

## **English Language Fellow Visit Request Guidelines**

The English Language Office welcomes requests on a year-round basis for an English Language Fellow to visit an institution, teachers' association, or Ministry of Education-related office. For the 2008-9 academic year, there are **five Senior English Language Fellows in the Russian Federation: St. Petersburg, Ekaterinburg, Rostov-na-Donu, Novosibirsk and Vladivostok.**

Senior English Language Fellows are professionals in the field of English Language teaching and have a M.A. or higher degree in TEFL/TESL. They are typically involved in projects that address:

- English Language Teaching Methodology
- Curriculum Development
- Materials Development
- American Studies
- Information Technology for ELT
- Assessment
- Program/Course Design and Evaluation
- English for Specific Purposes (ESP) Program Development

Below is a form that needs to be filled out and sent to Elena Lubnina at [lubninaen@state.gov](mailto:lubninaen@state.gov). You can also call (495) 728 50 78 for more information.

Successful visit requests incorporate the following:

- Detailed information on the scope and content of the visit
- Involvement of range of institutions and large number of English teaching professionals
- Connection to the activities of a pre-service or in-service teacher training program and/or to the activities of a teachers' association.
- Description of impact of the visit on the English language teaching community in the area
- Description of one to three days of programming
- Cost-sharing and logistical support

Fellows have annual budgets to enable them to visit various cities during the year. However, the more cost-sharing support they receive, in the form of local transportation, lodging and food costs, the more opportunities they will have to travel. We therefore strongly prefer proposals with some level of cost-sharing from the inviting party or institution. Please note that any event in which the Fellow is involved should have no commercial gain for the host.

## Senior English Language Fellow Visit Request Form

| <b>Topics of Interest for seminars/workshop (please underline and/or add comments)</b>  |
|---|
| English Language Teaching Methodology<br>Curriculum Development<br>Materials Development<br>American Studies<br>Information Technology for ELT<br>Assessment<br>Program/Course Design and Evaluation<br>English for Specific Purposes (ESP) Program Development<br>Other: _____<br>_____<br>_____ |

| <b>IF you plan to invite an EFL Fellow as a key note speaker/presenter to a conference you are organizing, please give the title of the conference with all corresponding details:</b> |
|--|
| _____<br>_____<br>_____<br>_____   |

| <b>Description of the target audience (with expected number of participants)</b> |                                  |                            |                                       |   |                 |
|--|----------------------------------|----------------------------|---------------------------------------|---|-----------------|
|  | <b>Secondary school teachers</b> | <b>University teachers</b> | <b>Vocational schools, technicums</b> | <b>Other educational establishments</b> | <b>Students</b> |
| <b>Seminar</b>   |                                  |                            |                                       |   |                 |
| <b>Master class</b>  |                                  |                            |                                       |   |                 |
| <b>Workshop</b>  |                                  |                            |                                       |   |                 |
| <b>Lecture</b>   |                                  |                            |                                       |   |                 |

| Type of presentation | Length of presentation | Number of presentations (if repeated, how many times) |
|----------------------|------------------------|---|
| Seminar/ workshop    |                        |   |
| Plenary presentation |                        |   |

| Time of Visit                    |
|----------------------------------|
| Flexible: Yes _____ No _____     |
| Exact dates: _____ Reason: _____ |
| Preferable dates: _____          |

| Your contact information             |
|--------------------------------------|
| Full name: _____                     |
| Position: _____                      |
| Name of organization: _____          |
| Address of the organization : _____  |
| Contact telephone number: _____      |
| Contact cellular phone number: _____ |
| Contact fax number: _____            |
| E-mail address/es: _____             |

| Co-Sponsorship/Cost sharing/Assistance                         |
|--|
| Please give details about cost-sharing and logistical support: |
| _____  |
| _____  |
| _____  |
| _____  |