

## English Language Fellow Program

### What is the English Language Fellow Program?

A 10-month exchange program to send highly qualified U.S. educators in the field of teaching English to speakers of other languages (TESOL) to teach and train English teachers at academic institutions in China and Mongolia

### What is the purpose of the English Language Fellow Program?

To enrich the teaching capacity of (EFL) Chinese and Mongolian professors, teachers of English and (EFL) graduate and postgraduate students of English

### English Language Fellows: Who They Are

- American academics who have Master's degrees with a focus on TESL/TEFL as well as classroom experience in the U.S. and/or overseas
- Fellows share their expertise, hone their skills, and gain international experience and knowledge of local culture through collaboration with colleagues at their host institutions

### English Language Fellows: What They Can Do

- a) Classroom
  - i. teach (future teachers of English) courses related to the TESOL field (e.g. introduction to ELT methods; academic reading; academic writing; advanced pronunciation)
  - ii. teach English to future English language teachers
  - iii. observe classes
- b) Professional Development
  - i. offer workshops to colleagues at their host institutions and to teachers of English in the community, province, and country
  - ii. mentor novice local teachers of English
  - iii. assist in materials development

### English Language Fellows: What They CANNOT Do

- teach Oral English (to non-English majors)
- teach more than 12 hours/week



## HOW TO APPLY FOR AN ENGLISH LANGUAGE FELLOW

Interested host institutions need to provide RELO or the PAO at nearby US Embassy or Consulate with the following information:

Type of Project (Classroom teaching, teacher training)

Description of Primary Responsibilities (70% of the Fellow's time/effort)

- List of classes to be taught-total number of hours not to exceed 12 hours/week; level of students (graduate, undergraduate, English or non-English majors, etc.)
- Other duties- e.g. student lecture series or teacher training workshops

Description of Secondary Duties (30% of the Fellow's time/effort)

e.g. participating in outreach projects or programs in the community or province; assisting in materials development; or participating in cultural events and English language-related competitions

Preferred Start Date for the Fellow

Approximate Start Date of Academic Year

Approximate End Date of Academic Year

Background Information of the Host Institution (description of host institution)

Number of Years Host Institution has hosted an ELF

Cost Sharing: Financial Contributions from the Host Institution during the 10-month fellowship

Monthly Expenses include:

Rent for furnished apartment

Utilities

Food

Local Transportation

Other:

Local salary/stipend

Office space with computer/Internet access

## WHAT A HOST INSTITUTION NEEDS TO DO FOR AN ENGLISH LANGUAGE FELLOW

Provide adequate and safe housing for the Fellow, be it on campus or off-campus

Cover cost of utilities

Provide office space with Internet access

Designate an Administrative Contact as well as an Educational/Cultural Contact

BEFORE Arrival, Administrative Contact should:

- Email the Fellow general information about the host institution, the English department, visa application process
- Provide necessary documents for visa application
- Assign the ELF an Educational/Cultural Contact and give contact information (phone numbers, email addresses)
- Coordinate airport pick up for arrival
- Set up meetings with key contacts and colleagues during the Fellow's first week

BEFORE Arrival, Educational/Cultural Contact should:

- Email the Fellow background information about the university and the English department as well as general knowledge about living and working in the assigned city
- Answer questions that the Fellow has about living and working conditions/situation
- Guarantee that the living arrangements are suitable and meet U.S. Embassy/Consulate criteria
- Meet the Fellow at the airport upon arrival
- Accompany the Fellow to initial meetings with key contacts and colleagues
- Identify a graduate student that can assist the Fellow with any classroom-related issues

UPON Arrival, Host Institution Administrative and / or Educational /Cultural Contact should:

- Attend/lead initial meetings with the Fellow
- Provide city and university orientation
- Help the Fellow get a cell phone
- Take the Fellow shopping
- Explain mechanics of appliances, payment of telephone bills, etc.

The Educational/Cultural Contact should be in regular contact with the Fellow. The Administrative Contact should be available if any problems arise that cannot be resolved by the Fellow or the Educational/Cultural Contact.