russian.moscow.usembassy.gov/exchanges/tea.html>

<p style="text-align: center;"><b>Teaching Excellence and Achievement Program (TEA)</b> <b>Program Application for International Teachers</b></p>
---

***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 a bilateral exchange program that will provide 154 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 three or four selected U.S. universities. The international participants will travel to the United States in two cohorts of 75-78 teachers each in spring or fall 2011. Their program will include customized seminars and intensive training in teaching methodologies, lesson planning, and teaching strategies for the participants' home environment, as well as the use of computers for Internet, word processing, and as teaching tools. The 6-week program will also include a 2-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 and summer 2012, 80 U.S. teachers will reciprocate the visits of the TEA teachers. Each U.S. teacher will be hosted by a TEA alumni school in the participating country where they will team-teach, 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 and parent committees, nongovernmental organizations (NGOs), and local government offices. International participants will have the opportunity to apply to host a U.S. teacher at their home school.

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 their 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 (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 over \$60 million and a staff of 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 100 countries.

**PROGRAM DATES**

Application Deadline:	February 15, 2010
Semi-Finalist Interviews: (Semi-finalists provide copies of international passports with interview)	March-April 2010
Semi-Finalist TOEFL Tests	May 2010
Notification of successful and unsuccessful Program candidates	September 2010

TEA U.S. Program Dates:	Cohort 1: February – March 2011
	Cohort 2: September – November 2011

**ELIGIBILITY REQUIREMENTS**

Applicants must:

- Be secondary school-level, full-time teachers with 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;
- Have proficiency in written and spoken English;
- Continue teaching for at least five years after completion of the program; and
- Have submitted a complete application.

**Former participants of ILEP, TEA, Partners in Education (PIE), 3TP, LTMS or the Fulbright Teacher Exchange Program are ineligible to apply. If you have participated in other programs, please send an inquiry about your eligibility to USGExchanges@gmail.com..**

Staff or families of staff at U.S. Embassy and U.S. Consulates General 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 and the U.S. Embassy in Moscow reserve 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 coverage;
- Transportation to the internship school (if necessary);
- A book/professional development allowance;
- A Closing Seminar;
- 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 based on the criteria described below. The U.S. Embassy will review all eligible applications and forward them to U.S. and Russian specialists for evaluation. Top candidates will be interviewed by an interview panel and must take the TOEFL (Test of English as a Foreign Language) examination or provide valid results no more than 1 year old.

#### 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.
- Ability to express ideas clearly and effectively; and
- English language skills adequate to develop lesson plans, conduct research, audit graduate classes in U.S. host universities, and team-teach in U.S. schools (a minimum score of 450 in TOEFL is required for TEA program participation).

Applicants who have had few or no previous opportunities to travel to the U.S. will be given priority.

### **GENERAL APPLICATION INSTRUCTIONS**

- 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 international passport (if available) or other government-issued 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.
- Please indicate in which cohort (spring, or fall 2011) you would prefer to participate. (Please note that every 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.)
- Please do not translate street or city names into English, only into the English alphabet (for example, write Prospekt Mira instead of "Peace Avenue")

**SUBMISSION GUIDELINES**

- Please send you applications by e-mail to [USGExchanges@gmail.com](mailto:USGExchanges@gmail.com) by February 15, 2010. If you are unable to submit the application by e-mail, please fax it to (495) 728-52-62, attn. Academic Exchanges Office.
- Your email message subject line should be “TEA 2010 Application – Your Name.” All attached documents should be titled “Your Name – Type of Document (application, Inst. Support, etc).”
- Please do not send archived files. Your application should be in .pdf or .doc format and scanned pages with signatures should be in .jpg or .pdf format.
- Do not send information pages (1-5) of the application form.
- Include CV in the application, do not send it as a separate document.

Applications that do not follow these guidelines, as well as e-mail messages that do not clearly indicate the applicant’s name, will not be considered. Late or incomplete applications will not be considered.

**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 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.

**COPY OF PASSPORT**

All semi-finalists invited to be interviewed will be required to bring with them a copy of their passport. Without a copy of his/her passport, semi-finalists will not receive further consideration.

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_



**Teaching Excellence and Achievement Program (TEA)**  
**International Teachers' Application**  
A program of the Bureau of Educational & Cultural Affairs (ECA), U.S. Department of State, and administered by IREX (International Research and Exchanges Board).

