**Request for Proposal**

▪ Period: Monday, November 7, 2016—Friday, December 2, 2016 (4 weeks)

▪ Trainees: Korean elementary and secondary teachers of English

▪ Number of Trainees: 19 (10 elementary / 9 secondary teachers)

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| **Criteria** | **points** | **Details** |
| **Partner Curriculum** | 30 | * Advanced level integrated skills course for secondary teachers
* Intermediate level integrated skills course for elementary teachers
* Focus on communicative skills development
* Pedagogy classes offering practical activities and resources
* Field trips (culturally or historically significant sites, other universities, natural attractions, etc.) with task-based learning activities
* Plan for collection of qualitative and quantitative data about trainee performance
* Brief biographies of faculty
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| **School****Practicum** | 35 | **University based coordinator*** Provide brief profiles of participating elementary and secondary schools
* Prepare trainees for class observation and assistant teaching
* Prepare host teachers for mentoring trainees
* Place trainees in respective schools
* Pair trainees with host teachers (1:1, 2:1) for mentoring
* Supervise the school practicum

**Trainees*** Observe a variety of classes
* Assist when possible
* In pairs, teach a lesson to students introducing Korea
* Individually teach a lesson to students on a specific aspect of Korean culture

**School based mentor teachers*** Invite trainees to observe a wide variety of subjects being

taught* Involve trainees in assistant teaching
* Offer brief daily meetings with trainees to explain expectations and answer questions
* Provide detailed written feedback on trainees’ lessons and participation in school practicum
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| **Room,** **Board,** **and****Transportation** | 10 | * Home stay, dormitory, or hotel
* Transportation to/from airport, training institute,

practicum schools, and field trips * Meals
* Laundry service or facilities
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| **Budget** | 20 | * Itemized budget
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| **Miscellaneous** | 5 | * Welcome packets
* Orientation to the campus, city
* Native speaking conversation partners
* Satisfaction survey to be completed by trainees
* Certificates of achievement
* Closing Ceremony
* Final report including trainees’ responses to satisfaction survey, qualitative and quantitative evaluation of trainees performance, program outcomes, and recommendations
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| **Total** | 100 |  |

The above criteria should be included in the document.

▪ Submission date: Saturday July 16 (KST) by e-mail flytop@korea.kr