



Summerbridge Hong Kong 2018 Summer Program Student Teacher Application

Information for Applicants

Thank you for your interest in the Summerbridge Hong Kong 2018 Summer Program!

- All applicants must submit a completed application form via email, fax, or post. If you are not a Hong Kong citizen, you must possess a valid passport and submit your application by **FEBRUARY 23, 2018**. If you are a Hong Kong citizen, please submit your application by **MARCH 9, 2018**. Deadlines vary due to the time needed to obtain a work visa for non-Hong Kong citizens.
- Applications are considered on a rolling basis; we strongly encourage you to submit your application earlier.
- Summerbridge sites in Hong Kong have yet to be confirmed. We will let you know the locations in June 2018.
- **If completing the application electronically, make sure you download the PDF file first and complete it offline.**

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

2018 PROGRAM DATES

November- 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 27	<ul style="list-style-type: none"> • All hiring decisions made (rolling basis)
June 16	<ul style="list-style-type: none"> • Staff Introduction Day
June 18-20	<ul style="list-style-type: none"> • Administrative Training (applies only to Deans, Department and Committee Heads)
June 22 – July 3	<ul style="list-style-type: none"> • Student Teacher Orientation
July 4 – August 3	<ul style="list-style-type: none"> • Classes in session
August 4 – 5	<ul style="list-style-type: none"> • Celebration
August 6 – 10	<ul style="list-style-type: none"> • Evaluation Week

STIPEND & SUBSIDY

Stipend

HK\$ 6,000 Secondary School Students

HK\$ 8,000 University Students

The stipend is to cover food and travel costs incurred while working at Summerbridge.

Housing Accommodation & Airfare Allowance

- We only provide housing accommodation and airfare allowance to student teachers with previous Breakthrough Collaborative or Summerbridge Summer Program experience.
- If you have never taught at 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 in locating suitable housing. Please keep in mind that you may be able to apply for scholarships at your school that can 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** » Attend every day of the 8-week program, including training, classes, and evaluation
» Daily commitment: Monday to Friday 8:00am-6:00pm (including some Saturdays and public holidays)
» Spend time outside of Summerbridge to plan lessons and activities, get to know staff and students
- Teaching** » Speak English with students at all times during the program and all activities outside of the program
- Commitments** » Creatively teach two interactive lessons and one elective class daily (Monday – Friday) for 5 weeks
» Design, implement, and evaluate a curriculum catering to English language learners
» 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** » 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 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.



Contact Information (please type or print clearly)

Surname (Last Name):

Given Name(s):

Mailing Address:

Home Phone:

Mobile Phone:

Skype ID:

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

Home Phone (Hong Kong):

Mobile Phone (Hong Kong)

E-mail Address (Personal):

Email Address (School):

Current School:

Current Grade/Year:



Personal Information (please type or print clearly)

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

Are you Hong Kong Citizen or Hong Kong Permanent Resident? Yes No Nationality: _____ Ethnicity (Optional): _____

Do you have a passport? Yes No If yes, please state, Expiry Date: _____ Country of Issue: _____

Do you have any medical conditions which may affect your ability to perform the inherent requirements of the position as described in the "Commitments and Responsibilities" section on page 1 of this application? (e.g., chronic conditions, psychological conditions, allergies, etc.)? Yes No

If yes, please indicate the details of your medical condition (optional):

Have you ever been convicted of any criminal offense(s) in Hong Kong or any other jurisdiction (excluding 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, state, 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: _____

Essays and Personal Statement

Please answer questions #1, #2, #3 and #4 below. 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 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 like. These questions are just a guideline - feel free to elaborate as you wish.

#4 Please answer the appropriate question below:

For Returning Staff Only:

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 as a leader this summer?

For New Staff Only:

Creative Personal Statement: On a separate sheet of paper or any other media, 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 your chance to give us a better understanding of you as an individual and the unique qualities you can bring to the program. Be creative!

Designing Your Course

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

- You will teach your course to classes of eight to ten students (ages 13 to 15) for five weeks.
- Your students are English language learners, with varying levels and abilities. They also have had little opportunity to practice speaking English.
- Summerbridge helps students learn English and build their confidence in speaking English. Therefore, you and your students must speak in English at all times. 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. You will need to think of creative and alternative ways to explain things.
- You should choose a subject that you enjoy and feel comfortable teaching. The subject should promote interactive activities, hands-on projects, and English language development. It can be a subject you learned in school or elsewhere. Remember, you only have five weeks, so consider a specific subject. Also, think about the relevance of your subject to students in Hong Kong.
- Here are some examples of past courses: Journalism, Entrepreneurship, Aviation, Drama, Comic Book Making, World Cultures, Astronomy, City Building, Economics, 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 will you teach this summer? List at least three topics and a final project that you might cover for this subject.

Example
Subject:
Astronomy
Topic 1:
Study of the solar system
Topic 2:
Space travel
Topic 3:
Learning about the possibility of alien life forms
Final Project:
Create a travel guide to a fictional space colony

My Class
 Subject:

Topic 1:

Topic 2:

Topic 3:

Final Project:

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. As you noticed in question 1, classes culminate in a final project (lasting two to four classes) which help tie the topics together. Describe two hands-on final projects you could do for this course. Examples include debates, posters/displays, drama presentations, and simulations.

Example of an Astronomy Final Project:

Space Colony Travel Guide – Each student will make a contribution to a travel guidebook. The book will be designed for tourists, and describe life on a far-off space colony on an alien planet. Sections will include details relating to accommodation, transportation to the colony, maps, activities, and local culture.

My Class:

Final Project 1:

Final Project 2:

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

Electives and Sports

A. Electives

Besides academic classes, students also take electives at Summerbridge. Electives are 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 academic focused. In previous years, electives have included Beatboxing, Foreign Languages, Storytelling, Acapella Singing, and Jewelry Making. You will be co-teaching an elective with other teachers, and you will get a chance to discuss with other teachers and finalize the elective you will teach during Teacher Orientation. 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 might like to teach.

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?



Interview and Teaching Presentation

For Local Applicants: In-person interviews and teaching presentations will be conducted from November 13, 2017 to April 6, 2018, Monday to Friday, from 3:30pm to 6:00pm. Please mark the dates and times that you can come for a teaching presentation. Please see the Teaching Presentation section (pp.13-14) for more information.

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

Monday	Tuesday	Wednesday	Thursday	Friday

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

Letter of Intent

- I understand that the commitment for Summerbridge staff is June 16, 2018 and from June 22 to August 10, 2018. These dates include training, classes, and evaluation. Hours run from 8:00am to 6:00pm, Monday through Friday, with some Saturdays. Some days may last past 6:00pm. I have no conflict with these dates.
- I understand that if I fail to provide the necessary information/intentionally provide false information or 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 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 EXPLANATION BELOW:

References

- 1) Please list two persons who can be references for you (eg. teacher, dean, employer, counselor, etc.). Please avoid listing family members or friends as references.
- 2) Please attach **ONE** reference letter from **ONE** of your listed references to your application. The letter should be an official letterhead and must be signed by your reference.

Reference #1 Name: _____

Relationship to Applicant: _____ Title/Position: _____

Phone Number: _____ E-mail: _____

Reference #2 Name: _____

Relationship to Applicant: _____ Title/Position: _____

Phone Number: _____ E-mail: _____

Acknowledgement of Waiver, Release, and Indemnity Agreement

At the time of hire, as a participant of Summerbridge Hong Kong, I understand that my execution of this following Agreement and the following terms, in consideration for participating in Summerbridge Hong Kong, is a prerequisite for participation in the Summer Program.

1. Waiver and Release

I agree to forever release, waive, and discharge Summerbridge Hong Kong and its officers, director, employees, agents, and representatives from all liability to the undersigned, my personal representatives, assigns, and/or next of kin for any and all 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, or any other type of suit and is intended to be as broad and inclusive as is permitted by the governing laws and ordinances of Hong Kong. If any portion herein shall be held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

2. Medical and Travel Insurance

I understand that Summerbridge Hong Kong will only provide personal accident insurance coverage during my time participating in Summerbridge Hong Kong. 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 medical 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 administration team 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 and his/her agents or representatives 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, costs, expenses, liabilities, losses, or damages for any property damage, property loss or theft, personal injury, disability, and/or death sustained by me as a result of my participation with Summerbridge Hong Kong. Furthermore, I agree to defend, indemnify, and hold harmless Summerbridge Hong Kong, its directors, officers, employees, agents, and representatives from all liability, including costs, expenses, and counsel fees incurred by them arising from claims, actions, or lawsuits brought against Summerbridge Hong Kong for any and all loss or damage caused by my acts or omissions as a result of my participation in Summerbridge Hong Kong.

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 relative 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.

Please sign below to acknowledge that you have read, and fully understand, this agreement and all terms contained therein, which will require your execution prior to your participation in the Summer Program.

**If you are under 18 years of age, please have you parent/guardian read this Agreement and sign below. If you are submitting this Agreement electronically, note that typing your name and your parent/guardian's name in the signature spaces 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. We will only review and consider completed applications. Applications are considered on a rolling basis; we strongly encourage earlier submissions!

APPLICATION DEADLINES

Hong Kong Citizens: MARCH 9, 2018

Non-HK Citizens: FEBRUARY 23, 2018

(We will need time to obtain a visa for you)

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 and video interview. You do not need to fill out this Teaching Presentation Section.

Information on the Teaching Presentation

- The interview should take around 30 minutes. You should prepare a 10-minute teaching presentation, which you will teach during the interview. We will stop you after 10 minutes, and the interview will continue with a 20-minute discussion about your presentation and your interest in joining Summerbridge.
- The lesson plan you develop and teach for the teaching presentation should center around a concept or vocabulary word(s) from the subject that you intend to teach. We want to see a class that addresses the goals of your course and not one filled with icebreaker games. We highly encourage you to use hands-on and interactive activities that would help an English language learner pick up the concept and/or vocabulary word(s) that you're trying to teach.
- The Summerbridge interviewers will be playing the part of Form 2 and 3 (Grade 8/9) Summerbridge student and will act and speak like shy English language learners.
- We will have a whiteboard 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 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 us at (852) 2761-4444.

Creating an Individual Lesson Plan

Summerbridge teachers and professional teachers alike create lesson plans before they teach a class. Why? 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 your 10-minute lesson. 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 identify 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) Summaries of planets

d) Bottle of water

g) Gloves

b) Picture of each planet

e) Rock

h) Ring

c) Beach ball

f) Umbrella

i) Lemon

My Class Materials:

3. 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 break into pairs. Each pair reads brief summaries of two planets, then examines different items at the front. Each pair will choose the two items that best represent the planets they just read about, and explain why to the class. The class will then determine the order of the planets together.

My Class Activity:
