

Summerbridge Hong Kong 2014 Summer Program Student Teacher Application

Information for Applicants!

Thank you for your interest in Summerbridge Hong Kong's 2014 Summer Program!

- All applicants must submit a completed application form via email, fax, or post. Please submit your application form by **MARCH 14, 2014**. If you are not a Hong Kong citizen, you must possess a valid passport; we will help you obtain a visa when hired.
- Applications are considered on a rolling basis; we strongly encourage you to submit your application earlier.
- Summerbridge Hong Kong summer sites have yet to be confirmed. We will know the locations by May or June 2014.

Mailing Address:	Summerbridge Hong Kong Offices A&B, 20/F, Kam Chung Commercial Building 19-21 Hennessy Road, Wan Chai, Hong Kong	Phone:	(852) 2761-4444
		Fax:	(852) 2762-1019
		Email:	shirley@summerbridge.org.hk

2014 PROGRAM DATES

January - April	<ul style="list-style-type: none"> • Phone/Video Interviews (applies to overseas applicants) • In-person Interviews and Teaching Presentations (applies to local applicants)
April 29	<ul style="list-style-type: none"> • All hiring decisions made (rolling basis)
June 21	<ul style="list-style-type: none"> • Staff Introduction Day
June 23 - 24	<ul style="list-style-type: none"> • Administrative Training (applies only to Deans, Department and Committee Heads)
June 26 - July 8	<ul style="list-style-type: none"> • Student Teacher Orientation
July 9 - August 10	<ul style="list-style-type: none"> • Classes in session
August 11 - August 15	<ul style="list-style-type: none"> • Evaluation Week

STIPEND & SUBSIDY

Stipend

HK\$ 5,000 **Secondary School Students**
HK\$ 7,000 **University School Students**

The stipend is to cover food and travel incurred while working at Summerbridge. A stipend enhancement of HK\$ 1,000 will be given to teaching staff who have had previous Summerbridge Summer Program experience.

Housing Accommodation & Airfare Allowance

- We only provide housing accommodation and airfare allowance to student teachers with previous Breakthrough/Summerbridge Summer Program experience.
- If you have never taught at the Breakthrough/Summerbridge programs before, you will need to sponsor your own plane tickets and housing accommodation; however, we will be able to offer you assistance to locate suitable housing. Please keep in mind that you may be able to apply for scholarship at your school that will cover these costs. Many of our student teachers have successfully applied for summer scholarships in the past.

COMMITMENTS AND RESPONSIBILITIES

- | | |
|-----------------------|--|
| Time | ➤ Consider this position a demanding full time commitment |
| Commitments | <ul style="list-style-type: none"> ➤ Attend every day of the 8-week program including training, classes, and evaluation ➤ Daily time commitment: Monday to Friday 8:00am-6:00pm (some Saturdays) ➤ Spend time outside of Summerbridge to plan lessons and activities, get to know staff and students, meet with staff |
| Teaching | ➤ Speak English with students at all times during the program and at any activities outside of the program |
| Commitments | <ul style="list-style-type: none"> ➤ Creatively teach 2-4 lessons daily (Monday – Friday) for 5 weeks. ➤ Design, implement, and evaluate a curriculum for your classes ➤ Evaluate students' work, the program, and personal performance ➤ Be an active and positive role model for students in the program |
| Administrative | ➤ Participate in an academic department and a committee to organize a special event |
| Commitments | <ul style="list-style-type: none"> ➤ Initiate and organize special events and activities throughout the summer ➤ Demonstrate leadership, motivation, and responsibility ➤ Be committed to working with a diverse group of students and teachers |

Student Teacher Application Form for the Summerbridge Hong Kong Program **All information should be completed by the applicant**

Summerbridge Hong Kong improves the educational trajectories of underprivileged students from low-income families, by providing them with tuition-free quality English language education and personal development opportunities. For our student-teachers, the program aims to foster cross-cultural exchange and a sense of civic duty.

Personal Information Collection Statement Pertaining to Selection

The personal data collected in this application form will be used by Summerbridge Hong Kong in its selection of applicants for the Student Teacher position in the Summerbridge Hong Kong program.

All personal data in this application form are regarded as mandatory for student teacher selection purposes. Failure to provide this data may influence the processing and outcome of your application.

