

# *Educational Seminars*

## *2010 Thailand Teacher and Principal Exchange Program*

**Application for U.S.  
ESL or Math Department Chairs  
or Principals  
of  
ELEMENTARY, MIDDLE, AND SECONDARY SCHOOLS**



*Sponsored by the Bureau of Educational and Cultural Affairs (ECA)  
U.S. Department of State and  
Administered by American Councils for International Education, the  
Thailand-United States Educational Foundation and the Thai Ministry of Education*

# EDUCATIONAL SEMINAR: 2010 THAILAND TEACHER AND PRINCIPAL EXCHANGE PROGRAM

## **Program Overview:**

The Thailand Teacher and Administrator Exchange Program provides the opportunity for U.S. and Thai teachers and administrators (who are either department heads of English or math; school principals, or assistant principals at elementary, middle and secondary levels) to work on issues of mutual interest to their communities, schools, and students with a goal of strengthening local school systems. Thai teachers and administrators travel to the United States to participate in a workshop in Washington, D.C. followed by a ten-day shadow and observational visit to a U.S. school. U.S. host teachers and administrators participate in a reciprocal shadow and observation program in Thailand in the summer of 2010. Exchanges may focus on educational leadership, strategic planning, professional development for teachers, school and community relations, curriculum development, pedagogy, classroom management, teaching English as a Second Language, volunteerism, and civic responsibility. **This program is open to elementary, middle, and high school teachers, principals and ESL or math department chairs.**

Applicants should be creative, self-reliant, flexible and able to maintain excellent relationships with faculty, staff, and students in Thailand. Applicants should have a sincere interest in learning from the experience of others and sharing their own best practices. They should also be prepared to make presentations about the United States before diverse audiences in Thailand.

In April/May 2010, Thai educators will participate in an orientation program in Washington, D.C. U.S. principals/teachers/schools will then host a Thai educator for approximately two weeks. U.S. principals and teachers travel to Thailand for an orientation and program during the summer 2010. (See the calendar on Page 3 for details.) Participants will be eligible to participate in alumni activities that foster continued collaboration between American and Thai schools.

## **Thailand Teacher and Principal Exchange Program goals:**

- To support mutual understanding between school teachers and principals in the U.S. and Thailand through professional development and exchange;
- To provide U.S. and Thai teachers and principals with the opportunity to interact with one another, other principals, teachers, students and community leaders and to share perspectives and best practices from their respective school systems and management;
- To support the internationalization of school curricula by providing opportunities for the broader school community to learn about global issues, to be exposed to Thai or U.S. culture, and to participate in joint collaborative projects and school partnerships.

## **Grant Provisions:**

- Washington, D.C. orientation for U.S. and Thai Principals;
- International airfare, and a maintenance allowance to cover housing, meals and incidentals in Thailand;
- Summer, 2010 orientation and program airfare and accommodations in Thailand;
- U.S. host school will receive \$325 per week to assist the school and host community support the exchange of the Thai administrators.

**Educational Seminar:****Thailand Teacher and Administrator Program Award Qualifications and Selection Criteria****In order to be considered for the program applicants must:**

- Be a U.S. citizen;
- Be employed full-time in the U.S. as either department heads of English or math; school principals, or assistant principals at elementary, middle and secondary levels;
- Submit a complete application;
- Host your administrative partner in April/May 2010 in your home community and school;
- Be able to participate in the orientation and complete the two-week summer program in Thailand;
- Support guest teacher or administrator to the fullest extent by allowing for classroom observation, setting up visits to multiple schools, work-shadowing teachers and principals and other activities such as observing a meeting of the PTA, school board and local civic NGOs;
- Secure home-stay and local transportation for guest teacher or administrator; visiting administrators are encouraged to stay with host families so that the Thai educators will have an opportunity to practice English;
- Organize for and work with a **Thai-English speaking facilitator**, who would assist the participants during their local host stay.

**Please Note:**

- U.S. principals and/or teachers are required to obtain a leave of absence with or without pay from their local school district.

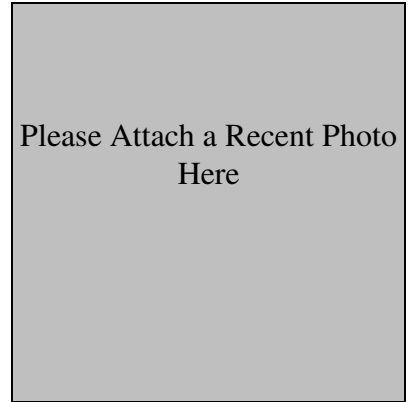
Selection will be based on the program application and statement of purpose. Candidates may be asked to participate in a telephone interview.

