

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

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



## International Leaders in Education Program (ILEP)

A program of the Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State

### 2016 INSTITUTIONAL SUPPORT AND REFERENCE FORM

This institutional support and reference form is to be completed by your supervisor at the school where you are 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 International Leaders in Education Program (ILEP)** provides international teachers with unique opportunities to develop expertise in their subject areas, enhance their teaching skills and increase their knowledge about the United States. ILEP consists of a semester-long non-degree, non-credit academic program at a U.S. University including course work in teaching methodologies, lesson planning, teaching strategies for the home classroom environment, teacher leadership and the use of computers for internet, word processing and tools for teaching. ILEP will commence in January 2016 and conclude in May 2016 and will include a teaching practicum at a U.S. secondary school to engage participants with U.S. teachers and students. Upon returning home, ILEP program alumni are eligible to apply for small grants for essential teaching materials, follow-on training for other teachers, collaborative projects between schools in their home country and the United States, and other activities that build on their U.S. experience.

***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"/> Team-Work            |
| <input type="checkbox"/> Outspokenness          | <input type="checkbox"/> Leadership           |
| <input type="checkbox"/> Care for students      | <input type="checkbox"/> Flexibility          |
| <input type="checkbox"/> Promotion of new ideas | <input type="checkbox"/> Positive reputation  |

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**2.** In the space provided below please write or type a recommendation letter expressing why this teacher should participate in the ILEP 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?

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

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



## 2016 International Leaders in Education Program (ILEP)

A program of the Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State,  
and implemented by IREX

I certify that our school is pleased to participate in the 2016 International Leaders in Education Program (ILEP) funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered by IREX, in the event the representative of the institution is selected for participation in the program.

Our school will provide assistance to our ILEP Participant throughout the program duration by supporting him or her to participate in the semester-long ILEP program activities in the United States in 2016. I understand that program activities will include a professional development program at a U.S. university, including coursework and/or customized seminars and intensive training in the following: teaching methodologies, lesson plan development, and teaching strategies for diverse school environments, and instructional technology. The program will also include a field experience at a secondary school to engage participants actively with U.S. teachers and students.

Ms./Mr. \_\_\_\_\_ will be granted leave

- with pay**
- without pay**

during this time and will be re-instated upon his or her return to the school.

I recognize the importance of this program in the pursuit of advancement and development for the school's teachers and look forward to the applicant's participation in the program.

Name of School Director \_\_\_\_\_

Signature of School Director (**must be hand signed**) \_\_\_\_\_

Date \_\_\_\_\_