



International Language Programs



Southern Virginia University Travel Study

Volunteer English Teaching Program

Application Packet

Here's some basic info about ILP:

As a volunteer teacher you'll have the opportunity of a lifetime as you learn and grow through your service adventure working with children in a foreign country. You'll be such a blessing to the kids, but not as much as they'll be to you!

What exactly is ILP?

International Language Programs (ILP) is a non profit service organization which sends approximately 400 volunteers per year to thirteen cities in Russia, Ukraine, China and Mexico to teach English to children. In association with Southern Virginia University, approximately 20 SVU students have the opportunity each semester to teach with ILP in China. Volunteers are trained to use the Duolinguual Education teaching method created by the late Dr. Trevor McKee, Ph.D., former professor at Brigham Young University. While in their country of service, volunteers receive support both in and out of the classroom from head teachers and local native leaders. Volunteers live together in dorms or apartments on or near the school campus.

What does it cost?

The program fee for the entire 4-5 months is only \$2,520 (plus tuition and an \$830 travel study fee) which covers your airfare, food, housing, language and culture classes, visas, training, on-site support and the ability to get credits, some included side travel, and insurance through SVU. Since ILP and SVU are both non-profit organizations, the entire program fee is tax deductible for both you and anyone who donates to your experience. You will also need to obtain a passport (about \$97), bring your own spending money (we recommend \$1000-\$1500 for travel and souvenirs), and take a suitcase of supplies to use while teaching. Many volunteers get their supplies donated.

When can I go?

The sooner the better! Don't let the window of opportunity slip by. ILP sends teachers twice a year for 4-5 months at a time. The first group teaches from January to June, and the second teaches from August to December We accept applicants up to three semesters in advance.

What about school credits?

SVU allows ILP participants to earn up to 12 credits per semester. An advisor from SVU will assist students in their coursework and assign deadlines. This advisor will visit the ILP campus once per semester. Contact the SVU travel study office for more information.

What is daily life and teaching like?

As an ILP teacher, you'll spend about half the day at the school teaching and preparing lessons, and the other half attending language or culture classes, exploring, playing, or just relaxing. You'll also have weekends and vacation time free. It's awesome.

Teaching is very rewarding. The kids learn through organized play in English, so you don't need to know how to speak Chinese. Children usually begin when they are 4-5 years old, and stay in the program for about eight years. Your students will produce some of your very best memories about being in the country!

What kinds of people go?

We've learned this program isn't for everyone, but if any of these qualities would describe you, chances are you'd really love it:

- ◆ Desire to serve children by helping them learn English
- ◆ Experience teaching or working with children
- ◆ Demonstrated ability to work with others, including peer leaders
- ◆ Enthusiastic attitude and commitment to live a life of exemplary conduct
- ◆ Demonstrated ability to stick to a difficult project or cause through obstacles, personal sacrifice, unexpected circumstances, and over an extended period of time.

Are there any rules I have to follow?

As an SVU student, you are required to follow the SVU honor code. To ensure a positive experience for you and the other volunteer teachers, all ILP has established additional rules, which are outlined in detail in the Interview/References portion of this application.

What do I do next?

We have past volunteers in our office that would love to assist you in any way possible. Please call us if you'd like to set up an interview, need help filling out the application correctly, would like fundraising info, have any questions, or would just like to chat with someone who's been. Call us toll free at (800) 349-1846 or locally at (540) 261-8474, or email us at info@ilp.org. For more information about school credits, you can also contact Carrie Brotherson in the SVU Travel Study office: carrie.brotherson@svu.edu. We want you to have all the information you'll need to decide if this is a good fit for you. Tell us how we can help!

Table of Contents / Checklist

Each section must be completed and submitted to ILP before you will be considered for a position. You will be notified of your status one week from the Friday after ILP receives all sections of your application.

Applicant Information / \$30 Application Fee*

**The application fee is non-refundable unless your application is declined.*

As of May 15, 2009 a 3% surcharge will be added to all credit card payments. E-check payments may be made free of charge.

Interview / References

- Character Reference Form
- Academic Reference Form

If you have any questions or comments, please feel free to contact ILP:

International Language Programs • 299 East 950 South • Orem UT 84058
Phone (800) 349-1846 • Fax (801) 374-8913 • Local (540) 261-8474 • www.ilp.org

Application Process

- Submit application including \$300 deposit.

Each Friday complete applications are collected for review.

You will receive notification by email within one week.

Please ask us about fundraising!

