2018-19 Chinese Guest Teacher Program Application
New Application Preparation Checklist

Please remember: *Detailed information will better help us understand the needs of your institution.*

For All Institutions:

- ✓ Program contact person's contact information (This person will serve as the primary liaison between the host institution and the College Board.)

- ✓ Description of prospective host schools (demographic data, teaching staff, world language offerings and/or international initiatives) *Maximum character count with spaces: 5,000*

- ✓ Description of the local area (population, proximity to urban centers, cultural options, public transportation, demographic composition, local Chinese community, etc) *Max. char. count w. spaces: 5,000*

- ✓ Funding status for participation in the program (administrative fee and teacher's partial salary for 2018-19) *Max. char. count w. spaces: 800*

- ✓ Details on your 2018-19 Chinese program:

    - ➢ **Specifics on the program's curricular and instructional plans that reflect an articulated program model and includes teaching sites, levels, staffing and curriculum development**

    - ➢ Operational plans on how to sustain the program long-term after the departure of the guest teacher and the intended growth over the next three years

    - ➢ **Mentoring and support plan for the guest teacher(s), including professional development opportunities.**

    - ➢ If Chinese program is already being offered at the institution, detail on current levels of Chinese classes, Chinese program staffing and enrollment numbers, and year program started

- ✓ Details on requested guest teacher positions:

    - ➢ **Detailed teaching assignment for each teacher by course, including teaching hours per week, student grade levels, course description, and school sites**

    - ➢ Prospective number of students to be taught

    - ➢ Amount of prep time allotted

    - ➢ Additional responsibilities, if any *Max. char. count w. spaces: 300*

    - ➢ Additional comments that would help to match the most appropriate candidate if your application is accepted *Max. char. count w. spaces: 300*

- ✓ **Teacher licensure/Credential requirements**: Preferences for the teacher's work experience or education background (e.g. hiring requirements or limitations related to number of years of teaching experience, teaching experience at a certain level, matching grade levels/content areas, university teaching background, etc.) Note: Please check your state's/district's requirements. *Max. char. count w. spaces: 2000*

- ✓ Plans for complimentary housing and transportation for the guest teacher(s)'s first month

For public schools and districts only: Number of elementary, middle and high schools in the district, and enrollment numbers by school level (e.g. total number of elementary students in district, total number of middle school students, etc.)

For private schools only: Enrollment numbers, number of teaching staff, year of school establishment