



The English-Speaking Union
British Universities Summer School

It's Time to Open the World To Teachers In Your Community



2015 BRANCH BUSS FELLOWSHIP HANDBOOK



The English-Speaking Union
British Universities Summer School

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The English-Speaking Union British Universities Summer School

Dear English-Speaking Union Branches,

This past summer, Christopher Broadwell and I went to visit our teacher-scholars in Oxford and London. I have been speaking about the benefits of this program for years; this summer I understood it. I attended lectures with our teachers at Oxford, ate in the dining hall at Exeter College, walked on the stage of the Globe as our teachers stood there for their first time and attended scene workshops with Globe practitioners. Oxford feeds the mind, as teachers have a chance to return to graduate school. The Globe engages, body, soul and mind on the South Bank of the Thames. These 45 teacher-scholars could take summer course in the US. It's not the same. The ESU offers an opportunity that is exceptional. We should all be proud of this program.

The BUSS program is an expensive investment, but an important one. Please stretch and raise the funds and extend the outreach into your community. Your teachers and students will be grateful. Don't just take my word for it, Megan King, ESU New Orleans 2014 BUSS Scholar shared:

Our experience at The Globe was unbelievably phenomenal. The performance-based methods used by The Globe practitioners will keep my students actively engaged and will enrich their experiences with both Shakespearean and other texts. Please know that the ESUUS and the TSTP program have benefitted not only 25 teachers this year, but also countless students for many years to come.

This autumn, Megan and 45 ESU BUSS Scholars returned to their schools across the country with their skills recharged and armed with new knowledge and teaching methods to connect, engage and challenge over 4,300 students nationwide. Many other teachers reached out to ESU National Headquarters eager to apply for a BUSS Fellowship, but had to postpone their professional goals as there was not a participating ESU Branch in their community. Now is the chance for your Branch to make their educational goals a reality and impact the quality of education in your community.

This Handbook provides suggestions and guidelines on how best to implement or continue a BUSS program in your community. Further resources are available online at: www.esuus.org under Branch Resources.

If you have not offered a BUSS Fellowship recently, we hope you will seriously consider the value of this opportunity. And to those dedicated ESU Branches who continue to participate year after year, we extend our heartfelt gratitude for your generosity and support of the talented teachers and thus students in your communities.

Carol Losos & Alice Uhl

Director of Educational Programs & Manager of International Programs

The English-Speaking Union of the United States



The English-Speaking Union British Universities Summer School

Recommended Guidelines

Once your ESU Branch has decided to confer a BUSS Fellowship, select a BUSS Coordinator and assemble a Fellowship Selection Committee.

GUIDELINES FOR BUSS FELLOWSHIP COMMITTEE:

- The BUSS Fellowship Competition should be composed of a minimum of three people, including one with professional academic experience, if possible.
- BUSS Alum and National Shakespeare Competition Committee members or judges are encouraged to be members of the BUSS committee.
- The committee should include at least one ESU Board Member.
- Any BUSS Fellowship Committee member affiliated with a candidate's school should remove themselves from the final selection process.

GUIDELINES FOR ESU BUSS FELLOWSHIP TEACHER SELECTION:

Teachers who will have the greatest impact and most benefit from an ESU BUSS Fellowship:

- Mid-career, full-time teachers with 5 – 15 years teaching experience
- Teachers who work in schools with a significant number of underserved students
- Teachers who have not studied overseas or participated in extended professional development
- English Language Arts/Literature teachers are preferred (for the Globe's *Teaching Shakespeare Through Performance*)
- The BUSS Fellowship Competition must be advertised to public and secondary schools in the area the Branch targets for the program. It may also be open to independent and parochial school teachers.
- Branches should strive to award BUSS Fellowships to teachers from different schools each year and to avoid any conflict of interests.



