

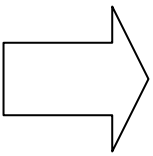
# CIVIC EDUCATION WORKSHOP 2014

## FREQUENTLY ASKED QUESTIONS

### ABOUT THE APPLICATION PROCESS

#### Which students can apply for the Civic Education Workshop?

Students who are currently in the U.S. participating in the following Department of State-funded programs are welcome and encouraged to apply for the Civic Education Workshop: Future Leaders Exchange (FLEX) Program, Kennedy-Lugar Youth Exchange and Study (YES) Program and American-Serbia and Montenegro Youth Leadership Exchange (A-SMYLE) Program.



**NOTE:** There will be three (3) workshop opportunities for FLEX, YES and A-SMYLE students in 2014. In addition to the Civic Education Workshop, there will be a workshop for Youth Leaders in the Teaching of English and a Youth TechCamp workshop. You can **apply** for any of the workshops that interest you, BUT you can only **attend** ONE workshop. Please determine your preference as early as possible so that you will know which program to accept, should you be invited to participate in more than one.

#### What are the dates of the workshops?

- YES Civic Education Workshop: February 23-March 1, 2014
- Youth TechCamp: April 20-26, 2014
- FLEX and A-SMYLE Civic Education Workshop: March 16-22, 2014
- Youth Leaders in the Teaching of English: March 30-April 5, 2014

#### Who can I contact about the Civic Education Workshop?

You may contact the Civic Education team at American Councils for more information about this workshop: [civic@americancouncils.org](mailto:civic@americancouncils.org)

#### Who can I contact about the Teaching of English Workshop?

You may contact the WYLTE team at American Councils for more information about this workshop: [englishworkshop@americancouncils.org](mailto:englishworkshop@americancouncils.org)

#### Who can I contact about the Global New Media Lab and Tech Camp?

You may contact Stacie Clemens at PH International for more information about this workshop: [stacie.clemens@ph-int.org](mailto:stacie.clemens@ph-int.org)

*Note: When contacting staff by email, provide your full name (first, middle and last)*

#### How are students selected for the Civic Education Workshop?

The selection process for this program is highly competitive. Each year we receive hundreds of applications for the workshop, and every year there are a limited number of finalist slots. The number of finalist slots is based on funding levels. For the 2014 workshops, there will be approximately 100 FLEX, 100 YES and 15 A-SMYLE finalist slots. The essay and teacher recommendation of each student's application are evaluated using a detailed set of criteria. Evaluators are trained on the criteria and assess what the student writes, how s/he has addressed the essay topic, the originality and relevance of his/her ideas and how well those ideas are developed. Every effort is made to ensure that each country and each placement organization is represented, so the workshops are as diverse as possible.

#### Who evaluates the essays and teacher recommendations?

A group of trained volunteers evaluate each application, and they take this process very seriously. Volunteers include teachers and other educators, former diplomats and other professionals with an interest and experience in international education. Volunteering to read your Civic Education application is their way of contributing to mutual

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understanding between countries. Evaluation takes place in American Councils' Washington, DC, office.

### How many workshops can I apply for?

You may apply to all of the workshops that interest you.

### How many workshops can I attend?

You may only attend ONE of the workshops. If you are selected to more than one workshop, you will need to decide which one you prefer. No exceptions will be made. Please determine your preference as early as possible so that you will know which program to accept, should you be invited to participate in more than one.

### How much will the Civic Education Workshop cost me?

The Civic Education Workshop is paid for by the U.S. Department of State. This scholarship includes travel from your home town to Washington, DC, hotel and meal expenses, and travel within Washington, D.C. Your only expense will be for incidental items such as snacks, beverages, or souvenirs.

## ABOUT THE ONLINE APPLICATION

<b>Getting Started:</b>	<ul style="list-style-type: none"> <li>• Go to the AIS Forms site (<a href="https://ais.americancouncils.org/workshops">https://ais.americancouncils.org/workshops</a>).</li> <li>• Follow the instructions to create a user account.</li> <li>• Select the CivEd application from the list by pressing the “Start” link.</li> </ul>
<b>Remember your user name and password:</b>	<ul style="list-style-type: none"> <li>• When you create a user account, <b><u>write down and save your user name and password</u></b>, so that you are able to go back <b>later</b> to your saved information and continue working on the application.</li> <li>• The first time you create an account and log in, the form will be under “Available Forms.” It moves to “My Forms” after you “Start” the application. You must scroll down to see this.</li> <li>• If you are expecting an email and it does not arrive, always check spam. It probably went there.</li> <li>• Make sure the application is “submitted”. “Saving” the application does not mean it has been submitted. Once submitted, you will receive an email from us (at your email address of record). If you do not see it, check your junk/spam mail.</li> <li>• When in doubt, always check your junk/spam email.</li> </ul>
<b>Browsers:</b>	<ul style="list-style-type: none"> <li>• Use Internet Explorer, Firefox, or Safari for this site. Chrome and AOL browsers are not recommended.</li> </ul>
<b>Teacher Recommendation:</b>	<p><i>Which email address should I use for my teacher?</i></p> <p>Ask your U.S. teacher for his or her <i>personal</i> email address, if possible, rather than a school email address. School servers often do not accept email from non-school email addresses. Be sure that you have <b>correctly</b> entered your teacher’s email address.</p> <p><i>How do I explain this to my teacher?</i></p> <p>When you get to the teacher recommendation section of the online application, you will be able to download an Adobe (PDF) document to print and give to your teacher. This document explains what the Civic Education program is and that you, the student, will be sending the teacher an electronic link to a recommendation form.</p> <p><i>What if my teacher does not receive the email with the link for writing my recommendation?</i></p> <p>After you enter your teacher’s information, be sure to <b>PRESS</b> the “request teacher recommendation” button. Ask your teacher if s/he received an email from the online application system, and if s/he is able to access the online form. If your teacher does not receive the email, s/he should check his/her spam or junk email folder.</p>

## CIVIC EDUCATION WORKSHOP 2014 FREQUENTLY ASKED QUESTIONS

**It is your responsibility to ensure that your teacher has received the teacher reference notification from the website.**

*When is the teacher recommendation due?*

The Teacher Recommendation is due on the same day as your application - November 6, 2013. This means that you should create a user account and submit the “request teacher recommendation” as soon as you get this letter, even if you choose to wait until November 6, 2013 to submit your application. Without a teacher recommendation, your application will be rejected.

**It is your responsibility to:**

- 1. Give your teacher plenty of TIME (at least one week), to write your recommendation**
- 2. Be sure that your teacher understands that the deadline to submit a recommendation on your behalf is November 6, 2013.**

*Can I submit my teacher’s information after I submit the rest of my application?*

No. You must enter your teacher’s information BEFORE you submit your application. The system will not let you access the teacher recommendation page once you have submitted your application.

**Do not wait for your teacher to submit their recommendation to submit your own application! Submit your application when YOU are done with your part.**

<b>Deadline:</b>	<ul style="list-style-type: none"> <li>• It is recommended that you submit your application at least <u>one week</u> in advance of the deadline to allow time to resolve any technical problems that may occur.</li> <li>• The deadline is November 6, 2013.</li> </ul>
<b>Click “SUBMIT”</b>	<ul style="list-style-type: none"> <li>• Be sure you click the <u>SUBMIT</u> button when you finish your application. It is on the last page of the online application. If you completed your application properly and clicked submit, you will receive an email confirming that your application was submitted. If you do not receive an email immediately, check your spam or junk email folder.</li> </ul>