Please indicate your program cohort preference:

- Cohort I (February – March 2011)       Cohort II (September – November 2011)       No preference

**Section I.**

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

Full Name in Russian \_\_\_\_\_

2. Country of Citizenship: \_\_\_\_\_

3. Country of Legal Residence: \_\_\_\_\_

4. Place of Birth: \_\_\_\_\_  
(city) (country)

5. Date of Birth: \_\_\_\_\_  
(month) (day) (year)

6. Gender:  Male  Female

7. Home Mailing Address:  
(where you live, not where you are registered)

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: \_\_\_\_\_

What is your preferred contact number?    Home    Work    Mobile    Other

*Applications are free of charge and may be duplicated.  
Applications are also available via the Internet at:*

<http://russian.moscow.usembassy.gov/exchanges/tea.html>

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**8. School Address:**

Street/Building Number \_\_\_\_\_ Apartment Number \_\_\_\_\_  
(if applicable)

City or Town \_\_\_\_\_ Postal Index/Code \_\_\_\_\_

Country \_\_\_\_\_ Region \_\_\_\_\_  
(if applicable)

Telephone number \_\_\_\_\_

**9. School Information:**

Name of School: \_\_\_\_\_

Type of School:     Urban    or     Rural  
                          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: \_\_\_\_\_

**10.** Has a teacher at your school participated in the U.S. government-sponsored exchange program? If yes, what is his/her name, the program and the dates of participation?

Yes  No

Name of Teacher: \_\_\_\_\_ Dates of Participation: \_\_\_\_\_

Name of Program: \_\_\_\_\_

**11.** Are you currently applying to any other U.S. government sponsored educational programs for the 2011 school year?

Yes  No

If yes, please specify which program: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

**12.** Have you previously traveled on a U.S. government sponsored exchange program?

Yes  No

If yes, please indicate program name and dates: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

13. Have you traveled to the U.S. before?  Yes  No

If yes, where (please list all states, cities traveled to)?

For what purpose?

Work/Study  Tourism  U.S. Government-sponsored exchange program

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

Do you have an international passport? Yes  No

International Passport Number \_\_\_\_\_ Date of Issue \_\_\_\_\_

Expiration Date \_\_\_\_\_

15. How did you hear about the TEA program?

Colleague  Program Alumnus  Friend  School Administrator  
 Publication: \_\_\_\_\_  Website: \_\_\_\_\_  
 Other: \_\_\_\_\_

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

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

17. **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



NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**19. Work History:**

Total number of years teaching: \_\_\_\_\_

Please list below your work history for the past five years. Please list your current school(s) 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: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**20. Lesson Plan:** Please include a lesson you have created for your class to this application. Please include the lesson's purpose or goal, the activity or activities conducted with the class, and the methods used for assessing students' learning and understanding.

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

*Applications are also available via the Internet at:*

<http://russian.moscow.usembassy.gov/exchanges/tea.html>



NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**22. Essay Questions:** Please prepare responses to the following three (3) essay questions in the space provided. Each essay should be no more than 500 words. 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.

1. Why did you decide to become a teacher?
2. Explain what you are currently doing with your fellow teachers and administrators to improve the quality of education in your community. What specific skills do you hope the program will give you so that you can continue this work?
3. As a teacher, what do you believe is your role in your country's education system? How do you expect that your role will change as a result of your participation in the TEA program?

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**Essay Question 1:** Why did you decide to become a teacher?

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**Essay Question 2:** Explain what you are currently doing with your fellow teachers and administrators to improve the quality of education in your community. What specific skills do you hope the program will give you so that you can continue this work?

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**Essay Question 3:** As a teacher, what do you believe is your role in your country's education system? How do you expect that your role will change as a result of your participation in the TEA program?

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**Additional Space:** Please use this space for any additional information regarding questions 1-19.

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

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

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

*Applications are free of charge and may be duplicated.  
Applications are also available via the Internet at:*

<http://russian.moscow.usembassy.gov/exchanges/tea.html>



## 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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Hearing Impairment    | <input type="checkbox"/> Speech Impairment | <input type="checkbox"/> Visual Impairment (Legally Blind) |
| <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Learning Disorder | <input type="checkbox"/> Other (specify):                  |



## TEA Application Checklist

***Please make sure your application packet contains the following items:***

- Completed Application
- Signed and completed Institutional Support and Reference Form with Letter