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2015 BUSS Branch Participation Form

ESU Branch: _____

BUSS Chair: _____

Address: _____

Street City State Zip

Home/Work Telephone: _____ Cell phone: _____

E-Mail: _____ (address most frequently checked)

Do you have your Branch President's authorization to participate in the 2015 BUSS program? Yes No

May we provide the above email address and telephone number in response to BUSS inquiries from teachers in your area? Yes No

Please send us the following brochures in the amounts indicated:

- ___ Shakespeare's Globe, London, England - *Teaching Shakespeare Through Performance*
- ___ University of Oxford - *English Literature/Creative Writing/History, Politics and Society*
- ___ Scottish Universities International Summer School – *Text and Context/Creative Writing/Theatre & Performance*

How many BUSS Fellow(s) do you anticipate sponsoring for the Summer of 2015? _____

Expected amount of award(s) In 2014, fees were approximately \$5,000 for 3 weeks of study at The Globe and Oxford and \$3000 for 2 weeks at Edinburgh.

Awards – UK Fees _____ Awards – airfare/stipend _____ (optional)

After ESU BUSS fellows have been accepted by the UK institution, ESU-US will invoice the Branches for the cost in dollars at the exchange rate used for our transfer of funds and pay the UK institution. University/Globe Fee Invoices will be sent to the Branch Treasurer, with copies to the Branch BUSS Chair. Remission of funds in US dollars will be payable to ESU-US and due within 14 days of invoicing. Branches will disperse any additional payments to the teachers for transportation funds and stipends if applicable.

Branch Treasurer: _____

Email: _____ Telephone: _____

Return to: ESU 144 East 39th Street NY NY 10016 Attn: Alice Uhl or buss@esuus.org



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Time Line

- November 1, 2014** BUSS Participation Form returned to ESU National Headquarters. Branch updates template BUSS application forms and post on Branch website. Email local teachers with Branch deadline.
- November 15, 2014** UK Institution brochures mailed as soon as ESU National Headquarters receives them from the UK -- usually November for Edinburgh and December for Oxford and The Globe.
- January-February** BUSS Fellowship Interviews conducted. Time and Place TBA.
- February 15, 2015** BUSS Fellowships awarded. Please inform Fellowship recipients to download the application of the program they wish to attend, complete all requirements and send to ESU National Headquarters.
- March 1, 2015** Completed applications due at ESU National Headquarters. International Programs Manager reviews and forwards all applications to the UK.
- PLEASE NOTE:** Most ESU BUSS Scholarship recipients are accepted into their first choice program. However, these programs have limited availability. The Globe is extremely competitive. **Final acceptance is determined and notified by the UK institution, not the ESU.**
- Early April** BUSS Fellows, ESU National Headquarters and ESU Branch contacts are notified directly by UK institution in early April of their BUSS Fellows' acceptance via e-mail. Once ESU BUSS Fellows have been accepted by the UK institution, ESU-US pays the UK Institution and invoices the Branches for the cost in dollars at the exchange rate used for the transfer of funds.
- Late April/
Early May** University/Globe Fee Invoices sent to the Branch President, with copies to the Branch Treasurer and BUSS Coordinator. Remission of funds in US dollars will be payable to ESU-US and due within 14 days of invoicing. Branches disperse any additional payments to the teachers for transportation and stipends if applicable.
- May 2015** Remission of funds in US dollars payable to ESU-US.
- July-August 2015** ESU BUSS Fellows attend their programs.



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Funding and Partnerships

The ESU BUSS courses are two to three weeks in duration and course fees are \$3,000 - \$5,000 each. The course fees include: tuition, most meals and dorm room with shared bath. Each ESU Branch decides whether to provide a full or partial scholarship and whether or not to contribute toward the teachers' airfare. Many teachers are delighted to receive partial fellowships and can raise additional, continuing education funds through other professional or personal means.

Your Branch BUSS Fellowship is the perfect opportunity to raise visibility of the ESU's education mission and partner with other local organizations. Identify and contact organizations or businesses in your community who would be interested in supporting the BUSS Fellowship.

PARTNERING EVENTS:

Some Branches hold an additional event in conjunction with their ESU BUSS Fellowship Award Ceremony. If a local organization is already partnering with you on the funding, we suggest your Branch try and collaborate with them on the award event. These events should connect in some way to English language, literature, history or international affairs. Following are some event suggestions to hold in conjunction with the awarding of your ESU BUSS Fellowship:

- Reception and Meal (Brunch, Luncheon, Dinner)
- BUSS Alum Teacher Workshop
- ESU Branch Meeting
- Lecture
- Book Reading/Signing



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Mailings to Teachers

This initial mailing should be sent to teachers/schools in the Fall.