It is our policy to retain personal data of all applicants for up to a year. Your application form will only be used for the selection process. All information will be treated in the strictest of confidence and will only be seen by Summerbridge's Program Managers, administration and teaching staff, and its Executive Committee, and will not be transferred out.

Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please forward your written request to our Executive Director, Shirley Man, at Offices A&B, 20/F, Kam Chung Commercial Building, 19-21 Hennessy Road, Wan Chai, Hong Kong.



Applicant Name: _____

Contact Information (please type or print clearly)

Name: _____

Mailing Address: _____

Home Phone: _____

Mobile Phone: _____

Address in Hong Kong (if different from mailing address): _____

Home Phone (Hong Kong): _____

Mobile Phone (Hong Kong): _____

E-mail Address (School): _____

E-mail Address (Personal): _____

Current School: _____

Current Grade/Year: _____

Personal Information (please type or print clearly)

Gender: Male Female Nickname: _____ Date of Birth: _____ Age: _____

Hong Kong Citizen/
Hong Kong Permanent Resident? Yes No Nationality: _____ Ethnicity (Optional): _____

Do you have a passport? Yes No If yes, please list your passport's expiry date: _____

Have you ever been convicted of any criminal offense(s) in Hong Kong or elsewhere (excluding any record(s) of conviction regarded as "spent" under the Rehabilitation of Offenders Ordinance)? Yes No

If yes, please include a separate sheet briefly describing the nature of the crime(s), the date and place of conviction and the legal disposition of the case. Summerbridge will not deny employment to any applicant solely because the person has been convicted of a crime. Summerbridge, however, may consider the nature, date, and circumstances of the offence, as well as whether the offence is relevant to the duties of the student teacher position.

How did you hear about Summerbridge? : _____

Are you a Summerbridge Graduate? Yes No If yes, please state year and program: _____

Have you applied to teach at Summerbridge/Breakthrough before? Yes No If yes, please state year, program, and decision: _____

Tell Us About Yourself!

I have previous experience in...

- | | |
|--|---|
| <input type="checkbox"/> Teaching ESL
(English as a Second Language) | <input type="checkbox"/> Lighting/Sound Systems:
<input type="text"/> |
| <input type="checkbox"/> Photography:
<input type="text"/> | <input type="checkbox"/> Foreign Languages:
<input type="text"/> |
| <input type="checkbox"/> Video Editing/Making Slide Shows:
<input type="text"/> | <input type="checkbox"/> CPR/First Aid (Certificate Expiration Date):
<input type="text"/> |
| <input type="checkbox"/> Counseling Training (Describe):
<input type="text"/> | <input type="checkbox"/> Computer Skills:
<input type="text"/> |
| <input type="checkbox"/> Filming | <input type="checkbox"/> Acting/Drama |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Journalism |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Singing/Dancing |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Event Planning |

DON'T BE SHY! Please feel free to include any other skills and talents you have or a leadership position you've held in the past.

Applicant Name:

Essays and Personal Statement

Please answer questions #1, #2, #3, and #4 that applies to you; you may attach a separate sheet, if you require additional space. For new staff, #4 must be answered using a separate sheet.

#1. Please re-read the "Commitments and Responsibilities" section on page 1. The Summerbridge schedule will compete with your family, friends, and other commitments. How will you handle conflicting schedules?

#2. What is your understanding of Summerbridge's mission for our students and in what ways do you see yourself connecting with and contributing to the mission?

#3. Describe your ideal classroom. What does it look and sound like? How are the students interacting with the teacher? What is the mood/atmosphere of the classroom? You may add a separate drawing of the physical space of the classroom, if you would like. (These questions are just a guideline; feel free to elaborate as you wish.)

For Returning Staff Only:

#4. Every returning staff member is a leader. What would you do differently that would be helpful for the program and what do you think are the most important things you can do as a leader this summer?

For New Staff Only:

#4. Creative Personal Statement: On a separate sheet of paper/using other mediums, express an aspect of your personality that this application has not yet addressed. Your expression can take any form you like: art, poetry, charts, math, stories, photographs, song lyrics, etc. This is our chance to gain a better understanding of what you, as an individual, can uniquely bring to the program. Be creative!

Applicant Name: _____

Designing Your Course

In this part of the application you will describe a course that you may teach this summer. Please consider the following when designing your course.

