

CROSS – CULTURAL STUDENT TEACHING HANDBOOK

Indiana Wesleyan University

“The world is a book and those who do not travel read only a page...”
St. Augustine

Dr. Phil Bassett

*Director, Cross-Cultural Student Teaching***TABLE OF CONTENTS**

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Cost Summary

Deposit Upon Acceptance- \$325 Refundable only under certain circumstances

Visa - \$0-\$200

Mandatory Travel Emergency Insurance - \$80

Airfare - Variable. Budget \$700- \$1600

Housing Food and Incidentals – Variable based on location. Budget \$100 – 200 / week

Note: There are several scholarships and grants available for study abroad students. IWU Provides room and board costs for CC Student Teachers

PURPOSE AND POLICIES

Purpose

- The purpose of a Cross-Cultural Student Teaching (CCST) experience is for students to:
 - Gain a global perspective of educational opportunities
 - Broaden cultural insights
 - Explore a calling to serve in cross-cultural settings
 - Expand instructional, managerial and assessment strategies
 - Develop skills to serve others
 - Change the world, one student at a time

Expectations of Participants

- All Cross-Cultural Student Teaching Program applicants are expected to read and apply the policies and guidelines in this handbook.
- STATESIDE
 - Applicants for Cross Cultural Student Teaching are carefully screened and monitored as they proceed through preparation to teach. Candidates may be withdrawn, at any time, **including after initial acceptance** based on lack of a suitable cooperating teacher, supervisor or housing overseas or unsuitable professional development of the candidate in upper level classes.
 - Code of Conduct:
 - Each candidate will review and abide by all IWU standards for conduct in the Student Support Services Handbook and Student Teaching Handbook. Failure to do so may result in removal for the CC student teacher.
 - The CCST program director is the university liaison for all overseas schools. The prospective student teacher can contact an overseas school to see if they accept student teachers from America, but should not have further formal contact with overseas school administrators or cooperating teachers until given permission by the CCST director.
 - Each candidate's personal behavior is assessed by the Dean of Student Support Services and the School of Teacher Education faculty.
 - Classroom Performance: The student teacher must consistently perform at the **competent** level or above in all practicums and the first half of the student teaching in order to be approved for a cross-cultural student teaching experience.

□ CROSS-CULTURAL SITE

▪ Classroom Performance:

- The student teacher must perform at the **competent** level or above during the cross-cultural experience including:
 - Demonstrating evidence of in-depth planning
 - Competent delivery of content
 - Sufficient achievement by the candidate's students
- Poor performance may result in a return to campus at the student teacher's expense and a failing grade for the second half of student teaching.
 - Student teachers may be withdrawn at the request of the supervising teacher or school administration for:
 - Breaches in school policies or social norms
 - Failure to perform as expected
 - In almost all circumstances a second placement in the U.S. to attempt completion of the second half of student teaching will not be arranged until the following semester

- As young adults CC Student Teachers are responsible for their own schedule, safety and related decisions. They should keep their host school and host family (if any) advised of their whereabouts if outside of the normal routine. The host school **and IWU Global Engagement** must be notified of any travel outside of the host city.

□ Conduct Policy

- Each candidate will abide by all IWU established and published standards for conduct as published in the Student Support Services and Student Teaching Handbooks
- Cross Cultural Site Specific expectations include:
 - Not requesting a placement change after arriving at the school unless approved by the CCST director
 - Not engaging in social activities deemed inappropriate by the University, the School of Teacher Education or the cooperating school
 - Following all applicable host school policies including being on time at school and accepting extra-curricular assignments within reason

SELECTION PROCESS

After prayerful consideration and consultation with parents, Cross-Cultural Student Teaching Candidates complete the CCST application along with the regular student teaching application and submit it by November 1. Candidates should research potential placement sites and be prepared to request three by February 1.

After receiving the CCST application the SOTE faculty (and content faculty for secondary majors) will assess **academic performance, dispositions, character, and other factors which may influence the ability to successfully student teach cross culturally.**

The Student Support Services Department will review the list of applicants to ensure eligibility to participate.

By mid-January of Spring Semester, SOTE faculty will make a decision to accept or deny the application of each student based on the following process:

Application Denied: Those who do not pass this first round of screening will be notified, usually before the end of January.

