

NAME: \_\_\_\_\_

COUNTRY: \_\_\_\_\_



**Teaching Excellence and Achievement (TEA) Program**  
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 currently 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 Teaching Excellence and Achievement (TEA) Program** will provide approximately 154 secondary school teachers from East Asia and the Pacific, Europe and Eurasia, the Near East, South and Central Asia, Sub-Saharan Africa, and the Western Hemisphere with a unique opportunity to develop greater expertise in their subject areas, enhance their teaching skills and increase their knowledge about the United States. The TEA Program is a six-week non-degree, non-credit academic program at a U.S. university. The international participants will travel to the United States for one of two six-week professional development programs in either spring of 2018 or fall of 2018. TEA provides academic seminars on teaching methodologies and strategies, curriculum development, lesson planning, and instructional technology training. Intensive English language instruction will be offered to teachers who need additional practice. The program will also include a practicum of at least 40 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. Cultural enrichment, mentoring, and support will be provided to participants throughout the program.

**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 |

NAME: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

2. In the space provided below, please write or type a recommendation letter expressing why this teacher should participate in the TEA 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 \_\_\_\_\_