- You will teach your class to a group of 8-10 students for five weeks.
- Your students' English level is low; they have little practice speaking English. Use simple words!
- Summerbridge Hong Kong helps students learn English and also builds their confidence in speaking English. Therefore, you and your students must speak in English at all times during the program. Your class must be taught entirely in English and you cannot speak or write in Chinese, even if they do not understand a word, definition, or concept. (Hint: think of other ways to explain things).
- You should consider teaching a subject that you enjoy and feel comfortable teaching to others. It can be a subject you learned in school or elsewhere. Remember you only have five weeks, so try to teach only a small subject or just part of one. Here are some examples of past courses: Journalism, Drama, Economics, Astronomy, Oceanography, Cultural Art, Building a City, Comic Book Making, Southeast Asian History, Debate, and Natural Science.

Please answer the questions below about the course that you want to teach this summer. Feel free to attach additional sheets if necessary.

1. What subject are you interested in teaching? List at least three topics that you would want to teach about on this subject.

Example:	My Class:
Subject:	Subject:
Astronomy	_____
Topic 1:	Topic 1:
Study of the solar system	_____
Topic 2:	Topic 2:
Space Travel	_____
Topic 3:	Topic 3:
Learning about the possibility of alien life forms	_____

2. Why have you chosen this subject? (You should feel passionate about the subject you choose.) What experience do you have in this subject area?

Designing Your Course (continued)

3. Describe two long-term projects (lasting two to four classes) you can do for this subject. Long-term projects should include hands-on activities such as debates, posters/displays, dramatic presentations, reports and surveys.

Example of an Astronomy Long Term Project:

Solar System Model – Students will learn about the solar system by making large paper maché models of the planets and sun. Students will break into groups to make a planet and learn about the one they are making; then they will present their planet to the group. Finally, we will put them all into the correct positions and have the solar system!

My Class:

Long term project 1:

Long term project 2:

4. Please list any additional subjects you would feel comfortable teaching.

Applicant Name:

Electives and Sports

A. Electives

Besides academic classes, students will also take electives at Summerbridge. Electives are 30-40 minute classes that offer students an opportunity to learn about and engage in an activity that is new and/or interesting for them. These classes do not need to be heavily academic focused. In previous years, electives have included Beatboxing, Foreign languages, Storytelling, Acapella Singing and Jewellery Making. Please list two electives you might be interested in teaching and write a sentence or two explaining them. Please note that these are simply ideas for us to get a better sense of what electives you would like to teach. You will be co-teaching electives with another teacher, and you will get a chance to discuss with other teachers and finalize the elective you will teach during Teacher Orientation.

Name of Elective:

What is it?

Name of Elective:

What is it?

B. Sports

We also have a time set aside for sports. Are there any sports you would feel comfortable teaching?

Applicant Name:

Interview and Teaching Presentation

For Local Applicants: In-person interviews and teaching presentations will be conducted from January 13 to April 11, Monday through Friday, from 3:30pm to 6:00pm. Please mark the days and times that you can come for a teaching presentation. (Please see the Teaching Presentation Section (page 11-13) for more information)

****This does not apply to applicants living abroad. Phone/video interviews will be conducted instead****

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Overseas Applicants: A phone/video interview will be scheduled within 2 weeks of receiving your application.

Letter of Intent

- I understand that the commitment for Summerbridge staff is **June 21** and from **June 26 to August 15, 2014**. These dates include training, classes, and evaluation. Hours run from **8:00am to 6:00pm**, Monday through Friday, with **some weekends** and **some days that will last past 6:00pm**. I have no conflicts with these dates.
- I understand that if I fail to provide the necessary information/intentionally provide false information/withhold any material information in the application, my application will not be considered and may render me liable to termination of internship if hired.

If you are under 18 years of age, please have your parent/guardian read the letter of intent and then sign this form. If you are submitting this form electronically, note that typing your name and your parent/guardian's name in the signature spaces below **will serve as your signature and your parent/guardian's signature** respectively.

Applicant's Signature:

Date:

Parent/Guardian's Name:

Parent/Guardian's Signature:

Date:

IF YOU FORESEE ANY CONFLICTS WITH OTHER COMMITMENTS, PLEASE PROVIDE AN EXPLANATION BELOW:

References

- Please list two persons who may act as a reference for you (ex. your teacher, dean, employer, counselor, etc.).
- Please attach **ONE** reference letter from **ONE** of your listed references to your application.

