**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 |
| **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 |
| **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 |
| **Budget** | 20 | * Itemized budget |
| **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 |
| **Total** | 100 |  |

The above criteria should be included in the document.

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