Application Accepted:

- Phase One: CCST candidates who pass the application screening but have not completed Practicum I will be in Phase One and should pay the deposit of \$325 (see below). Teaching, planning and other classroom skills will be assessed at the end of Practicum I. If these skills are at the competent level or above and there are no red flags, CCST candidates proceed to Phase Two.
- CCST candidates who pass the application screening AND have completed Practicum I with teaching, planning and other classroom skills at the competent level or above can proceed directly to Phase Two as soon as the deposit of \$325 has been paid (see below).
- Phase Two: The CCST Director will begin seeking a placement while the student completes Practicum II. If the classroom skills are still at the competent level or above after the first observation and there are no red flags candidates proceed to Phase Three.
- Phase Three: Candidates may purchase air tickets at their own risk.
- Phase Four: Full clearance comes after the first Stateside student teaching observation.
- Within three weeks of acceptance into the CCST Program a \$325 fee to IWU SOTE is due. This fee is refundable only if:
 - The University asks the student to withdraw
 - The student is Providentially hindered by circumstances beyond his or her control
 - A suitable placement is not found in a timely manner

POST – SELECTION PROCESS

Scholarship Opportunities

- <http://www.studyabroadfunding.org/index.asp>
- <http://www.iie.org/Programs/Gilman-Scholarship-Program>
- <http://www.borenawards.org/boren-scholarship>
- http://www.nafsa.org/students.sec/financial_aid_for_students

Expectations of Accepted CCST Participants

- Submit all requested documents on time
 - Attend all required student teaching and CCST seminars and meetings
 - CCST Orientation meeting with Dr. Bassett in Mid- February
 - Pre Travel Orientation with Dr. Bassett in mid- October
 - Complete Seminar: INT 120: Introduction to Cross-Cultural Engagement. This seminar is held in April and November each year.
 - Complete: Assessment for Intercultural Effectiveness.

During The Placement Process

- Ensure IMMEDIATELY upon acceptance that you have a passport that does not expire until six months after the END of your student teaching. It must also have two empty pages facing each other for visa purposes.
- Be sure that the CCST director knows your first, second and third choices for placement and keep him or her notified of any changes. The director will keep you posted on the progress of your placement. **Feel free to check in from time to time to see how things are going.**
- Placements for Fall Semester will be sought first with a goal of making placements by the end of Spring Semester.
- Placements for the following Spring Semester will be sought during Spring Semester with a goal of finalizing the placement by the end of June. However it is not unusual for some spring placements to remain unconfirmed until early October.
- You will be notified of the school administrator, supervising teacher, grade level and email addresses once placements have been made.

After Your Placement is Made

- Questions to CCST program director may be sent by e-mail any time
- Research U.S. State Department travel warnings, visa requirements and immunization recommendations for your host country and city at <http://travel.state.gov>
- Check health warnings and immunization recommendations for your host country and city at wwwnc.cdc.gov/travel
- Research the culture and language of your host country
- Research your host school in more detail **including obtaining a copy of faculty and student handbooks or other policy guides including faculty dress code.**
- Please do not contact the administrator or supervising teacher until the CCST director has given you an OK.** This will happen after the school has given approval.
 - **Please copy the CCST director on your first correspondence to the school and when appropriate after that.**
- Maintain ongoing communication with the cross-cultural supervising teacher(s) and administrator(s) regarding:
 - **DRESS CODE** and other school policies that apply to you
 - Curriculum you will teach
 - Instructional methodologies/assessment strategies
 - Other school expectations (e.g. teacher devotions & extra curricular activities)
 - Technology availability
 - School policy on the use of social media
 - Classroom management strategies
 - School/parent expectations
 - Health/safety concerns
 - School and host country cultural distinctives

Airline Ticket Purchase Guidelines

- Final Approval to student teach overseas will be given after the student has been observed at least once in his or her stateside student teaching and his or her supervisor has determined that the student is likely to be successful in his or her cross-cultural placement.
 - Although most students will want to buy their tickets before final approval there is a small risk that approval to student teach overseas can be withdrawn up until final approval if classroom performance is not up to the standard

- Approval to purchase tickets will be given for students to purchase tickets **at their own risk** after the supervisor of the second practicum has:
 - Observed the student while teaching a lesson
 - Indicated that there are no red flags and that in his or her opinion, the student is likely to be successful in the cross-cultural placement
 - CC Student Teachers may wait until final approval before purchasing tickets

- It is recommended that students use a travel agent recommended by IWU Global Engagement. This ensures reliable service before leaving the United States and while traveling internationally as well as experienced advice on visas, and other travel regulations.

- For convenience and in order to save money, students may choose to purchase tickets on line. In that case:
 - Avoid ticket “consolidators” like “Cheapo Air” or KAYAK for other than comparison-shopping.
 - Try to buy tickets directly from the airline on which you will travel.
 - Do NOT “split” tickets by buying one leg of your flight from one airline and the other from another airline unless you are using a travel agent or a website like Expedia. In the case of a cancellation or delay on the first leg, you can lose your other ticket. Splitting tickets will often double baggage fees.
 - Consider carefully Trip Insurance and be sure you know what it covers. It is usually only for sickness, injury, severe weather and lost jobs.
 - Consider carefully the type of ticket you purchase. Fully refundable tickets with free refunds and schedule changes are nice, but are often 2 - 3 times the cost of a non-refundable ticket. Non-refundable tickets can often be canceled or transferred for later use but there is usually a substantial fee of \$200-\$300.

- Whether using a travel agent or purchasing on line, **your host school and the CCST director should approve your travel dates and arrival times.** If you do not check before purchase and have to change your ticket, you will likely incur a change fee of \$200-\$300.

Before Leaving the United States

- Arrange Financial Aid

- Register for the following semester- classes and/or graduation

- Pay IWU Travel Insurance fee of \$80 to Global Engagement

- Confirm that you have adequate health insurance coverage

- Secure housing for your return at the end of your CCST experience and future semesters

Observation/Evaluation Process Before, During and After CC Placement

Student teachers will:

- Be observed formally during the stateside experience and videotape a lesson
- Each student's progress will be closely monitored. Final approval for the cross-cultural experience will be provided by the mid-point of experience one
- Be formally observed/evaluated three times by the supervising teacher and once by the administrator during the cross-cultural experience
- Submit the first experience e-portfolio, taped lesson, and the TWS before departing the U.S.
- Complete and upload the e-portfolio during the second experience (while abroad)
- Participate in an oral defense after return to campus**
- Create and present a brief overview of the Cross Cultural Student Teaching experience at the Welcome Back Seminar**
- Complete the Cross Cultural Student Teaching Experience Evaluation Form**

PRACTICAL TIPS

Before the Experience: Conversation Topics

- Computer & Electronics
 - Converter MAY be needed if voltage is different. Purchase in the U.S.
 - Most smart phones, tablets and laptops can run on 110 or 220 volts – but check by looking at the small print on your charger
 - Adaptor may be needed if plugs are different. Purchase in country.
- Supervising Teacher
 - Cooperating school expectations
 - Supervising teacher expectations
 - Student population (boy/girl ratio, ethnicity)
 - Best professional practices: Instructional, management, assessment. parental engagement
 - Instructional content
 - Resource materials
 - Technology availability and classroom usage
 - After-school involvement
 - **Professional attire**
 - Cultural expectations

- Host Family/ Country Liaison
 - Food/phone/Internet fees. Method and timeline of payment for accommodations
 - Money exchange
 - Worship involvement/opportunities
 - Food allergies (if family provides meals)
 - Flight arrangements (send itinerary), visa, airport pick-up/delivery
 - Transportation to/from school
 - Public attire outside of school
 - Safety issues
 - Essential: Secure a small gift for the host family

Safety Tips: Before and During the Experience

- Review U.S. travel warnings
 - <http://www.travel.state.gov/>
 - Advise one parent to maintain a current passport
- Make copies of IWU letter, passport, visa and **printed out itinerary** (even if on an e-ticket). Keep them very accessible and separate from the actual items.
- Maintain awareness of luggage and all personal items
 - Identification tags must be evident
 - **Retain copy of checked luggage stub for a couple of days**
 - A change of clothing and prescription meds should be included in carry-on luggage
 - Carry a list of any prescription drugs and if possible a prescription or letter from your physician
- Register with the American Embassy upon arrival, if appropriate**

During Experience Tips

- Demonstrate interest in new culture
- Ask questions—never assume
- Frank discussion about differences in cultural and personal living expectations**
 - Shoes on or off; Meal times and expectations; Refrigerator privileges
 - **Check in again after about a week.**
 - **Ask them to tell you ASAP when you do something “uncomfortable.”**
- Adjust to your surroundings
 - School: Accept your placement with grace and dignity
 - Look for ways to go above and beyond (wash dishes in the teachers room)

- Travel if possible. (GLOBAL ENGAGEMENT, host family and host school must be notified when you travel.)**
- Maintain a Christ-like, servant-leader attitude in and out of the school environment. Be pleasant, considerate and flexible
- Enjoy the experience!

RESOURCES

- U.S. Travel Warning List
 - <http://www.travel.state.gov>
 - China: (visa assistance: Dr. Bassett)
 - Passport application: local post office (allow 6 weeks)
 - AAA Travel Agency
- Phoning Opportunities
 - www.Skype.com
 - www.Onesuite.com
 - www.zoom.com
- Insurance
 - Health Insurance: Check with your family's insurance provider
 - Flight Insurance: Personal choice *read the fine print to know what is covered*
 - Travel and Medical Emergency insurance: Check with Global Engagement