REFERENCE #1

Name:

Title/Position:

Relationship to Applicant:

E-mail:

REFERENCE #2

Name:

Title/Position:

Relationship to Applicant:

E-mail:

Applicant Name: _____

Acknowledgement of "Waiver, Release, and Indemnity Agreement"

At time of hire, as a participant of Summerbridge Hong Kong, I acknowledge that my execution of a "Waiver, Release, and Indemnity Agreement", which includes the following terms, is a prerequisite for participation in the Summer Program.

1. Waiver and Release:

I agree to forever release and discharge Summerbridge Hong Kong and its officers, director, employees, agents, representatives, successors, and assigns from and agree not to sue for any and all liability or claims of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my participation in the Summer Program. This release is for any type of claim, including property damage and loss, personal injury, emotional distress, illness, disability, death, breach of contract, fraud, or any other type of suit and includes losses alleged to be caused by the negligence of Summerbridge Hong Kong to the fullest extent permitted by law.

2. Medical and Travel Insurance

I understand that Summerbridge Hong Kong does not offer any form of insurance coverage for any participant while participating in the Summer Program. EACH PARTICIPANT IS ENCOURAGED TO OBTAIN HIS/HER OWN MEDICAL AND TRAVEL INSURANCE COVERAGE. I understand that if I do not possess respective insurance coverage, I will be financially responsible for all charges and fees incurred in the rendering of said treatment.

3. Medical Treatment

I agree to forever release and discharge Summerbridge Hong Kong from any claim whatsoever, which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Summer Program I participate in. In case of medical emergency or an injury, I authorize the Summer Program's administrative team of Summerbridge Hong Kong to render first aid. I waive and release Summerbridge Hong Kong from any and all liability for any and all injuries and illnesses that may occur during in the Summer Program. I further acknowledge and understand that I will be responsible for any and all medical and related expenses that may be incurred for any illness or injury that I may sustain during the Summer Program, including travelling to and from the program site.

**ONLY for the parent(s)/guardian(s) of participants under the age of 18:

I, as this participant's parent/guardian, hereby authorize the Executive Director of Summerbridge Hong Kong to act for me in case of an emergency.

4. Indemnity

I agree to defend, indemnify, and hold harmless Summerbridge Hong Kong from all claims, causes of action, cost, expense, liability, losses, or damages for any property damage, property loss or theft, personal injury, disability, and/or death that may result from, or are in any way connected with my participation in the Summer Program, including claims that Summerbridge Hong Kong was negligent.

5. Photographic Release

I agree to give Summerbridge Hong Kong permission to take and use any form of media including photographs, audio recordings, and videos taken of me during the Summer Program and related activities. I consent to Summerbridge Hong Kong using such media for any purpose related to advertising or promotion worldwide in perpetuity in all forms of its publications.

I have read, fully understand, and acknowledge that any potential employment offer extended by Summerbridge Hong Kong is contingent on my execution of a "Waiver, Release, and Indemnity Agreement", which includes the aforementioned terms.

****If you are under 18 years of age, please have your parent/guardian read this Acknowledgement and then sign below. If you are submitting this Acknowledgement electronically, note that typing your name and your parent/guardian's name in the signature spaces below will serve as your signature and your parent/guardian's signature respectively.**

Applicant's Signature:

Date:

Parent/Guardian's Name:

Parent/Guardian's Signature:

Date:

Application Checklist

Before submitting your application, use this checklist to make sure you have included all of the necessary application materials:

- Contact and Personal Information
- Tell Us About Yourself
- Essays and Personal Statement
- Designing Your Course
- Electives and Sports
- Teaching Presentation (Local Applicants Only)
- Letter of Intent
- References and Reference Letter
- Acknowledgement of "Waiver, Release, and Indemnity Agreement"

Once you have everything, please submit your application via e-mail, fax, or post to the Summerbridge office. Applications are considered on a rolling basis; we strongly encourage earlier submissions!

Submit Your Application Form by MARCH 14, 2014



Mailing Address: Summerbridge Hong Kong
Offices A&B, 20/F,
Kam Chung Commercial Building
19-21 Hennessy Road,
Wan Chai, Hong Kong

Phone: (852)2761-4444
Fax: (852)2762-1019
E-mail: shirley@summerbridge.org.hk

You will hear from us soon!