Necessary Materials:

- Branch's BUSS Memo to Teachers: Introduces teachers to the Fellowship and gives essential information about participation. See following sample from ESU Denver Branch on following Handbook Page.
- Customize and attach ESU Sample BUSS Application Form found on BUSS Handbook pages 10-12.

Instructions:

- Update the Sample Memo to Teachers and Branch BUSS Application Form with your Branch-specific information (including your BUSS Coordinator's contact information and dates).
- Forward your Branch's customized BUSS Branch Application Form to Grant Hamel at ESU National Headquarters (gghamel@esuus.org) to add to your Branch's BUSS program page under Teacher Resources. Request teachers complete application form and submit online.
- Research local schools.
- Place the Sample Memo to Teachers in the body of an email to your local schools.
- Attach your Branch's BUSS Fellowship Application Form and email in a mailing to teachers and school administrators in your target area making sure to place email address in bcc line. Include past BUSS fellows and teachers involved in ESU programs (SSF, Shakespeare Competition and Middle School Debate).
- In your email encourage administrators and teachers to share and forward the opportunity.
- Send the email 2-3 times before your deadline and encourage teachers complete and submit online by including a link to your Branch BUSS Program page.

Follow Up Mailing to Participating Teachers

- Email teachers/schools who have returned the completed Branch BUSS Application Form stating the details of your Branch Finalists' Interviews. Be sure to include the date, time, location (full address) and any other necessary details. Request a confirmation of attendance.
- Attach the Branch Interview Invitation and Photo Release Form (on Handbook Page 20) to the email.



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Sample First Letter to Teachers
(Copy of Denver Branch's initial email)

SUMMER STUDY IN THE UK

Oxford, Shakespeare's Globe, the University of Edinburgh
FREE to local public high school **English, Drama and History** teachers

Since 1957, 126 Denver-area teachers have studied in England. You may know some of the teachers who have received fellowships: **Carol Hendry** from Chaparral attended the University of Edinburgh, and **Susan Stokley** from Kennedy High School went to Oxford; **Lisa Cillessen** from Standley Lake High School and **Brian Kurz** from Grandview were in London at the Globe; **Jeff Blair** of Grandview was at London's Globe Centre as well as **Rene Dill** and **Cindy Compton**, drama instructors at Northglenn and John F. Kennedy High Schools; DPS administrator **Nick Dawkins** studied at Oxford as did **Alan Martin** of Chaparral, and **Fletcher Woolsey** of Cherry Creek.

Their experiences were memorable, and all agree that they are better teachers as a result.

Best of all, the fellowships are FREE.

Denver Branch of the ESU is seeking qualified **secondary teachers of English, Drama and History** who want a chance at this marvelous opportunity. Check the website of the Denver Branch for current information on the competitive fellowships, the university curricula and the application procedure.

www.esuus.org/branches/denver

Applications must be postmarked by January 3rd.

Please forward this e-mail to district English, Drama, and History department chairs who can notify teachers about this great opportunity.



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2015 English-Speaking Union Teacher Application Form

Name: _____

School Name: _____

Principal's Name/Email : _____

Type of School: Public Charter Independent Parochial

Location of School: Urban Suburban Rural

School Address: _____

Home address: _____

Personal e-mail : _____ School e-mail: _____

Mobile Phone: _____ Home Phone: _____

College : _____ Degree: _____ Graduation Year: _____

Graduate School: _____ Degree: _____ Graduation Year: _____

Additional Graduate Work: _____

Primary Teaching Field (s): _____ Additional teaching field: _____

Number of Years Taught: _____

Length of Time at Current School: _____

Current classroom teaching experience, school/courses taught

Published Papers Professional Presentations Conferences Awards

Please provide titles/dates _____

Leadership experiences, school activities and community service:

What was the most significant course you have taught? Why?

