



Summerbridge Hong Kong 2013 Summer Program Student Teacher Application

Information for Applicants

Thank you for your interest in Summerbridge Hong Kong's 2013 Summer Program!

- All applicants must submit a completed application form via email, fax, or post on or before **March 15, 2013**. Applications are considered on a rolling basis so we strongly encourage you to submit your application earlier.
- If you are not a Hong Kong citizen**, you have to **possess a valid passport** and submit your application by **February 25, 2013**. If we hire you, we will need extra time to help you obtain a work visa.
- IMPORTANT:** We only provide airfare allowance and housing accommodation to student teachers with relevant Breakthrough/Summerbridge summer program experience only. **If you have never taught at the Breakthrough/Summerbridge programs before, you will need to sponsor your own plane tickets and housing accommodation.** If we hire you, we will be able to offer you assistance to locate suitable housing. Please keep in mind that you may be able to apply for a scholarship at your school that will cover these costs. Many of our teachers have successfully applied for summer scholarships in the past. If we hire you, we will do our best to support your scholarship application; however, we cannot make any guarantees.
- Summerbridge Hong Kong summer sites have not yet been confirmed. We will know the exact locations in May or June 2013.

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

2013 Program Dates

January - April	<ul style="list-style-type: none"> Phone Interviews (applies to overseas applicants) Interviews + Teaching presentations (applies to local applicants)
April 30	<ul style="list-style-type: none"> All hiring decisions made (rolling basis)
June 22	<ul style="list-style-type: none"> Staff Introduction Day
June 24 - June 25	<ul style="list-style-type: none"> Administrative Training (applies to Deans, Department and Committee Heads only)
June 26 - July 9	<ul style="list-style-type: none"> Teacher Orientation (applies to all teachers)
July 10 - August 11	<ul style="list-style-type: none"> Classes in session
August 12 - August 16	<ul style="list-style-type: none"> Evaluation Week (applies to all teachers)

Staff Commitments and Responsibilities

- | | |
|----------------------------|---|
| Time Commitments | <ul style="list-style-type: none"> ▶ Consider this position a demanding full time commitment. ▶ Attend every day of the seven-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 Commitments | <ul style="list-style-type: none"> ▶ Speak English with students at all times during the program and at any activities including students outside of the program. ▶ Creatively teach 2-4 lessons daily (Monday - Friday) ▶ 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 Commitments | <ul style="list-style-type: none"> ▶ Participate in an academic department and a committee to organize a special event. ▶ 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. |

Travel and Food Subsidy

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

A stipend enhancement of HK\$ 1,000 will be given to teaching staff who have previous Summerbridge Summer Program experience.

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

Summerbridge Hong Kong aims to provide tuition-free English education to low income students. For our student-teachers, we aim 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. The information 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.



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)

Email Address: (School)

Email Address: (Personal)

Current School:

Current Grade/Year:

Personal Information (Please type or print clearly)

Gender:

Male Female

Date of Birth:

Nationality

Nickname

Ethnicity: (Optional)

Do you have a passport?

Yes

No

If yes, please list your passport 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 offense as well as whether the offense 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, what year and which program?

Have you applied to teach at Summerbridge/Breakthrough before?

Yes

No

If yes, please state year, program, and decision:

Tell us about you!

I have previous experience in...

- | | |
|---|---|
| <input type="checkbox"/> Teaching ESL
(English as a Second Language) | <input type="checkbox"/> Computer Skills:
_____ |
| <input type="checkbox"/> Musical Instrument(s):
_____ | <input type="checkbox"/> Foreign Languages:
_____ |
| <input type="checkbox"/> Life Saving Certificate (Expiration date:)
_____ | <input type="checkbox"/> CPR Certificate (Expiration date:)
_____ |
| <input type="checkbox"/> Counseling Training (Describe:)
_____ | <input type="checkbox"/> Visual Arts:
_____ |
| <input type="checkbox"/> Darkroom Photography
<input type="checkbox"/> Yoga
<input type="checkbox"/> Sports/Athletics
<input type="checkbox"/> Community Service | <input type="checkbox"/> Drama
<input type="checkbox"/> Journalism
<input type="checkbox"/> Singing/Dancing
<input type="checkbox"/> First Aid |

DON'T BE SHY! Please feel free to include any other skills and talents you have or leadership positions you've held in the past. If you require more space, please attach a separate sheet.

Personal Statement

Please answer the questions that apply to you and attach answers on a separate piece(s) of paper.

For All Staff

Please re-read the "Staff Commitments and Responsibilities" section at the bottom of page 1. The SB schedule will compete with your family, friends, and other commitments. If a problem occurs, how will you deal with conflicting schedules?

For Returning Staff

1. What would you do differently this summer that would be helpful for the program? (100-125 words)
2. Every returning staff member is a leader. What are the most important things you can do as a leader next summer? (50-75 words)

For New Staff

Send us an A4/letter size or larger sheet of paper with your application. Use this sheet to creatively express an aspect of your personality that this application has not addressed. Your expression can take any form you like: art, math formulas, poetry, charts, essays, stories, photographs, song lyrics, etc. This is an important part of the application. It is our chance to gain a better understanding of what you as an individual can bring to the program. We are looking for creative works that will express your personality.

Designing Your Course

In this part of the application you need to 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 and they have little practice speaking English.
- 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, and Debate.

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 in this subject.

Example:	My Class:
Subject:	Subject:
Astronomy	<input type="text"/>
Topic 1:	Topic 1:
Study of the solar system	<input type="text"/>
Topic 2:	Topic 2:
Space Travel	<input type="text"/>
Topic 3:	Topic 3:
Learning about the possibility of alien life forms	<input type="text"/>

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.

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 if you get hired.

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?

Teaching Presentations (LOCAL APPLICANTS ONLY)

Teaching presentations will be conducted from January 14 to April 12, Monday through Friday, from 3:30pm to 6:00pm.

We would like to get an idea of what days you might be free to do a teaching presentation. Please mark the days of the week and times that you **can come** for a teaching presentation.

Monday	Tuesday	Wednesday	Thursday	Friday

****This does not apply to candidates living abroad. Phone interviews will be conducted instead.****

Please see the Teaching Presentation section for more information.

Letter of Intent

- I understand that the commitment for Summerbridge staff is **June 22 and from June 26 to August 16, 2013**. These dates include training, classes, and evaluation. Hours run from **8:00am to 6:00pm**, Monday through Friday, with **some Saturdays** 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 parents 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 (Leave blank if submitting electronically)

Parent/Guardian's Signature

Date

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

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
- Skills and experience
- Personal statements
- Designing your course
- Mini-courses
- Letter of intent

Once you have everything, please submit the application via email, fax or post to the Summerbridge office by **March 15, 2013**.

If you are not a Hong Kong citizen, please submit your application by February 25, 2013. If we hire you, we will need extra time to help you obtain a work visa.



summerbridge夏橋

Life Changing Skills In English

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



Teaching Presentation Section

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 an interview over the phone. You do not need to fill out the 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. Email 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 email 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 must submit this section to the Summerbridge office prior to your phone interview.

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:

