Teacher education institutions across the United States continue to respond to the recognized need for greater international awareness and understanding among teacher candidates and professional teachers. There are over 100 institutions in the United States that conduct student teaching programs in more than 50 countries with the dual purpose of preparing competent teachers and contributing to worldwide understanding.

This packet is designed to provide information to help determine the feasibility of an international student teaching experience.

The University of Montana’s International Programs is also a great source to assist you in preparing for a student teaching experience abroad.

Best wishes,

Office of Field Experiences  
Department of Teaching and Learning  
Phyllis J. Washington College of Education and Human Sciences  
The University of Montana  
Missoula, MT
PROGRAM OPTIONS

The University of Montana’s Office of Field Experiences (OFE) places teacher candidates in international settings through the following programs:

- INDIANA UNIVERSITY GLOBAL GATEWAY FOR TEACHERS
- UM AFFILIATED IN INDIA - KODAIKANAL INTERNATIONAL SCHOOL IN INDIA
- UM AFFILIATED IN KUWAIT - AMERICAN CREATIVITY ACADEMY
- UM AFFILIATED IN CHINA
  - HANGZHOU NEW CENTURY FOREIGN LANGUAGE SCHOOL IN CHINA
  - GUIYANG NO. 4 EXPERIMENTAL PRIMARY SCHOOL IN CHINA
- DEPARTMENT OF DEFENSE EDUCATION ACTIVITY – (DoDEA)

APPLICATION PROCESS

International applications are required to be submitted, along with your general student teaching application, one year in advance of the semester you plan to student teach. Each program option requires an application that can be downloaded online at: http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php

Please refer to the program you are interested in for specific application details and requirements.

Application Due Dates

For an Autumn Semester placement, submit application November 20th of the preceding year. For a Spring Semester placement, submit application April 20th of the preceding year. Please note, if the 20th falls on a weekend or UM holiday, applications are due the next UM business day. The UM Affiliation Programs with China and India necessitate additional requirements and deadlines. See program for details.

ELIGIBILITY REQUIREMENTS

In addition to meeting all qualifications for student teaching, all international applicants must:

1. Have cumulative and major GPA’s of 3.0 at the time of application.
2. Have two faculty recommendations.
3. Have grades of B or above in methods courses.
4. Have personal strengths that include flexibility, effective communication skills, self-reliance, and emotional maturity.
5. Complete a successful 8-week student teaching assignment in Montana prior to completing 8 weeks in an international setting.*
6. Be free of family concerns; family and/or friends are not to accompany a candidate during an overseas assignment.
7. Investigate and be ready to pay all costs associated with an international student teaching assignment.

*Does not apply to India student teaching placements. India placements are 16 weeks in duration.
INTERNATIONAL STUDENT TEACHING
PROJECTED EXPENSES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PLACEMENT PROGRAM</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Application Fee - Make check payable to Indiana University.</td>
<td>IU Program</td>
<td>$250.00</td>
</tr>
<tr>
<td>*Program Fee - Make check payable to Indiana University.</td>
<td>IU Program</td>
<td>$900.00</td>
</tr>
<tr>
<td>**University Supervisor Stipend - at the time of placement confirmation, the Office of Field Experiences (OFE) will seek to hire a contracted university supervisor. Stipends for university supervisors are often higher out-of-state/internationally and the teacher candidate is responsible for the amount above the Montana State mandated rate of $250 (for a 16-week placement). When relevant, the teacher candidate will complete a payment plan for reimbursing the University.</td>
<td>ALL</td>
<td>$50 - $200</td>
</tr>
<tr>
<td>Insurance Health and Accident Insurance to include Evacuation and Repatriation.</td>
<td>ALL</td>
<td>Varies</td>
</tr>
<tr>
<td>Vaccinations required for overseas travel or other health precautions.</td>
<td>ALL</td>
<td>Varies</td>
</tr>
<tr>
<td>Round Trip Airfare to host nation.</td>
<td>ALL</td>
<td>Varies</td>
</tr>
<tr>
<td>Possible train, bus, or taxi from airport to host family.</td>
<td>ALL</td>
<td>Varies</td>
</tr>
<tr>
<td>Passport Photo, Passport, and Visa Expenses.</td>
<td>ALL</td>
<td>$200+</td>
</tr>
<tr>
<td>Room and Board for the overseas host family or provided housing.</td>
<td>IU Program DoDEA</td>
<td>Varies</td>
</tr>
<tr>
<td>International Phone Card</td>
<td>ALL</td>
<td>Varies</td>
</tr>
<tr>
<td>Gifts for host family, school and or students.</td>
<td>ALL</td>
<td>Suggested</td>
</tr>
<tr>
<td>Personal Expenses: (Travel during free time, lodging, food, admissions, souvenirs, books, etc.).</td>
<td>ALL</td>
<td>Varies</td>
</tr>
</tbody>
</table>