Documents Process

- Schedule a documents packet overview.
- Submit the documents packet.
- Make regular payments and pay in full one month before departure.

Each Friday complete documents packets are collected for assignment.

You will receive notification of your assignment by email within one week.

Training Process

- RSVP and let us know which training series you will attend.
- Attend a full series of training.
- Gather supplies needed for teaching.

You will receive further training from Head Teacher upon arrival in the country and participate in in-service workshops during the semester.

After you are accepted, sign up to become a member of the ILP web site at www.ilp.org. There you can download the documents packet and training schedule, and you can participate in discussion boards.

Applicant Information

*These items are *not* required

Legal Name _____ Maiden Name _____
Last First Middle

Preferred Name _____ Birth Date ____/____/____ Birthplace (city, state) _____

Citizenship USA / Other _____ *Social Security # _____

Please circle: Male / Female Single / Married Native Language _____

Current Address _____

Current Phone (____)____-____ Mobile Phone (____)____-____ Work Phone (____)____-____

ILP can contact me at my current address until _____

Permanent Address _____

Permanent Phone (____)____-____ Fax (____)____-____

E-mail Address _____ Other e-mail address _____

All notifications and correspondence from ILP will be sent to the first e-mail address unless you request (in writing) another form of notification.

Parents / Guardians

Name _____

Address _____

Address _____

Phone _____

Email _____

College/University _____ GPA _____ Major _____ Minor _____

Year: 1 2 3 4 Graduate Admission Date ____/____/____ Graduation Date ____/____/____

Where did you learn about this program? _____

Names of friends applying with you _____

Names of former ILP participants whom you know _____

Countries visited in the last 10 years, dates, and purpose

Country	Dates	Purpose

Do you have a passport? Yes / No (If yes, please complete the following) Passport # _____

Issue Date ____/____/____ Expiration Date ____/____/____ Place of Issue _____

Please note: Our program is based on travel regulations and costs pertaining to U.S. passport holders. Applicants who are native speakers of English and reside in North America, but who are not American citizens (e.g. Canadian, Mexican, etc.) may participate in the program, but may have additional requirements, costs, or limitations depending on differences in visa requirements or other travel aspects.

Please check here if you are not a U.S. citizen or cannot obtain a U.S. passport.

Applicant Name _____ Email _____

SVU

Term: Fall / Spring 20____

Applicant Information—continued

Please list involvement and achievements that you think will help you be successful in this program. Be sure to include any long-term volunteer service such as the Peace Corps, an LDS mission, etc. Categorize your experience in the following areas:

Academics Athletics Performing Arts Other
Teaching / Instruction Public Speaking / Leadership Volunteer Service

Area	Description	Duration	Achievements / Special Performances / Awards

Please list medical conditions or dietary restrictions (e.g. medications, mental or emotional illness, vegetarian, allergies to food or medication, etc.)

ILP upholds a standard of appearance appropriate for teaching young children. Please describe any piercings or tattoos you have (location, size, object represented, etc.)

Are you currently on probation, parole, or under restriction with any court, or have you ever been convicted of a crime (other than a traffic violation)? Yes / No If yes, please attach an explanation.

Have you ever been accused, tried, or convicted of child abuse or any illegal activity involving a minor? Yes / No If yes, please attach an explanation.

Providing inaccurate information or failure to disclose requested information is grounds for dismissal from the program.

In the space below please tell us a bit about your family and background, and explain why you are interested in participating in the ILP program and what you feel you can contribute to the program.

Applicant Name _____ Email _____

SVU

Term: Fall / Spring 20____

Interview / References *(continued on next page)*

The purpose of this interview is to provide ILP with an opportunity to learn more about you. The interview takes 20-30 minutes and informal dress is appropriate.

We prefer that these interviews be conducted in person. If you live outside of the Wasatch Front, we can conduct the interview by phone. Call the ILP office at (801) 374-8854 or (800) 349-1846 to schedule an appointment.

My interview is on _____ at _____. It will be: **by phone / in the ILP office**
date time

Please read this page carefully and be sure to have it with you at your interview.

