

2012 Chinese Guest Teacher & Trainee Program Application Application Preparation Checklist

For All Institutions:

- Primary contact person's contact information
- Contact information for an administrator at the host institution who is authorized to approve the application (if different from primary contact person)
- Description of participating schools (demographic data, teaching staff, world language offerings and/or international initiatives)
- Description of the community (population, proximity to urban centers, cultural options, public transportation, demographic composition, local Chinese community, etc)
- Funding sources for the Chinese program
- Details on your planned Chinese program:
 - ✓ Detailed description of your planned Chinese program that reflects an articulated, proficiency-oriented program model and includes teaching sites, levels, staffing and curriculum development
 - ✓ Plans on how to sustain the program after the departure of the guest teacher/trainee
 - ✓ Student recruitment plan
 - ✓ Mentoring and support plan for the guest teacher/trainee, including professional development opportunities.
- Details on requested guest teacher positions, if applicable:
 - ✓ Detailed teaching assignment for each teacher by course, including course description, student grade levels, teaching hours per week and school sites
 - ✓ Description of prep time allotted
 - ✓ Additional responsibilities, if any
 - ✓ Special characteristics of the assignment that would help us match the most appropriate teacher if your application is accepted
- Details on requested guest trainee position, if applicable:
 - ✓ Detailed work-based training for each trainee, with comprehensive description of responsibilities, hours per week, learning goals, and mentoring. This description should be divided by individual training area (e.g. after-school programming, interdisciplinary work, and assistance in Chinese classes would all be separate items)
- If applying to host a guest teacher: Teacher salary pay band documents (also known as salary scale) for the 2012-13 school year (or if not yet available, the 2011-12 salary scale)

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For public schools and districts only:

- Number of elementary, middle and high schools in the district, and enrollment numbers by school level

For private schools only:

- Enrollment numbers, number of teaching staff, year of school establishment

For institutions with current Chinese programs only:

- Year program started
- Detail on levels of Chinese classes and staffing
- Chinese program student enrollment numbers
- Detailed description of current Chinese program, including history and rationale of the program, participating schools, staffing, curriculum development, school partnerships, etc.

For schools currently hosting a College Board Chinese Guest Teacher only:

- Detailed explanation of the reasons your institution wishes to continue in the Program. Reasons may include funding, teacher shortage, international exchange goals, etc.
- Improvement plan for your program and experience as a Guest Teacher host institution in 2012-13