* Subject to increase by Indiana University.
**Prices vary due to site location/country

Costs

For international student teaching placements secured in direct partnership schools (China and India), the OFE seeks a contracted university supervisor to mentor the teacher candidate. Stipends for university supervisors are often higher internationally and the teacher candidate is responsible for the amount above and beyond the Montana Board of Regents set rate of $250. When relevant, the teacher candidate can complete a payment plan for reimbursing the University. The Indiana University Global Gateway for Teachers and Department Of Defense Education Activity programs do not have supervisors available; the 8-week stateside placement arranged by the OFE includes supervision which will not necessitate any additional cost to the candidate.

Other costs vary depending on the program utilized. Associated costs can include, but are not limited to, program fees, transportation, housing expenses, meal expenses, passport and visa fees, vaccinations, insurance, and personal expenses.
INSURANCE REQUIREMENTS

At least two weeks prior to departure for the International student teaching experience, candidates must provide the Director of Global Engagement with proof of required health and accident insurance coverage. Such coverage - regardless of the health insurance carrier – must include medical, evacuation and repatriation as follows:

* Medical Expense Benefit: $250,000
* Medical Evacuation: $250,000
* Repatriation: $100,000

If you currently carry private health insurance or are covered by your parent’s policy, you must demonstrate that it meets these requirements; whether/how your policy applies overseas; and whether there are any limitations on your policy while student teaching abroad.

All students traveling abroad for any university-related activities are required to purchase international insurance coverage from GeoBlue Worldwide Health Insurance for Higher Education except if their program requires them to enroll in a specific insurance policy comparable to GeoBlue's policy. This policy includes coverage for medical expenses as well as coverage for medical, political & security, and natural disaster evacuation. Please view the complete MUS Certificate 2017. The cost is $12.20/week.

Each student will need to complete a Student Insurance Coverage Form. This form ensures that each student is enrolled in an insurance policy that meets the requirements.

ANY POLICY YOU CHOOSE MUST MEET THE THREE REQUIREMENTS LISTED ABOVE.
INDIANA UNIVERSITY GLOBAL GATEWAY FOR TEACHERS

Indiana University Global Gateway for Teachers is designed to provide classroom and community involvement experiences for student teachers in culturally diverse settings in seventeen (18) host nations.

**International Placement Sites:** Australia, China, Costa Rica, Ecuador, England, Greece, India, Ireland, Italy, Japan, New Zealand, Norway*, Russia, Scotland*, Spain, Tanzania, and Wales*.

*Placements in both Norway, Scotland, and Wales are extremely limited. A registrant interested in seeking a student teaching placement in either Norway or Wales is advised to identify a “second choice” host nation and include this information on the Placement Information Sheet of the Registration Set.

**Additional Resources:** Obtain and carefully review the Indiana University Program Booklet for Overseas Student Teaching (available in Teacher Education Services) for information on the program and guidance in preparing your application. The OFE may also have additional information on file for specific locations.