Code of Personal Conduct

ILP volunteers are responsible to understand and uphold the following moral standards and any additional guidelines in the SVU honor code:

- Abstain from alcohol, tobacco, and drugs
- Obey the law
- Follow all rules and help other volunteers do the same
- Be chaste in all relationships
- Avoid vulgar and profane language

Rules

1. ILP volunteers should avoid traveling alone. In taxis or after 9 pm, they must be in groups of 3 or more.
2. ILP volunteers are to exchange money only at officially approved exchange points.
3. ILP volunteers should not associate with people who threaten the safety and/or standards of the group or an individual (as defined by the Regional Administrator).
4. ILP volunteers may not be involved in relationships or behavior perceived by others as romantic, and may not pair off (be alone or exclusive) with others.
5. ILP volunteers should remain politically neutral in their conversations as well as their activities.
6. Volunteers may not miss teaching for any reason other than illness.
7. Volunteers may not allow teaching to be filmed, recorded, or copied in any way without the consent of the Program Directors. This includes giving copies of the book, teaching episode manuals, and any other pages of material.
8. ILP volunteers must have travel plans (outside of the city) approved by the Head Teacher and Regional Coordinator. Information necessary for approval: location, traveling companions, means of transportation, contact information in case of an emergency, and return time to school.
9. ILP volunteers must follow all travel advisories and warnings issued by the U.S. government. (You may obtain a list of these advisories by calling the U.S. embassy.)
10. ILP volunteers may not receive compensation for services rendered in or out of the schools (i.e. teaching English to outside groups, accepting full or part-time jobs, etc.)
11. ILP volunteers must refrain from making any sort of religious proselytizing or solicitation, and from distributing literature that could be construed as having religious content (where such actions are forbidden by law or by ILP Head Teachers or Coordinators.)
12. ILP volunteers agree to follow all reasonable curfews and/or rules given by the Head Teacher and/or Advisor(s).
13. ILP volunteers must live with common courtesy, respect of property, and maintain a personal commitment to conduct life in a responsible, professional, and mature demeanor in and out of the school.

If there are violations of the Rules or Code of Conduct, Head Teachers and Regional Coordinators will work with those concerned to arrive at a solution. In rare situations, if deemed appropriate, the ILP Directors and Board of Trustees may dismiss a teacher for violation of rules or code of conduct. Head Teachers and Regional Coordinators are required to report any violation or suspicion of violation of the rules to ILP Directors. We also ask that any volunteers e-mail the ILP office if they have concerns regarding their Head Teacher's conduct in relation to the rules and code of conduct. All e-mail of this nature will be kept completely confidential unless permission is given otherwise from the volunteer.

I have read and understand the above Code of Conduct and Rules. I agree to follow this Code of Conduct and Rules, as well as instructions given by my administrator or designated supervisor.

Applicant's Signature _____

Date _____

International Language Programs • 299 East 950 South • Orem UT 84058
Phone (800) 349-1846 • Fax (801) 374-8913 • Local (540) 261-8474 • www.ilp.org

Applicant Name _____ Email _____

SVU

Term: Fall / Spring 20____

Interview / References—continued

Employment Record

Company/Employer	Position	Supervisor	Address & Phone	Dates (from/to)	Hours per week worked

Please complete your reference information below. If you have questions about who can complete these references for you, please call the office.

Character Reference Form to be completed by: Name _____ Phone (____)____ - _____

Your character reference should be completed by your current ecclesiastical leader. If you will have someone *other than* your current ecclesiastical leader complete your reference, please explain why (subject to director approval):

Academic Reference Form to be completed by: Name _____ Phone (____)____ - _____

Your academic reference should be completed by a teacher or professor who has taught you in the last two years. **Please choose a teacher or professor who taught a more academic subject. Teachers of such subjects as dance, seminary or institute, art, etc. are less likely to be able to address the questions asked on the reference form.** If you will have someone *other than* a teacher or professor complete your reference, please explain why (subject to director approval):

Please see the attached reference forms. Your references can also access the forms at www.ilp.org under “How to Apply.”

Helpful hints for reference forms:

- ◆ Since people who fill out references are typically busy, give the form to them first thing!
- ◆ You might suggest that your references fax the completed form to us as it saves time. Our fax number is located at the bottom of the form.
- ◆ If you would like your reference to mail the form back to us, include a stamped envelope with ILP’s address on it.

You may complete your interview before we have received your completed reference forms. It’s a good idea to schedule your interview as soon as possible.

Applicant Name _____ Email _____

SVU

Term: Fall / Spring 20____

Character Reference Form

To the applicant:

To provide a common perspective, ILP prefers that an ecclesiastical leader complete this reference (i.e. Bishop, Minister, Pastor, Priest, etc.) If you are not part of a religious congregation, this reference should be completed by a respected leader in your community who leads, supervises, or has authority over young adults, and who knows you well enough to address your character.

This is a confidential letter of reference. References submitted by the applicant will not be accepted. References may not be completed by family members. Submitting this reference to constitutes agreement to waive your right to see it after completion.

