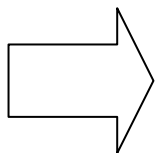


Workshop for Youth Leaders in English Teaching 2020

FREQUENTLY ASKED QUESTIONS

ABOUT THE APPLICATION PROCESS

Which students can apply for the Workshop for Youth Leaders in English Teaching? Students who are currently in the U.S. participating in the following Department of State-funded programs are welcome and encouraged to apply for the Workshop for Youth Leaders in English Teaching: Future Leaders Exchange (FLEX) Program and the Kennedy-Lugar Youth Exchange and Study (YES) Program.



NOTE: There will be one (1) English Language Workshop opportunity for FLEX and YES students in 2020. In addition to the Workshop for Youth Leaders in English Teaching, there will be two Civic Education Workshops for YES and two Civic Education Workshops for FLEX. You can **apply** for both workshops, BUT, if selected, you will only be selected to **attend** ONE workshop. Please consider this when applying for the workshop opportunities.

What are the dates of the workshops?

- YES Civic Education Workshops: February 22 - 28, 2020 and March 21 – 27, 2020
- FLEX Civic Education Workshop: February 8-14, 2020 and March 7-13, 2020
- Workshop for Youth Leaders in English Teaching (FLEX and YES combined): April 4-10, 2020

Who can I contact about the Civic Education Workshop?

Contact the Civic Education team at American Councils for more information about this workshop:
civic@americancouncils.org

Who can I contact about the Workshop for Youth Leaders in English Teaching?

Contact the Workshop for Youth Leaders in English Teaching team at American Councils for more information about this workshop: englishworkshop@americancouncils.org

Note: When contacting staff by email, provide your full name (first, middle, and last) and what program you are participating on (YES or FLEX)

How are students selected for the Workshop for Youth Leaders in English Teaching?

We anticipate that the selection process for this program will be highly competitive. On the application, students must clearly express their interest in teaching English, give information about their experience if they have taught before, and outline how they will use the training after they return to their home country. Since there are only up to 30 positions in the program, not every country or every placement organization will be represented.

Who evaluates the essays and teacher recommendations?

A group of trained volunteers evaluates each application, and they take this process very seriously. Volunteers include teachers and other educators, former diplomats, and other professionals with an interest and experience in international education. Volunteering to read your Workshop application is their way of contributing to mutual understanding between countries. Evaluation takes place in American Councils' Washington, DC office.

How many workshops can I apply for?

You may apply to any of the workshops that interest you.

How many workshops can I attend?

You may only attend ONE of the workshops. You can **apply** for both workshops, BUT, if selected, you will only be selected to **attend** ONE workshop. Please consider this when applying for the workshop opportunities.

Workshop for Youth Leaders in English Teaching 2020 FREQUENTLY ASKED QUESTIONS

How much will the Workshop for Youth Leaders in English Teaching cost me?

The Workshop is paid for by the U.S. Department of State. This scholarship includes travel from your home town to Washington, DC, hotel, and meal expenses, and travel within Washington, DC. Your only expense will be for incidental items such as snacks, beverages, or souvenirs.

ABOUT THE ONLINE APPLICATION

Getting Started:	<ul style="list-style-type: none"> • Go to the AIS Forms site (https://ais.americancouncils.org/workshops). • Follow the instructions to create a user account. • Select the Workshop for Youth Leaders in English Teaching application from the list by pressing the “Start” link.
Creating an account and using forms:	<ul style="list-style-type: none"> • When you create a user account, <u>write down and save your user name and password</u>, so that you are able to log in later to access your saved information and to continue working on the application. • The first time you create an account and log in, the form will be under “Available Forms.” It moves to “My Forms” after you “Start” the application. You might need to scroll down to see this. • If you are expecting an email and it does not arrive, check your spam/junk folders; it probably went there. • Make sure the application is “Submitted.” “Saving” the application does not mean it has been submitted. Once submitted, you will receive an email from us (at your email address of record). If you do not see it, check your junk/spam mail. • You will be asked for a Student ID. This is the 16-digit number that was included in your invitation to apply for the Civic Education Workshop. You received this in a previous email from civic@americancouncils.org
Teacher Recommendation:	<p><i>Which email address should I use for my teacher?</i> Ask your teacher for his or her <i>personal</i> email address, if possible, rather than a school email address. School email servers often do not accept email from non-school email addresses. Be sure that you have correctly entered your teacher’s email address.</p> <p><i>How do I explain this to my teacher?</i> When you get to the teacher recommendation section of the online application, you will be able to download an Adobe (PDF) document to print and give to your teacher. This document explains what the Workshop is and that you, the student, will be sending the teacher an electronic link to a recommendation form.</p> <p><i>What if my teacher does not receive the email with the link for writing my recommendation?</i> After you enter your teacher’s information, be sure to PRESS the “Request Teacher Recommendation” button. Ask your teacher if s/he received an email from the online application system, and if s/he is able to access the online form. If your teacher does not receive the email, s/he should check his/her spam or junk email folder.</p> <p><u>It is your responsibility to ensure that your teacher has received the notification from the application website regarding the teacher reference.</u></p> <p><i>When is the teacher recommendation due?</i> The Teacher Recommendation is due on the same day as your application – October 24, 2019. This means that you should create a user account and submit the “request teacher recommendation” as soon as you get this letter, even if you choose to wait until October 24 to</p>

Workshop for Youth Leaders in English Teaching 2020

FREQUENTLY ASKED QUESTIONS

	<p><u>submit</u> your application. Without a teacher recommendation, your application will be rejected.</p> <p>It is your responsibility to:</p> <ol style="list-style-type: none"> 1. Give your teacher plenty of TIME (at least one week), to write your recommendation 2. Be sure that your teacher understands that the deadline to submit a recommendation on your behalf is October 24, 2019. <p><i>Can I submit my teacher's information after I submit the rest of my application?</i> No. You must enter your teacher's information BEFORE you submit your application. The system will not let you access the teacher recommendation page once you have submitted your application.</p> <p>Do not wait for your teacher to submit their recommendation to submit your own application! Submit your application when YOU are done with your part.</p>
Deadline:	<ul style="list-style-type: none"> • It is recommended that you submit your application at least <u>one week</u> in advance of the deadline to allow time to resolve any technical problems that may occur. • The deadline is October 24, 2019 at 4pm U.S. Eastern Time.
Click "SUBMIT"	<ul style="list-style-type: none"> • Be sure you click the <u>SUBMIT</u> button when you finish your application. It is on the last page of the online application. If you complete your application properly and click "submit", you will receive an email confirming that your application was submitted. If you do not receive an email immediately, check your spam or junk email folder.

If you still have questions, please contact American Councils' Workshop for Youth Leaders in English Teaching team at:

202-833-7522

englishworkshop@americancouncils.org

If you contact us by email, you must provide your full name (first, middle and last) and identify your program (FLEX or YES) so that staff can easily identify you.