Foreign travel/foreign study, if any (cite nature of experience and approximate length of time):

How did you learn about this scholarship? _____

Which school would you like to attend and why? Please list 1st & 2nd choice and check course:

Oxford *English Literature* *Creative Writing* *History* *International Politics*

Edinburgh *Modernism* *Scottish Literature* *Contemporary Literature*

Creative Writing Theatre and & Performance

Shakespeare's Globe, London *Teaching Shakespeare Through Performance (TSTP)*

The target participants for Globe Education's Teaching Shakespeare Through Performance (TSTP) course are English Language Arts/Literature teachers. Although participants engage with Shakespeare's work as texts to be performed, and not simply read, TSTP is not an acting program. The course is delivered with the knowledge that English teachers may not have training or experience with performance-based methods of teaching Shakespeare, so will suit anyone who is an inquisitive, adventurous teacher with a passion for Shakespeare and with a willingness to work outside their comfort zone.

Please note: This is a 2 tier application process. Once accepted and awarded a BUSS Fellowship by the ESU, the BUSS applicant must then apply and be accepted by the British summer school program. Most ESU BUSS Scholarship recipients are accepted into their first choice program. However, these programs have limited availability. The Globe is extremely competitive. **Final acceptance is determined and notified by the UK institution in Spring, not the ESU.**

How do your objectives for studying in the United Kingdom connect to the English-Speaking Union's mission and vision?

How will you become actively involved with the ESU upon your return?

Please write a **one page personal statement** indicating your goals in attending summer school in the United Kingdom. Detail what you hope to gain from the course and how it will affect your teaching. Your statement should give evidence of your qualifications, writing abilities, motivation and adaptability to new circumstances. (Upload as PDF).

Please Note: Oxford & Edinburgh Programs are intellectually rigorous, graduate level seminars. Teachers must complete all preparatory reading, attend all seminars and spend considerable time in the library to complete the required reading and research including a final paper of 2,000-3,000 words. **The Globe Program** is rigorous intellectually and physically. English Literature teachers are strongly encouraged to apply and must currently be full-time, classroom Teachers who will be teaching Shakespeare in the upcoming year.

Next Steps

1. Upload the ESU BUSS Application and personal statement to the address below.
2. Please have two professional letters of recommendation provided from another faculty member and the principal at your school. If you completed college very recently, one letter can be from a faculty member at your college sent to the address below.

These applications must be received by **January __, 2015 to: email address _____**

IF you are awarded an ESU BUSS Fellowship by your local ESU Branch, you will then need to complete the British institution's 2015 application form, provide all their required supporting documents for consideration and send by **March 1, 2015** to: ESU National Headquarters at buss@esuus.org or Manager, International Programs, 144 East 39th Street, New York NY 10016.



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GUIDELINES FOR ESU BUSS FELLOWSHIP INTERVIEWERS

In an attempt to standardize the interview ratings awarded to the ESU BUSS candidates, the ESU has prepared the following descriptions to be used as guidelines.

- A Clearly outstanding candidate. Professionally and academically superior; innovative; open to new ideas; teachers who exhibit leadership qualities in their school and extra-curricular activities in many areas or very strong in one significant area. Would be an excellent participant and give back to their students and the ESU.
- A- Very strong candidate who would be successful if chosen. Academically curious—understands the personal and professional benefits of life-long learning; significant involvement in school’s mission and extra-curricular activities. Minor deficiencies or interviewer's reservations prevent full A.
- B+ Perfectly acceptable candidate who would succeed. Some reservations about maturity, academic strengths, flexibility to adapt to new surroundings and pedagogy or extracurriculars.
- B A long shot. Might well succeed because of unusual strength in one area despite some reservations about others.
- C Not acceptable. Too weak academically. Primary interest seems to be in summer vacation in UK, rather than summer study.

CUMULATIVE RATING: Excellent Average Weak
 A A- B+ B B- C

Examples:	Professional/Academic	Extracurricular	Personal	
Sarah Kelly	B-	B	A-	= B
Marisa Dieken	A	A	A	= A
Joseph Coz	B	B+	B-	= B

Oxford & Edinburgh Programs are intellectually rigorous, graduate level seminars. Teachers agree to complete all preparatory reading, attend all seminars and spend considerable time in the library to complete all reading and research including a final paper of 2,000-3,000 words. **The Globe Program** is rigorous intellectually and physically. English Literature teachers are strongly encouraged to apply and must currently be full-time, classroom teachers who will be teaching Shakespeare in the upcoming year.