**CHECKLIST of APPLICATION:**
Submit the following on the appropriate student teaching application deadline to the OFE:

- Access [http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php](http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php) to download and complete:
  1. Student Teaching Application (e.g. Elementary; Secondary, Special Education)
  2. International Student Teaching Application – Indiana Global Gateway for Teachers
     - Use the *Indiana University Global Gateway for Teachers Booklet for Overseas Student Teaching* to guide you in completing this application.

- **Two** checks or money orders payable to Indiana University.
  1. $250 Application Fee; and
  2. $900 Program Fee.

- State Police Clearance Report - Access [https://app.mt.gov/choprs/](https://app.mt.gov/choprs/) to complete a “Public Users” Criminal History Check for yourself ($20.00 charges apply). Print the results for submittal.

**Please note:** The application fee will be cashed by Indiana University once your application has been processed by their office (typically between May and June for a spring application and December – January for an autumn application). The Program fee will be cashed once a placement is confirmed.
A formal partnership has been established between the Phyllis J. Washington College of Education and Human Sciences at The University of Montana and Kodaikanal International School. Kodaikanal International School is an International Baccalaureate (IB) boarding school offering education for grades P-12. The school offers reduced room/board expenses. Candidates work with the OFE-approved travel agent who coordinates all travel arrangements.

**ACCEPTANCE PROCESS:** Through a competitive process, at least two student teaching placements are available each semester for qualifying candidate(s): 1) Fall Semester Dates: Mid July – Mid November and 2) Spring Semester Dates: Early January – Mid May. **Application steps include the following:**

1. Interested teacher candidates submit an International Essay (see details below) along with their general education student teaching application.
2. Application materials are audited by the offices of Field Experiences and Licensure to ensure completeness and eligibility.
3. Essays of qualified applicants will be reviewed and scored by the Field Experiences Committee.
4. Upon approval, the Office of Field Experiences submits application materials and essay to the requested international school.
5. The international school reviews the materials and either approves or denies the student teaching placement request.
6. OFE notifies the applicant(s) and discusses other placement options.

**INTERNATIONAL ESSAY**
The essay is to be two pages (double spaced, 12 point font, Times New Roman, one-inch margins) to address the following three topics:

1. Discuss the reason(s) you want to student teach in an international setting (include any prior international travel experiences).
2. Identify several personal and professional attributes which make you an ideal candidate for this experience.
3. Describe some ideas relative to how you hope to broaden your understanding of other people and their customs while you live in their country.

**NOTE:** This essay will be reviewed by UM faculty and the international placement school. Please ensure it is free of grammar, spelling, and structural errors.

**CHECKLIST FOR APPLICATION:** Submit the following on the appropriate student teaching application deadline to the Office of Field Experiences:

- Access [http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php](http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php) to download and complete:
  1. Student Teaching Application packet (i.e. Elementary; Secondary; K-12)
  2. International Student Teaching Application form – UM Affiliated Kodaikanal, India

- Two Recommendation Forms from:
  - Faculty instructor AND cooperating teacher from a methods course

**RESOURCES:** Kodaikanal International School Website: [http://www.kis.in/](http://www.kis.in/)
UM AFFILIATED IN KUWAIT – AMERICAN CREATIVITY ACADEMY

A formal partnership has been established between the Phyllis J. Washington College of Education and Human Sciences at The University of Montana and American Creativity Academy (ACA). ACA is one of the top schools in Kuwait and is the largest system of schools in the region. ACA arranges and covers the cost of roundtrip travel to Kuwait and provides furnished accommodation.

ACCEPTANCE PROCESS: Through a competitive process, at least two student teaching placements are available each semester for qualifying candidate(s). Application steps include the following:

**Application steps include the following:**

Interested teacher candidates submit an International Essay (see details below) along with their general education student teaching application.