**Calendar for the Educational Seminar:  
Thailand Teacher and Administrator Exchange Program**

<b>Application Deadline</b>	<b>January 4, 2010</b>
<b>Interviews</b>	<b>January 2010</b>
<b>Award Notification</b>	<b>February 1, 2010</b>
<b>Pre-Program Orientation in Washington, D.C. (for U.S. and Thai Principals )</b>	<b>Mid-April 2010</b>
<b>Thai Educators Travel to Host Community</b>	<b>Mid-April – April 30, 2010</b>
<b>Post Program Debrief for Thai Principals.</b>	<b>April 30 - May 1, 2010</b>
<b>U.S. Principals travel to Thailand</b>	<b>July 9, 2010</b>
<b>Program in Thailand</b>	<b>July 12-23, 2010</b>

**EDUCATIONAL SEMINAR APPLICATION:**  
**THAILAND TEACHER AND ADMINISTRATOR EXCHANGE PROGRAM**

*PLEASE TYPE OR PRINT IN BLUE OR BLACK INK. PLEASE SEND THE ORIGINAL AND 2 COMPLETED COPIES OF THE APPLICATION*



**Biographical Information**

1) Title: \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Sex Female Male Country of Citizenship: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Street address and number \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact Information: Name, address, email, and phone number of an individual to be contacted in case of an emergency**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

2) Travel: Indicate the locations, dates, and reasons for traveling or living in any country other than your own:

Country	Dates	Reason for Travel

Have you ever received a U.S. government education exchange program grant? Yes No

If yes, please indicate the year, country, type of grant and sponsoring agency:

\_\_\_\_\_



**School Description:** Include academic levels, demographics of student body, teaching methods, resources, number of students who receive free or reduced lunch, amount of per student funding and special features or programs.

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**Administrative Responsibilities** (if applicable): Describe your administrative responsibilities.

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**If you teach any courses, please indicate your current teaching load**

Subjects	Hours per Week	Number of Classes	Grade Levels Taught	Number of Students per Class	Students' Ages

**Additional School Activities**

(e.g. extra-curricular activities, curriculum development, counseling)	Hours per Week	Grade Levels Taught	Number of Students per Class	Students' Ages

**4) Educational History:** List all educational institutions you have attended after high school. Begin with most recent school attended.

Name of Institution / Location	Major Field of Study	Dates (Month and Year) Attended	Actual Name of Degree or Diploma (do not translate)	Date Received or Expected

**5) Knowledge of Languages:** List your native language first, then rate yourself Excellent, Good, Fair, or Poor in all languages in which you have some competence.

Language	Reading	Writing	Speaking	Listening

**6) Awards and Recognition:** List awards or recognition which you have received.

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**7) Professional Societies / Organizations:** List the professional societies or other organizations in which you are or have been a member, and indicate if you held elective office.

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**8)** The Statement of Purpose is a **substantial component** of the application; it outlines the reasons that you are applying for the Thailand Teacher and Administrator Exchange Program and will be carefully reviewed by the selection committee. On separate paper, please type a description of your interest in this program, your professional goals and objectives for participating in the Educational Seminar, and why learning about the Thai educational system is of importance/interest to you, your school, and your work as a teacher/principal. Also include how you intend to engage the Thai teacher/principal during his/her program at your school. Please submit up to two double-spaced pages.

**Certification:**

I certify that the information provided in this application is, to the best of my knowledge, true and correct. I am aware that a false statement may be grounds for non-selection or termination of my exchange. I further certify that I have notified/I will notify American Councils of any misdemeanor (except minor traffic violations) or felony convictions or pending indictments. My signature confirms that I will abide by the “Terms of Agreement” if selected for program participation.

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Signature of Applicant

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Date

**EDUCATIONAL SEMINAR:  
2010 THAILAND TEACHER AND ADMINISTRATOR EXCHANGE PROGRAM**

**APPLICATION CHECKLIST**

**1) DOES YOUR 2010 THAILAND TEACHER AND ADMINISTRATOR EXCHANGE PROGRAM APPLICATION PACKAGE INCLUDE:**

- |  |     |    |
|--|-----|----|
| • <b>A COMPLETE ORIGINAL APPLICATION FORM?</b> | Yes | No |
| • <b>THE STATEMENT OF PURPOSE ESSAY?</b>       | Yes | No |
| • <b>TWO COPIES OF THE FORM AND THE ESSAY?</b> | Yes | No |
| • <b>ADMINISTRATIVE APPROVAL?</b>              | Yes | No |

**2) ARE YOU SURE YOU ARE ELIGIBLE FOR THIS PROGRAM:**

- |  |     |    |
|--|-----|----|
| • <b>ARE YOU EITHER DEPARTMENT HEADS OF ENGLISH OR MATH; SCHOOL PRINCIPALS OR ASSISTANT PRINCIPALS AT ELEMENTARY, MIDDLE AND SECONDARY LEVELS?</b> | Yes | No |
| • <b>ARE YOU ABLE TO COMPLETE THE PROGRAM IN THAILAND?</b>   | Yes | No |
| • <b>ARE YOU ABLE TO HOST YOUR EDUCATOR PARTNER FOR TWO-WEEKS?</b>   | Yes | No |

**3) DID YOU MAIL YOUR APPLICATION BY THE POSTMARK DUE DATE JANUARY 4, 2010?**

Yes No

**4) DID YOUR SUPERVISOR SUBMIT YOUR REFERENCE?**

Yes No

***PLEASE MAIL YOUR APPLICATION PACKAGE TO:***

**Educational Seminar: 2010 Thailand Teacher and Administrator Exchange Program**

American Councils for International Education: ACTR/ACCELS

1776 Massachusetts Ave., NW, Suite 700

Washington, D.C. 20036

Telephone (202)-833-7522

Fax (202)-833-7523

Email: [thair@americancouncils.org](mailto:thair@americancouncils.org)

**Should you have any questions, please contact**

Tim Hair, Senior Program Officer

American Councils for International Education

Teacher Programs

Telephone: (202) 833-7522

Email: [thair@americancouncils.org](mailto:thair@americancouncils.org)

**Educational Seminar:  
2010 Thailand Teacher and Administrator Exchange Program**

**Application for Elementary, Middle, and Secondary School Principals,  
or ESL or Math Department Chairs**

**Administrative Approval for Applicant**

Name of Applicant: \_\_\_\_\_

Name of official authorized to approve participation in program: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name and complete address of institution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above applicant is employed by our school or school system and will be given a leave of absence for approximately three weeks during the summer of 2010 in order to participate in the Educational Seminar: Thailand Teacher and Administrator Exchange Program. I realize that all travel and program costs are paid for U.S. principals and teachers participating in the program; however, the program does NOT include expenses for salaries.

Signature of Administrator \_\_\_\_\_

Date \_\_\_\_\_

# Educational Seminar: 2010 Thailand Teacher and Administrator Exchange Program

**Due Date: January 4, 2010**

## Immediate Supervisor Reference

This letter of reference must be written by someone who has supervised the applicant in his/her teaching position or a teacher with whom the applicant has worked with sometime during the past three years.

Name of Reference \_\_\_\_\_

Position/Title \_\_\_\_\_

Institution \_\_\_\_\_

Your statement will be given considerable importance by the selection committee which reviews this application, and should be as complete and detailed as possible. Your comments may be continued on additional sheets of paper. Please send the entire letter of reference under separate cover to:

**Educational Seminars: 2010 Teacher and Administrator Exchange Program**  
**American Councils for International Education: ACTR/ACCELS**  
**1776 Massachusetts Ave., NW, Suite 700**  
**Washington, DC 20036**

	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
<b>Professional Qualifications</b>				
Knowledge of the subject field				
Effectiveness with persons of diverse backgrounds				
Ability to work with colleagues, including those with divergent views				
Adherence to established administrative policies				
<b>Personality Traits</b>				
Adaptability				
Resourcefulness				
Self-reliance				
Sense of humor				

**Letter of Reference -- cont'd**

1. Please comment on what makes the applicant an outstanding principal/department chair.

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2. Please compare the applicant to other principals and teachers you have known in terms of commitment to the teaching profession, how he/she relates to teachers and other administrators, attitude toward students, and preparedness for living abroad for a period of two to three weeks.

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3. Please comment on what you see the applicant doing five years from now. How might this program help the applicant advance in his or her profession?

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NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**2010 EDUCATIONAL SEMINAR:  
Thailand Teacher and Administrator Exchange Program**

**PRINCIPAL PROGRAM SURVEY FORM**

The following information is requested on a voluntary basis and will be not be used in the selection process. Your omission of such information will have no effect on your application for the Educational Seminar: Thailand Teacher and Administrator Exchange Program. If submitted, this form will be detached from your application and will not be seen by the selection committee at any stage of consideration.

**Ethnic/Race Category (please check one):**

**White** (Not of Hispanic Origin)

**Black or African American** (Not of Hispanic Origin)

**Hispanic** (Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)

**Asian/Pacific Islander** (Persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. The subcontinent includes India, Pakistan, Bhutan, Nepal, Bangladesh, Sikkim, and Sri Lanka.)

**American Indian/Alaskan Native** (Persons with origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation/community recognition.)

**Veteran Status:**

Yes, I served on active duty and was separated from the armed forces under honorable circumstances.

\_\_\_\_\_  
Dates served

\_\_\_\_\_  
Branch of Service

No

**Disability Status:**

If you have a disability and would like special accommodation to perform the duties of the position, please explain these limitations and suggest special equipment or physical environment accommodations that will be needed:

From what source(s) did you learn about the Educational Seminar: 2010 Thailand Teacher and Administrator Exchange Program? Please check all that apply.

- Direct Mailing \_\_\_\_\_
- U.S. Government-Sponsored Program Alumna/Alumnus (please specify) \_\_\_\_\_
- Colleague \_\_\_\_\_
- Internet/Listserve (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

Have you previously applied for a U.S. Government funded exchange program? Y\_\_\_\_ N\_\_\_\_