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ESU BUSS INTERVIEWERS' EVALUATION PAGE 1 OF 2

ESU BUSS Candidate Name: _____ School Name: _____

Applying for ESU BUSS Fellowship to _____ to study _____

Teachers who will have the greatest impact and most benefit from an ESU BUSS Fellowship:

- Mid-career, full-time teachers with 5 – 15 years teaching experience.
- Teachers who work in schools with a significant number of underserved students.
- Teachers who have not studied overseas.
- Teachers who have not participated in extended professional development.
- The ESU and The Globe strongly recommends the selection of English teachers for The Globe's *Teaching Shakespeare Through Performance* program.

Please note: *Oxford and Edinburgh feeds the mind as teachers have a chance to return to graduate school. The Globe engages body, soul and mind on the South Bank of the Thames.*

Part I Professional/Academic Information

Type of High School: Public Charter Independent Parochial

Location of High School: Urban Suburban Rural

Subjects Taught: History English Literature Drama Writing Other

Number of years taught: 1-2 3-5 5-15 15+

Number of students annually: under 25 25-50 50-100 100+

Degree: Undergraduate Graduate

Additional Graduate Work: _____

Professional Development: _____

OVERALL RATING for Professional/Academic	Excellent	Average	Weak
	A A-	B+ B	B- C



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ESU BUSS INTERVIEWERS' EVALUATION PAGE 2 OF 2

Part II Extracurricular/Leadership Involvement

Note specific extracurricular contributions to school, students, leadership, arts, community service, etc.

OVERALL RATING for Extracurricular/Leadership	<u>Excellent</u>		<u>Average</u>			<u>Weak</u>
	A	A-	B+	B	B-	C

Part III Personal Qualities

Ratings based on recommendations, personal essay and interview

	<u>Excellent</u>		<u>Average</u>			<u>Weak</u>
Commitment	A	A-	B+	B	B-	C
Motivation	A	A-	B+	B	B-	C
Adaptability	A	A-	B+	B	B-	C
Enthusiasm for ESU & BUSS Program	A	A-	B+	B	B-	C
Social ease	A	A-	B+	B	B-	C
Maturity	A	A-	B+	B	B-	C
Teamwork	A	A-	B+	B	B-	C
Sense of humor	A	A-	B+	B	B-	C

OVERALL RATING for Personal Qualities	<u>Excellent</u>		<u>Average</u>			<u>Weak</u>
	A	A-	B+	B	B-	C

Part IV Cumulative Rating For All Categories (Please also record this rating on the reverse)	<u>Excellent</u>		<u>Average</u>			<u>Weak</u>
	A	A-	B+	B	B-	C



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ESU BUSS FELLOWSHIP TEACHER'S INTERVIEW REQUIREMENTS CHECK LIST

Please read to the candidate during interview, have them check the boxes and sign.
Through the British University Summer School Program, the English-Speaking Union of the United States invests in teachers and teachers' education. The ESU believes in and supports teachers and thus, the many students they reach.

If offered an ESU BUSS Fellowship, I will:

- Complete the British institution's 2015 application form, provide all the required supporting materials and send by March 1, 2015 to buss@esuus.org or Manager, International Programs, ESU 144 East 39th Street, New York NY 10016.
- Acknowledge that although most ESU BUSS Scholarship recipients are accepted into their first choice program, these programs have limited availability. The Globe is extremely competitive. Final acceptance is determined by the UK institution, not the ESU. Notifications of acceptance are emailed in Spring 2015.
- Accept all rules, regulations and fulfill all academic requirements of the British school including completing all preparatory reading, attending all classes or rehearsals, and completing papers, exams or performances as required.
- Acknowledge that all the ESU British University Summer School programs are rigorous – academically and physically. I will spend the necessary time in classroom and library to fully participate and complete all assignments.
- Return to the classroom for at least the next 2 years and share with students and colleagues the experiences and methods learned during the ESU BUSS Fellowship.
- Respond conscientiously and promptly to quantitative pre-and post-course questionnaires that will be used to evaluate the effectiveness of the program.
- Engage with ESU Education and Branch programs in the upcoming year.
- Have the ability to provide a minimum of \$_____ for expenses not covered.
- Notify the ESU Branch and Education Dept in writing in the event of cancellation. I am personally liable for any BUSS fees disbursed/paid prior to departure if I cancel. Fees paid to the institution will be returned according to the institution's cancellation policy.

