

NAME: _____

COUNTRY: _____



International Leaders in Education Program (ILEP)

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

INSTITUTIONAL SUPPORT AND REFERENCE FORM

This institutional support and reference form is to be completed by your supervisor at the school where you are employed. The form must be hand signed.

An English translation should be provided if the form and reference letter are not written in English.

To be completed by the applicant:

Name of Applicant: _____

Name of Supervisor: _____

Job Title of Supervisor: _____

Name of School: _____

City of School: _____

Telephone of Supervisor: _____

E-mail of Supervisor: _____

The International Leaders in Education Program (ILEP) will provide approximately 64 teachers with a unique opportunity to develop greater expertise in their subject areas, enhance their teaching skills, and increase their knowledge about the United States. ILEP will commence in January 2018 and conclude in May 2018. ILEP is a semester-long non-degree, non-credit, professional development program at a U.S. university. The program will consist of academic seminars on new teaching methodologies and strategies, leadership, curriculum development, lesson planning, and instructional technology training. Participants will audit two courses in the host university's School or Department of Education, and thus will be part of the general university community. The program will include a practicum of at least 90 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. As part of the academic program, participants will work in groups to develop a unique teacher professional development module. Cultural enrichment, mentoring, and support will be provided throughout the program. After returning home, teachers who successfully complete the program will be eligible to compete for small grants awards for essential teaching materials, follow-on training for other teachers, collaborative projects between participating American schools and, and other activities that build on the exchange experience.

To be completed by the supervisor:

1. Please check the **top 3 qualities** that your teacher demonstrates:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tolerance | <input type="checkbox"/> Passion for teaching | |
| <input type="checkbox"/> Respect | <input type="checkbox"/> Teamwork | |
| <input type="checkbox"/> Openness | <input type="checkbox"/> Leadership | |
| <input type="checkbox"/> Care for students | <input type="checkbox"/> Flexibility | |
| <input type="checkbox"/> Promotion of ideas to improve the school | <input type="checkbox"/> Positive reputation | <input type="checkbox"/> Gender equity |

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2. In the space provided below please write or type a recommendation letter expressing why this teacher should participate in the ILEP 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?

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

Signature of Supervisor **(must be hand signed)** _____

Date _____

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International Leaders in Education Program (ILEP)

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This leave approval form is to be completed by the school director at the school where you are currently employed. The form must be hand signed.

I certify that our school agrees to participate in the 2018 International Leaders in Education Program (ILEP) funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered by IREX, in the event that our teacher is selected for participation in the program.

Our school will provide assistance to our ILEP Participant by supporting him or her to participate in the semester-long ILEP program in the United States in 2018. 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 teaching methodologies and strategies for diverse school environments, lesson plan development, and instructional technology. The program will also include a field experience at a secondary school to engage participants actively with U.S. teachers and students.

Ms./Mr. _____ will be granted leave

- with pay**
- without pay**

during this time and will be re-instated upon his or her return to the school.

I recognize the importance of this program in the pursuit of advancement and development for the school's teachers, and I support the applicant's participation in the program.

Name of School Director _____

Signature of School Director (**must be hand signed**) _____

Date _____