1. Application materials are audited by the offices of Field Experiences and Licensure to ensure completeness and eligibility.
2. Essays of qualified applicants will be reviewed and scored by the Field Experiences Committee.
3. Upon approval, the Office of Field Experiences submits application materials and essay to the requested international school.
4. The international school reviews the materials and either approves or denies the student teaching placement request.
5. OFE notifies the applicant(s) and discusses other placement options.

INTERNATIONAL ESSAY

The essay is to be two pages (double spaced, 12 point font, Times New Roman, one-inch margins) to address the following three topics:

1. Discuss the reason(s) you want to student teach in an international setting (include any prior international travel experiences).
2. Identify several personal and professional attributes which make you an ideal candidate for this experience.
3. Describe some ideas relative to how you hope to broaden your understanding of other people and their customs while you live in their country.

**NOTE:** This essay will be reviewed by UM faculty and the international placement school. Please ensure it is free of grammar, spelling, and structural errors.

CHECKLIST FOR APPLICATION: Submit the following on the appropriate student teaching application deadline to the Office of Field Experiences:

- Access [http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php](http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php) to download and complete:
  1. Student Teaching Application packet (i.e. Elementary; Secondary; K-12)
  2. International Student Teaching Application form – UM Affiliated Kodaikanal, India

- Two Recommendation Forms from:
  - Faculty instructor AND cooperating teacher from a methods course

**RESOURCES:** American Creativity Academy Website: [http://www.aca.edu.kw](http://www.aca.edu.kw)
UM AFFILIATED IN CHINA - HANGZHOU NEW CENTURY FOREIGN LANGUAGE SCHOOL IN CHINA
- GUIYANG NO. 4 EXPERIMENTAL PRIMARY SCHOOL IN CHINA

A formal partnership has been established between the Phyllis J. Washington College of Education and Human Sciences at The University of Montana and Hangzhou New Century Foreign Language School in Hangzhou, China and Guiyang #4 Experimental Primary School, Guiyang, China. The schools will cover room/board and some additional expenses. Candidates work with the OFE-approved travel agent who coordinates all travel arrangements.

ACCEPTANCE PROCESS: Through a competitive process, at least two student teaching placements are available each semester for qualifying candidate(s). Application steps include the following:

Application steps include the following:
1. Interested teacher candidates submit an International Essay (see details below) along with their general education student teaching application.
2. Application materials are audited by the offices of Field Experiences and Licensure to ensure completeness and eligibility.
3. Essays of qualified applicants will be reviewed and scored by the Field Experiences Committee.
4. Upon approval, the Office of Field Experiences submits application materials and essay to the requested international school.
5. The international school reviews the materials and either approves or denies the student teaching placement request.
6. OFE notifies the applicant(s) and discusses other placement options.

INTERNATIONAL ESSAY
The essay is to be two pages (double spaced, 12 point font, Times New Roman, one-inch margins) to address the following three topics:
1. Discuss the reason(s) you want to student teach in an international setting (include any prior international travel experiences).
2. Identify several personal and professional attributes which make you an ideal candidate for this experience.
3. Describe some ideas relative to how you hope to broaden your understanding of other people and their customs while you live in their country.

NOTE: This essay will be reviewed by UM faculty and the international placement school. Please ensure it is free of grammar, spelling, and structural errors.

CHECKLIST FOR APPLICATION: Submit the following on the appropriate student teaching application deadline to the Office of Field Experiences:

- Access [http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php](http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php) to download and complete:
  1. Student Teaching Application packet (i.e., Elementary; Secondary English only)
  2. International Student Teaching Application form – UM Affiliated (Hangzhou or Guiyang)

- Two Recommendation Forms from:
  - Faculty instructor AND cooperating teacher from a methods course
PROGRAM OPTIONS

1. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY – (DoDEA)

The Department of Defense Dependents Schools (DoDDS) is a worldwide school system, operated by the Department of Defense Education Activity (DoDEA) in more than a dozen foreign countries. The mission of the DoDEA is to provide quality education for eligible children of the Department of Defense military and civilian personnel on official overseas assignments.

International Placement Sites:

*Please note the following sites require a military spouse on base to student teach: Azores, Bahrain, Japan, Korea, Okinawa, Spain, Turkey, and the Kaiserslautern District in Germany

Additional Resources:

DODEA website: http://www.dodea.edu/Offices/HR/employment/studentTeaching/index.cfm

For more information, see Student Teaching FAQ:
http://www.dodea.edu/Offices/HR/employment/studentTeaching/faqs.cfm

Application:
Submit the following on the appropriate student teaching application deadline to the OFE:

☐ Access http://coehs.umt.edu/departments/currinst/Clinical%20Experiences/stuteaching/appmaterials.php to download and complete:
   1. Student Teaching Application (e.g. Elementary; Secondary; Special Education)
   2. International Student Teaching Application – Department of Defense (DoDDS)

☐ State Police Clearance Report - Access https://app.mt.gov/choprs/ to complete a “Public Users” Criminal History Check for yourself ($20.00 charges apply). Print the results for submittal.

☐ Two Recommendation Forms from:
   • Faculty instructor AND cooperating teacher from a methods course
Recommendation for an Out-of-State or International Student Teaching Assignment

**Directions:** Teacher candidates asking to student teach outside of Montana are required to provide two recommendations at the time of application. These recommendations may be completed by a Teaching and Learning course instructor, or a cooperating teacher. The original, signed copy can either be submitted with the student teaching application or sent directly to Teacher Education Services by the cooperating teacher/instructor.

**Teacher Candidate Applicant:** ___________________________  **Major:** ___________________________

**Student Teaching Semester:** ________________  **Requested Distance Location** _______________________

Use the scale below to provide your current assessment of this candidate’s readiness for student teaching. Your assessment will help determine approval for a student teaching assignment outside of Montana.

<table>
<thead>
<tr>
<th>Assessment Predictors:</th>
<th>Competent</th>
<th>Less Competent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Professional Characteristics:**
- Attends class consistently
- Punctual and prepared for class meetings
- Organizes and completes assignments on time
- Maintains a professional appearance
- Open and responds to constructive criticism
- Reflects on teaching practice to improve performance

**Communication Skills:**
- Communicates enthusiasm for learning and teaching
- Speaks clearly with appropriate voice inflection
- Uses correct English (oral and written)

**Interpersonal Skills:**
- Demonstrates the ability to establish a positive rapport with others
- Works cooperatively in group work
- Displays a positive attitude
- Sensitive to community/cultural expectations
- Has the ability to solve problems

**Personal Health:**
- Appears to have the energy/stamina for the demands of teaching

**Comments:** What strengths and weaknesses do you predict for this candidate’s beginning success as a teacher? (Use the reverse side for additional comments if needed.)

**Name:** ___________________________________________  **Date:** ______________________

**Position:** ___________________________________________  **Phone No:** ______________________
Recommendation for an Out-of-State or International Student Teaching Assignment

**Directions:** Teacher candidates asking to student teach outside of Montana are required to provide two recommendations at the time of application. These recommendations may be completed by a Teaching and Learning course instructor, or a cooperating teacher. The original, signed copy can either be submitted with the student teaching application or sent directly to Teacher Education Services by the cooperating teacher/instructor.

**Teacher Candidate Applicant:** __________________________  **Major:** __________________________  
**Student Teaching Semester:** __________________________  **Requested Distance Location:** __________________________

*Use the scale below to provide your current assessment of this candidate’s readiness for student teaching. Your assessment will help determine approval for a student teaching assignment outside of Montana.*

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</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

- Demonstrates knowledge of subject matter

**Professional Characteristics:**
- Attends class consistently
- Punctual and prepared for class meetings
- Organizes and completes assignments on time
- Maintains a professional appearance
- Open and responds to constructive criticism
- Reflects on teaching practice to improve performance

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Name: ____________________________________________  Date: ____________________
Position: ____________________________________________  Phone No: ____________________