Candidate Name (Printed)

Candidate Signature



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ESU BUSS INTERVIEW REPORT 2015

Please print

NAME: _____

CUMULATIVE RATING: _____

SCHOOL: _____

LENGTH OF TIME AT PRESENT SCHOOL: _____

INTERVIEWED BY: _____

INTERVIEWERS' COMMENTS:

Any additional comments about the applicant's personality, understanding of what is expected of participants both during and after their summer study, and in particular, any recommendation as to the suitability of the applicant.



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Publicizing ESU BUSS Fellowships

Your Branch BUSS Fellowship is the perfect opportunity to raise visibility of your Branch support of the ESU's education mission and connection to your community. Celebrate and share the achievement of your Branch Fellowship recipients.

PRIOR TO AWARDING AN ESU BUSS FELLOWSHIP

- Post BUSS Fellowship application information on your ESU Branch BUSS Page.
- Visit schools and talk about the BUSS Fellowship at school/department meetings.
- Attend teacher conferences in your local area. Distribute ESU BUSS Fellowship application materials.
- Identify educator and arts organizations in your area. Encourage them to forward ESU BUSS Fellowship application materials to their teacher contacts.
- Encourage schools to post ESU BUSS Fellowship application information on their website.
- Post ESU BUSS Fellowship flyers at schools, libraries, bookstores.

ANNOUNCING AN ESU BUSS FELLOWSHIP

- Post ESU BUSS Fellowship Award Announcement on your ESU Branch Page
- Suggest schools announce their teacher's achievement on their school website, newsletter and/or TV show.
- Contact your local newspaper and/or radio and invite a reporter (usually in the Life/Style, Arts, Education and City/Metro divisions) to attend the Award ceremony. Send ESU BUSS Press Release to local media prior and following the Award ceremony.

Please Note: Every Fellowship recipient must sign a photo release form.

Without this release form, you cannot publish or distribute any photos or videos of the participants. A copy is provided on the following page of this Handbook.



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Photo Release Form

PLEASE PRINT CLEARLY

I hereby give The English-Speaking Union and its educational partners' permission to:

- Record my participation and appearance on video tape, audio, film, photography or any other medium concerning my participation in the Fellowship Program.
- Use my name, likeness, voice and biographical material in connection with these recordings.
- Grant all rights to exhibit or distribute these sound, still or moving images in whole or in part in any medium without restrictions or limitations for educational, promotional or any other purposes that support the mission of The English-Speaking Union.

I agree that all rights to the sound, still or moving images belong to these entities.

ESU British University Summer School Fellowship to _____

ESU Branch: _____

Name of Fellowship Recipient: _____

Address: _____
City/State/Zip

Telephone: _____
Home Work Cell

E-mail: _____

Signature of Fellowship Recipient

Print Name

Date



The English-Speaking Union British Universities Summer School

Dispensing BUSS Fellowship funds

The ESU remits a single payment to each British Institution on behalf of all the ESU Summer Fellows attending their respective programs. Accordingly, once fellows are accepted at the participating institutions, we will pay the institutions and invoice the Branches for the cost in dollars at the exchange rate used for our transfer of the funds. Invoices will be sent to the Branch Treasurer, with copies to the Branch BUSS Chair. Remission of the funds will be due upon receipt or in any case within 14 days of our invoicing the Branch.

Branches will continue to disperse payments directly to the teachers for transportation funds and stipends (if applicable). British University Summer School Fellowships likely do not meet the IRS' limited definition of a 'scholarship' as they do not involve candidates receiving payments to pursue a degree. Consequently they fall under the IRS designation as 'prizes or awards' which are taxable under IRS section 74. This means that Branches must provide teachers and the IRS with form 1099 Miscellaneous Income for the amount turned over to the teacher. Given that the awards to teachers involve continuing professional education it is likely that the grant monies they spend in connection with the fellowship are deductible as 'unreimbursed employee expense' but this is a matter for the individual recipients to consider.

Summary of Payments

- University/Globe Fees: Payable to ESU-US.
- Airfare: Payable directly to airline or check to teacher to reimburse for international airfare (if applicable).
- Stipend: Payable by check to teacher (if applicable).

