***NATIONAL CONSORTIUM FOR TEACHING ABOUT ASIA***

**APPLICATION PACKET**

**For NCTA Field Study in China and Vietnam -- Summer 2017**

**Application Deadline:**

**February 3, 2017**

Applications must be submitted **in triplicate** and **by mail.**

(Faxed and emailed applications are not accepted)

***Please return the forms to:***

**Karen Kane**

**Weatherhead East Asian Institute**

**420 West 118th Street, Room 903A,**

**Mail Code 3333**

**New York, NY 10027**

**kak13@columbia.edu**

**APPLICATION INFORMATION**

**NCTA Field Study Opportunities in China and Vietnam -- Summer 2017**

Dear NCTA Alumni:

If you wish to participate in any of the Field Study opportunities offered below -- please complete the application form attached and return your completed application to your site administrator or Karen Kane (address on the cover) **by Friday, February 3, 2017.**

**IF you have traveled previously on a NCTA Study Tour, you are NOT eligible to apply in 2017.**

**Contents:**

* **Study Tour Goals p. 3**
* **Study Tour Itinerary p. 3**
* **Study Tour Prerequisites p. 3**
* **Itineraries and Dates p. 4**
* **Fees p. 4**
* **Professional Development Credit p. 4**
* **Conditions of Participation p. 4**
* **2017 Study Tour Timeline p. 5**
* **Application Form:**
  + **Information Page p. 6**
  + **Agreement Page p. 8**
  + **Supporting Documentation p. 9**
  + **Application Checklist p. 10**

**Study Tour Goals**

The goal of the Study Tour experience is to provide individual educators with professional development opportunities that will help expand their understanding of East Asia. As professional development opportunity for educators, the Study Tour is designed to provide a pivotal experience. It is the culmination of a period of classroom study (NCTA seminar or NCTA on-line offering) during which educators have acquired new professional expertise on East Asia. The Study Tour provides them with a practical experience helpful in utilizing this new expertise. The Study Tour will prepare educators to strengthen curriculum on East Asia in their school districts.

**Itinerary & Dates**

**China and Vietnam:**

Cities: Beijing, Xian, Shanghai, Suzhou, Kunming, Yuanyang, Sa Pa, Hanoi, Hue, Ho Chi Minh City

**02 July to Chicago; 03 July to Beijing – 21 July arrive in Chicago from Hi Chi Minh City**

**Cost: $1850 check and $150 in cash for tip fund to be collected at Departure Orientation**

**All participants are required to gather in their departure city the day before departure for an orientation meeting. Hotel accommodations will be arranged and paid for by NCTA. Participants are responsible for transportation to and from gateway/departure city (usually Chicago).**

Travel will be by air, train, and bus. Lodgings will be modest.

\*\*Note: The itinerary for this Study Tour is physically demanding. There will be a great deal of walking. Temperatures can reach 95+ degrees in some places. Participants will often be responsible for carrying their own luggage, in some cases up several flights of stairs. Information on necessary medical immunizations and medications will be discussed in the Discussion Board and Handbook, but participants should check with their own physician and return the Medical Consultation Form. For those who are not use to regular exercise or a rigorous physical regimen, now is the time to start getting yourself in shape!

**Study Tour Prerequisites**

1. A total of 30 hours in NCTA-sponsored professional development programs; these can be face-to-face seminars and workshops in their state, on-line 30-hour courses, on-line mini-courses, on-line simulcasts, or any combination thereof.
2. Taught full-time for two years.
3. Currently teaching or supervising curriculum areas with significant Asia content.
4. Plan to teach or supervise full-time for the academic year following the Study Tour.
5. IF you have traveled previously on a NCTA Study Tour, you are NOT eligible to apply in 2017.

**Fees**:

1. Participants are responsible for:
   1. co-payment for participation of $1850 made payable to our agent, Chinasmith, Inc.
   2. a $150 in cash contribution to the “tip fund” at the time of travel.
   3. A few dinners “on your own”
2. **All applicants must also arrange their own travel to and from the departure city in the U.S. (Chicago)**
3. Applicants are urged to approach their school districts and local civic clubs for travel support to cover the costs mentioned above.

**Professional Development Credit**:

Following the conclusion of the field study programs, all participants will receive a letter certifying their participation in 25 hours of professional development for the field study program.

**Conditions of Participation**

1. All participants must assume responsibility for obtaining and bearing the costs of obtaining immunizations, international health insurance, passport, and photos for visas, if necessary. **Our travel agent will acquire the group visa for China and Vietnam. If you plan to stay over in Asia and will not depart with the group, you will be required to obtain your own individual visa at your own expense. Copies of your visa must be Xeroxed and mailed to Chinasmith, Inc.**
2. **Prior to departure, all participants are required to submit $1850 for participation in the Study Tour**. Checks should be made payable to the agent, **Chinasmith, Inc.** This will help defray the cost of airfare and in-country expenses. Other program costs (including roundtrip travel from the United States, domestic travel within the country visited, lodging, most meals, entry tickets, and program costs) will be covered by NCTA.
3. All participants are required to participate in an on-line pre-trip discussion board as well as a Reading Group on the history of Vietnam (February 15 – March 28). The Reading Group is free and located at : http://asiaforeducators.org/course/view.php?id=137
4. All participants are required to post Teaching Reflections post-trip on the Discussion Board
5. All participants will be required to make one oral presentation during the study tour on how they will use one of the sites or topics in their courses.
6. **Participants will be responsible for arranging their flights to the exit city (usually Chicago and O’Hare Airport) for the pre-trip orientation. Participants will supply $150 in cash for the tip fund at the meeting. Pre-trip hotel accommodations will be arranged by Chinasmith, Inc. and paid for by NCTA.**

**2017 Study Tour Timeline:**

February 3, 2017 Application deadline

Three signed copies of the application to be submitted.

Faxed and e-mailed applications will not be accepted.

February 15, 2017 Notification of candidates (travel documents will be included) by email. Applicants will be reminded to join the Reading Group on the history of Vietnam.

March 3, 2017 (1) Notification of acceptance by candidates and submission of travel documents:

Terms of Participation, Emergency Contact Information, and Declaration of Participants and Release

(2) **Deadline for receipt of $1850 travel deposit** (checks are made out to **Chinasmith, Inc.)** mailed to study tour coordinator, Karen Kane (address on cover)

**Karen Kane will email everyone receipts for the 1) travel deposits (immediately upon receiving) and 2) “tip fund” (after the study tour returns.)**

March 24, 2017 (1) Deadline for submission of proof of international health insurance and Medical Consultation Form

(2) Mail Xerox (CLEAR COPY, PLEASE. Color copies are the best.) of **signed** passport pages to Karen Kane at Columbia University if you did not include this in your application. Those travelers needing individual visas must obtain their own at their local passport center.  **If you are planning a trip requiring a passport, you should notify Karen Kane**

**(3) two passport quality photos for Vietnam visa**

April 1 – July 1 Participation in pre-trip Discussion Board

August 1 – October 1 Posting Teaching Reflections on Discussion Board.

All travel information including flights, itineraries, contact information, and hotels will be posted on the pre-trip Discussion Board.

**APPLICATION FORM**

**Information Page**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State where you teach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please write clearly!)

**Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you traveled in Asia before? With NCTA?**

**If yes, please list countries and years:**

**Location of NCTA face-to-face seminars or workshops in your state and year**:\_\_\_\_\_\_\_\_\_\_\_\_

And/or

**Title of online offerings and years**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(total credit must equal 30 professional development hours as certified by NCTA)

**Home Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you taught full time for a minimum of 2 years? \_\_\_\_\_yes \_\_\_\_\_no**

**Do you currently teach about China or Vietnam? \_\_\_\_\_ Name of course(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teaching Discipline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have worked at the following schools ( include addresses and dates of employment):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid U.S. Passport? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Check that your passport is signed and valid for six months after we return. Color xeroxes or scans are the best. Those who do not have a passport and are accepted into the program should be prepared to apply for a passport immediately upon acceptance. )***

Do you have any medical conditions relevant to arduous travel?

**Agreement Page**

I have carefully read and considered the description of the NCTA Study Tour information entered on the Information Page is true, correct and complete.

**I certify that I meet the following prerequisites for participation:**

have successfully completed the equivalent of 30 hours of professional development hours as certified by NCTA (as per list above)

* have taught full-time for a minimum of 2 years;
* currently teach full-time or supervise a curriculum area related to East Asia;
* am physically and mentally fit to undertake an extremely arduous three-week travel and study tour in China

**If selected to participate, I agree:**

**Prior to the Study Tour:**

* to contribute $1850 for participation in the Study Tour by March 3, 2017. Checks should be made payable to **Chinasmith, Inc**.
* to assume having a passport valid for six months after your return from the study tour
* to assume responsibility for obtaining and bearing the costs of obtaining all immunizations and medical examination by March 24, 2017
* proof of international health insurance by March 24, 2017;
* to participate in a pre-trip discussion board from April – July; and
* to contribute $150 **in cash** at the orientation meeting.

**During the Study Tour:**

* to participate in all scheduled activities and to remain with the group until completion of the Study Tour except in the case of emergency.

**Following the Study Tour:**

* to enhance the study of East Asia in my classroom and/or school district;
* to present an informational staff-development program for colleagues in your school district, following the trip, on resources and class materials related to the study tour experience.
* to participate in a post-trip discussion board

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

**I verify the above information is correct:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal or Supervisor Print Name

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Documents**

Please attach additional pages for the following:

1. **A one-page statement indicating:**
   1. **how the study tour experience you have selected will benefit the course(s) you currently teach;**
   2. **how you will reach other colleagues in your school system with materials and/or information on Asia as a result of your experience.**

**Please include any of the following:** What do you view as your personal educational mission? How do you see your participation in the Study Tour as part of your personal mission? (Include also, if appropriate, some information about your professional background, your goals as a teacher, any professional organization you are involved in and the capacity of your involvement. Give details about the professional development workshops you have given in your school and the areas in which you have developed curriculum.)

1. **Principal’s or supervisors signature on your Agreement page verifying that the information is correct**
2. **Passport Information**

**Most governments in Asia require that all travelers have passports that are valid for six months following the date of return from their country**. We request all applicants to submit a CLEAR photocopy of the first page of their passport including signature page and photo page. (If you don’t have a passport, please be sure to tell us in your application.). Everyone will go on a group Visa to China and Vietnam which will be obtained for you by our travel agent after you have submitted your acceptance letter, check, photos and a copy of your passport. If you need an individual visa, our agent will advise you about the best way to obtain it yourself.

1. **Optional (but recommended): Recommendation letter(s) from a colleague(s) familiar with your work. No more than two, please.**

**Application Check List**

The completed application (in triplicate) must be received by the study tour coordinator **by February 3, 2017.** Completed applications include the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Information page

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agreement page, endorsed by principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s personal education mission essay

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CLEAR**  Photocopy of the first page of your passport showing signature and photo. Color copies are the best.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Two passport quality photos for visas

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional) Letter of recommendation from colleague(s)

\*\*Remember three signed copies of the application must be submitted by the deadline

\*\*Remember to keep a duplicate copy of the application for your files.

\*\*Please contact Karen Kane, the study tour coordinator, with any questions:

**Karen Kane**

**Weatherhead East Asian Institute**

**420 West 118th Street, Room 903A**

**Mail Code 3333**

**New York, NY 10027**

[**Kak13@columbia.edu**](mailto:Kak13@columbia.edu)

**Tel: 212-854-9007**