



# Summerbridge Hong Kong 2024 Summer Program Student Teacher Application

## Information for Applicants

Thank you for your interest in the Summerbridge Hong Kong 2024 Summer Program!

- All applicants must submit a completed application form via email or post. If you are a Hong Kong resident, please submit your application by **MARCH 8, 2024**. If you are not a Hong Kong resident, please submit your application by **MARCH 1, 2024 [Extended Deadline]**. Deadlines vary due to the time needed to obtain a work visa for non-Hong Kong residents. All non-Hong Kong residents must hold a valid passport that remains valid 6 months from the conclusion of the 2024 Summer Program. In order to facilitate visa applications, we strongly encourage passports to be obtained before March 2024.
- 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 2024.
- If completing the application electronically, make sure you download the PDF file first and complete it offline.

Mailing Address: Summerbridge Hong Kong  
Office 3510, 35/F  
Hong Kong Plaza  
188 Connaught Road West, Sai Ying Pun, Hong Kong

Phone: (852) 2761-4444  
Fax: (852) 2762-1019  
Email: [info@summerbridge.org.hk](mailto:info@summerbridge.org.hk)

### 2024 PROGRAM DATES

October- April	• Interviews
April 30	• All hiring decisions made (rolling basis)
June 15	• Staff Introduction Day
June 17-18	• Administrative Training (applies only to Deans, Department and Committee Heads)
June 21 – July 2	• Student Teacher Orientation
July 3 – August 2	• Classes in session
August 3– 4	• Celebration
August 5 – 9	• 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 Hong Kong'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, at the following address: Office 3510, 35/F, Hong Kong Plaza, 188 Connaught Road West, Sai Ying Pun, Hong Kong.





Contact Information (please type or print clearly)

Surname (Last Name):

\_\_\_\_\_

Given Name(s):

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current City of Residence:

Home Phone:

Mobile Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

\_\_\_\_\_

Nickname:

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

Age:

\_\_\_\_\_

Are you a 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 in any other jurisdiction abroad (excluding record(s) of conviction regarded as "spent" under the Rehabilitation of Offenders Ordinance)? If yes, please provide a brief explanation.

Yes

No

\_\_\_\_\_

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?

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#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?

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#3. Describe your ideal classroom. What does it look and sound like? How are students interacting with the teacher? What is the mood or atmosphere of the class? 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.

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#4 Please answer the question below that pertains to you:

**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 do as a leader this summer?

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**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 will 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: 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:

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Final Project 2:

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

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## 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 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 during Teacher Orientation before finalizing the elective you will teach. 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?

\_\_\_\_\_



## Interviews

Interviews will be conducted from October 2, 2023 to March 31, 2024.

**For all applicants:** An online interview will be scheduled via email within two weeks of our receiving your application. The interview will cover your ideas for your class and teaching students whose first language is not English. We will also discuss your interest in working with Summerbridge Hong Kong, your previous experiences, and working style.

## Letter of Intent

- I understand that the commitment for Summerbridge staff is June 15, 2024 and from June 21 to August 9, 2024. 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 AN 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 BY SUMMERBRIDGE HONG KONG TO OBTAIN THEIR 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 related activities. I consent to Summerbridge Hong Kong using such media for any purpose related to advertising or promotion worldwide in perpetuity in all forms of its publications.

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
- ☐ Letter of Intent
- ☐ References and 1 Reference Letter
- ☐ Acknowledgement of “Waiver, Release, and Indemnity Agreement”

Once you have everything, please submit your application via e-mail 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

**Non-HK Residents: MARCH 1, 2024 [Extended Deadline]**

(Additional time is needed to obtain a visa)

**Hong Kong Residents: March 8, 2024**

**Mailing Address:** Summerbridge Hong Kong  
Office 3510, 35/F,  
Hong Kong Plaza,  
188 Connaught Road West,  
Sai Ying Pun, Hong Kong

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

*You will hear from us soon!*