NAME:_____

CITY, COUNTRY:_____

INSTITUTIONAL SUPPORT AND REFERENCE FORM

This institutional support and reference form must be completed by your supervisor at the school where 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.

To be completed by the applicant:

Name of Applicant:_____

Name of Reference:_____

Position:_____

Name of School:_____

Address of School:_____

Telephone:_____

E-mail of Reference:_____

To be completed by the supervisor:

1. Which of the following characteristics does your teacher demonstrate?

- ☐ Tolerance
- ☐ Respect
- ☐ Outspokenness
- ☐ Care for students
- ☐ Promotion of new ideas
- ☐ Passion for teaching
- ☐ Deference to authority
- ☐ Leadership
- ☐ Flexibility
- ☐ Positive reputation

2. Which of the following skills/tools does your teacher use on a regular basis in his/her classroom (check all that apply)?

- ☐ Video
- ☐ Audio
- ☐ Computers
- ☐ Lecture
- ☐ Reading out loud
- ☐ Simulation
- ☐ Peer editing
- ☐ Warm up exercises
- ☐ Role play
- ☐ Graphic organizers
- ☐ Group work
- ☐ Games
- ☐ Debate
- ☐ Socratic seminars
- ☐ Class discussions
- ☐ Learning in pairs
- ☐ Reflection activities
- ☐ Differentiated instruction (learning disabilities)
- ☐ Rubrics
- ☐ Portfolio building
- ☐ Problem solving
- ☐ Recitation & Memorization
- ☐ Silent reading
- ☐ Independent study
- ☐ Mini-assessments (quizzes)

*NAME:*_____

*CITY, COUNTRY:*_____

3. Please write a recommendation letter (not to exceed 500 words) expressing why this teacher should participate in the TEA program and how you think both the teacher and your school would benefit. What teaching skills and professional characteristics distinguish this teacher from other teachers in your school?

*NAME:*_____

*CITY, COUNTRY:*_____

_____ (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 and administered by IREX (International Research & Exchanges Board), 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 six week TEA program activities in the United States in 2011. I understand that program activities will include a professional development program at a U.S. university, including coursework and/or customized seminars and intensive training in the following: teaching methodologies, curriculum writing, and teaching strategies for diverse school environments, educational leadership, and the use of computers and the Internet as teaching tools. The program will also include an internship at a secondary school to engage participants actively with American teachers and students. Ms./Mr. _____ will be granted leave with pay/without pay (circle one) 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 the spring or summer of 2012.

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

Name & Signature of School Director_____

Date _____