To the person completing the Character Reference:

- If you do not know the applicant well, please conduct an interview before completing the recommendation.
- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP.
- If you have questions or concerns regarding this reference, please call and speak with a director.

Reference Information:

Name _____ Phone (____) _____ - _____

Address _____ Fax (____) _____ - _____

Organization _____ Position _____

How do you know the applicant? _____

How long have you known the applicant? _____

1. Compared to other young people with whom you have worked in a similar capacity, please rate and comment on the applicant's performance in the following areas:

Follows rules and instructions and helps others to do the same

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Comments:

Dependability and integrity

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Comments:

Maturity (Uses good judgment, responds appropriately to authority, contributes to conflict resolution)

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Comments:

Continued on next page

Applicant Name _____	Email _____
SVU	Term: Fall / Spring 20____

Character Reference Form—continued

Works well with peers (Gets along well with others) Comments:	bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Works well with young children (kind, patient, engaging, and inviting) Comments:	bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

2. Are you aware of anything in this person’s history that would lead you to hesitate recommending them to work directly with children?

3. International Language Programs offers an experience that requires maximum individual initiative and good judgment. Considering the following factors, please comment on whether the applicant is a good fit for our program.

- Volunteers will be teaching and living with or near the children they teach, and they agree to follow safety rules and a code of conduct:
 - Abstain from alcohol, tobacco, and drugs
 - Be chaste in all relationships
 - Avoid vulgar and profane language
 - Obey the law
 - Follow all rules and help other volunteers do the same
- Volunteers are supervised by peer-age leaders.
- Volunteers have a lot of free time each day and are expected to find activities that use their time in a meaningful way (i.e. teaching preparation, language study, service projects, cultural experiences, etc.)

Our experience has been that when people are away from relatives and friends, those who struggle or have struggled with the above criteria find it even more difficult to comply in a foreign country. Knowing this, please comment on how the applicant will do with the code of conduct and standards above.

4. Do you have any concerns about the emotional, spiritual, or physical health of the applicant?

5. Can you recommend this person without any reservations?

Applicant Name _____ Email _____

SVU

Term: Fall / Spring 20____

Academic Reference Form

To the applicant:

This is a confidential letter of reference to ILP. The academic reference should be given to a teacher or professor who has taught you in the last two years.

References submitted by the applicant will not be accepted. References may not be completed by family members. Submitting this reference constitutes agreement to waive your right to see it after completion.

To the teacher or professor:

- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP.
- If you have questions or concerns regarding this reference, please call and speak with a director.

Reference Information:

Name _____ Phone (____) _____ - _____

Address _____ Fax (____) _____ - _____

School/University _____ How long have you known the applicant? _____

Class attended by applicant _____ Grade received _____

Compared to other students with whom you have worked in a similar capacity, please rate the applicant in the following areas:

Turns in assignments completely and consistently

bottom 50% top 50% top 25% top 10% top 5% No basis for judgment

Comments:

--	--	--	--	--	--

Meets deadlines

bottom 50% top 50% top 25% top 10% top 5% No basis for judgment

Comments:

--	--	--	--	--	--

Submits quality work

bottom 50% top 50% top 25% top 10% top 5% No basis for judgment

Comments:

--	--	--	--	--	--

Continued on next page

Applicant Name _____ Email _____

SVU

Term: Fall / Spring 20____

Academic Reference Form—continued

Actively participates in discussions

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Works well with others

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Works independently and creatively

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Demonstrates motivation and self-discipline

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgment

Can you recommend this person without any reservations?

If no, please comment.

Applicant Name _____ Email _____

SVU

Term: Fall / Spring 20____

SVU Dean of Students Approval Form

To the applicant:

This is a confidential letter of reference to ILP. The Approval Form should be given to the Dean of Students office.

References submitted by the applicant will not be accepted. References may not be completed by family members. Submitting this reference constitutes agreement to waive your right to see it after completion.

To the Dean of Students:

- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP.
- If you have questions or concerns regarding this reference, please call and speak with a director.
- Please check one of the following options, add any additional comments, and sign below.

OPTION 1

The student named above **has been approved** by the Dean of Students office to participate in the SVU-ILP Travel Study program.

OR

OPTION 2

The student named above **has NOT been approved** by the Dean of Students office to participate in the SVU-ILP Travel Study program.

Please add any additional information or comments below that will help in evaluating this student's application to participate in the SVU-ILP Travel Study program.

Signature _____ Date _____