Cancellation Policy

In the event that a BUSS fellow is unable to attend the program, he/she must notify the ESU Branch and the ESU Education Department in writing. Fees paid to the institution will be returned according to the individual school's cancellation policy, as specified in their materials. Branches should make it clear that the recipients will be personally liable for any BUSS fellowship fees disbursed or paid prior to departure in the event of a withdrawal.



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Branch BUSS Fellowship Checklist

FALL:

- Review the *Recommended Guidelines* for BUSS Fellowship Committee and Teacher Selection.
- Choose a BUSS Branch Coordinator and BUSS Fellowship Committee.
- Complete the *Branch Participation Form* (with Branch President's permission).
- Confirm a date for your Branch Fellowship Application Deadline and Interviews.
- Confirm a venue for your Branch Fellowship Interviews.
- Compile school/teacher contact list for program target area (*Teacher Email Contact List*).
- Update documents for 1st mailing with Branch information (*Sample Letter to Teachers* and *BUSS Application*) and update Branch website.
- Mail schools/teachers Branch BUSS application and BUSS 2015 information (2-3 times).
- Additional outreach to teachers and schools (visit new schools, attend teacher conferences, etc.).
- Compile email with Branch Interview information (for 2nd mailing).
- Send out 2nd mailing to registered schools/teachers with Branch Interview Information, UK Brochures of Summer programs and *Branch Photo Release Form*.

WINTER

- Hold your Branch Fellowship Interviews.
- Notify Fellowship recipient(s) and provide UK application information to complete and forward to ESU National Headquarters to: buss@esuus.org by March 1, 2015.
- Award BUSS Fellowship at ESU Reception and send in Branch winner's information to ESU National Headquarters.
- Update Branch page with news of your Branch Fellowship Award: photos, videos, stories, etc

SPRING

- Customize ESU press release.
- Send out press release to Fellowship recipient's school, local media outlets and organizations.
- Send pictures, video and/or press to ESU National Headquarters.
- After receiving invoice, send BUSS course fee payment to ESU National Headquarters.
- Stay in touch with teachers (send ESU mailings/newsletters, invite to Branch events, etc.).



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Websites for Oxford, Edinburgh & The Globe

BUSS program dates, details, and course descriptions are available online:

Oxford University: www.conted.ox.ac.uk/summerschools

Edinburgh University: www.summer-school.hss.ed.ac.uk/suiss

Shakespeare's Globe, London: www.shakespearesglobe.com

Application Reminders

- Oxford University and Edinburgh University provide their web addresses to download the application forms from their websites.
- Only The Globe includes an application form on the inside back cover of their brochure.
- The 2015 course and application details will be updated on the UK websites as available usually October/November for Oxford and December for Globe.

International Travel Requirements

All teachers are required to hold a valid passport for travel to the United Kingdom. It is the responsibility of the teacher to check with their local consulate the requirements for entrance to study in the UK for 2-3 weeks. At this time, the teachers do not need to obtain a visa for summer course. They will be entering the UK as a student visitor. A letter confirming their participation in the summer program will be supplied by their institution prior to departure and should be presented at immigration if requested.

For more information

www.esu-buss.org

buss@esuus.org

212.818.1200, ext. 212

The English-Speaking Union of the United States
144 East 39th Street New York NY 10016



The English-Speaking Union British Universities Summer School



What Teachers Are Saying About the ESU's British Universities Summer School

It is inspiring to be part of a university with such deep roots in the western intellectual tradition. I've had the chance to make friends with people from all around the world, discuss topics of international importance with eminent historians, and do research in the Bodleian Library.

M.B., ESU Greenwich Branch

Thank you to every member of the ESU world-wide for having these programs available and making it possible for teachers like me to experience them. Thank you to the Globe Theatre for enveloping me with the love and passion for this world of theatre. Thank you to William Shakespeare for giving us these lovely words, words, words. Thank you one and all. Cheers!

B.B., ESU Palm Beach

I now have a notebook full of snippets I wrote and a few chapters of a novel I'm working on. The professional writer who was my personal tutor for the three weeks gave me confidence in having writing skills and ideas worth writing and reading. Attending the international book fair and hearing contemporary writers read was also fascinating. I wished I could be there for a year! Edinburgh is a lovely place to work and to play . . . Let me know what I can do to thank the ESU for being such a generous organization!

S.C., ESU Philadelphia Branch