Teaching Presentation Section (For Local Applicants Only)

Now that you've successfully completed the application, you can now begin preparing for the teaching presentation. **You do not need to submit the teaching presentation section with the application**, but you will have to bring it along with you to the teaching presentation. This is extremely important, as **your application will not be considered without this section**. The lesson you propose to teach in this section must be what you teach at the teaching presentation. Please read the following information to help you prepare for the presentation.

For applicants living abroad: You will not do a teaching presentation. We will conduct a phone/video interview. You do not need to fill out this Teaching Presentation Section.

Information on the Teaching Presentation

- The interview should take 30 minutes. You should prepare a 15-minute teaching presentation. Afterwards, there will be a 15-minute discussion about your presentation and your interest in joining Summerbridge.
- Your presentation should be the first 15 minutes out of a 50-minute class. We will stop you after 15 minutes and ask questions about the rest of the lesson.
- The lesson plan you develop should not be for the first day of your class. We want to see a class that addresses the goals of your course and not one filled with icebreaker games. Try teaching a lesson plan that might land in the third week and assume we know the information already covered.
- The Summerbridge interviewers will be playing the part of Form 2 and 3 (Grade 8/9) Summerbridge students and will act and speak like partly shy learners of English as a second language.
- We will have a white board and a laptop available. If you need anything else, please tell us a day or two beforehand. E-mail Shirley at shirley@summerbridge.org.hk to let her know.

Tips to Prepare for the Presentation

- To gain a better understanding of our students and what it is like to teach in our program, explore the Summerbridge Hong Kong website - www.summerbridge.org.hk
- To prepare for the discussion, think about the strengths and weaknesses of your lesson plan, why you want to join Summerbridge, and why you are interested in teaching.
- We are not looking for perfect teachers! Think of the presentation as a chance for you to practice teaching and learn how to do it better. We are looking for applicants who try different and creative ways of engaging our students and making their class interesting. Think about a class, a lesson or a teacher you enjoyed and use some of those techniques in your lesson.

If you have questions or concerns about the presentation, you can e-mail Shirley at shirley@summerbridge.org.hk or call her at (852)2761-4444.

Creating an Individual Lesson Plan

Summerbridge teachers and professional teachers create lesson plans before they teach a class. Why, you ask? That's because lesson plans help you plan out what you will teach for one class period and how you will teach it. Planning is extremely important if you want to be successful in teaching.

For the teaching presentation you must create an individual lesson plan for a 50-minute class, although you will only teach 15 minutes of it for the presentation. Please fill out the following questions to help you create your lesson plan.

You must bring this section to your teaching presentation. If you are living abroad, you do not need to complete this section.

1. What specific information about your subject will your students gain from this lesson? This is the objective of your lesson.

Example objective for an Astronomy class:

Students will learn the names and positions of the planets in the solar system.

My Class Objective:

2. What materials will you need to teach this lesson? You must always plan ahead when teaching to make sure you remember all of your materials. List them here.

Example Astronomy class materials:

a) Construction paper

b) 4 pairs of scissors

c) Solar System Poster

d) Glue

e) Handout on the planets

f) Picture of each planet

g) 1 box of markers

My Class Materials:

3. How will you introduce the activity to the students? This is called a hook because it will come at the beginning of your lesson. It should be a short introduction activity to get them interested (hooked) in your subject.

Example Astronomy class hook:

Each student will get a picture of a planet. Then I will give the students 60 seconds to line the planets up, from the closest to the sun to the farthest away from the sun.

My Class Hook:

Creating an Individual Lesson Plan (Continued)

4. What hands-on teaching methods and activities will you do in class to get your students excited about learning? Students should be involved in activities that will help them learn the objective.

Example Astronomy class activity:

Students will break into pairs. Each pair will be assigned a planet and given information about that planet. They must then draw the planet and write a summary of its characteristics. Students will present their planet and summaries to the rest of the class.

My Class Activities:

5. How will you evaluate whether students are learning what you have taught them? This is very important in order to make sure your students understand the material you just taught them. (Hint: If you just ask them, "Do you understand?" they might say "yes" even if they do not really understand it.)

Example Astronomy class evaluation:

We will play a quiz game show. Students will break into groups and they will answer questions about different planets to see if they remember the information they learned through the presentation.

My Class Evaluation: