

## ENGLISH LANGUAGE FELLOW PROGRAM INFORMATION FOR UNIVERSITIES

### What is English Language Teaching Fellow Program?

Through the English Language Fellow (EL Fellow) Program, highly qualified U.S. educators in the field of Teaching English to Speakers of Other Languages (TESOL) or Teaching English as a Foreign Language (TEFL) participate in 10-month-long fellowships at academic institutions throughout the world.

The EL Fellow program fosters mutual understanding, promotes English language learning, and enhances English teaching capacity abroad. Through projects sponsored by U.S. embassies, EL Fellows share their professional expertise, hone their skills, gain international experience, and learn about other cultures. EL Fellows model and demonstrate up to date TEFL classroom practices that help foster thoughtful and responsible behavior in students and teachers of English.

The Program has been implemented in Albania since 1993. Examples of past EL Fellow projects include Classroom Teaching, Teacher Training, In-Service and Pre-Service Training, Curriculum Development, Workshop and Seminar Design, and English for Specific Purposes (ESP).

### How it works?

- ✚ By September 25<sup>th</sup>, 2023, interested Albanian higher education institutions submit proposals to the Public Affairs Office of the U.S. Embassy using the attached format. <sup>1</sup>
- ✚ The review and approval process moves from the Embassy to the Regional English Language Office (RELO), and Department of State Office of English Language Programs (ECA).
- ✚ American citizens, interested in the program apply and they are interviewed and selected by all offices involved in the process.
- ✚ In summer 2024, selected candidates and host institutions start communicating with the Fellow to provide more information on the program and courses s/he is expected to teach, co-teach, help revise curricula, etc. according to the proposal.  
**Important note:** The English language Fellow is not supposed to take away the teaching load of the university professors.
- ✚ Pending availability of funds, the EL Fellow program covers all expenses based on the State Department rules and regulations:

- Stipend
- Travel Expenses allowance
- Program Activities Allowance (PAA)
- Round-trip Travel to/from Host City

**Program Length:** 10 months

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<sup>1</sup> The university is expected to fill in the information in the sections highlighted or specifically marked “*To be completed by the University.*”

## **Responsibilities of the Parties**

### *The U.S. Embassy Public Affairs Section is responsible for:*

- Overall administration and monitoring of the program.
- Liaising between the between RELO, ECA, EL Fellow, and host institution.
- Liaising between the between in-coming EL Fellow and the host institution, initiating virtual introduction, and establishing contact.
- Organizing the in-country orientation for the EL Fellow for a general cultural overview, rules and regulations, and safety during the fellowship term.
- Engaging the EL Fellow in Embassy outreach programs with his/her prior approval and helping to organize other guest lecture opportunities to maximize his/her impact and exchange experience.
- Helping negotiate between the EL Fellow and host institution of any possible changes in the program.
- Identifying another host institution if no agreement can be negotiated.
- Helping the EL Fellow and host institution to find solutions if challenges arise in the relationship.

### *The EL Fellow is expected to:*

- Establish initial communication with the host institution to request preliminary information on the programs, school organization, literature, and other needs of the host institutions to see how he s/he best can meet or level those expectations.
- Discuss and negotiate shared mutual program interests and specific topics based on skills, interest, and need.
- Respect university rules and regulations, show up in time to class, keep up with student – faculty ethical rules.
- Provide expertise and share with other faculty members.
- Participate in planned university events if notified and agreed in advance.
- Notify the Embassy if the host institution is not providing facilities, or students not showing to class, or other major changes without advance notice and approval.
- Reach out to the Embassy for advice or assistance if challenges in the relationship with the host institution arise.
- Send the Embassy monthly progress reports including program highlights and/or challenges.

### *The Host institution is expected to:*

- Provide the EL Fellow the requested preliminary information on programs, school organization, literature, and other needs of the host institutions to see how he s/he best can meet or level those expectations.
- Provide contact person to the Embassy that will start the communication and provide required information such as syllabus, curricula, way classes are organized, etc. prior to the EL Fellow's arrival in the country.
- Provide full name and contact information to the Public Affairs Office and EL Fellow for additional one or two individuals to serve as back up for the primary contact person.
- Provide individual or shared office space at the faculty, working desk and computer (if available).
- Provide class schedule and classroom facilities and advance notification for cancellations.
- Ensure that the students working with the EL Fellow have good English proficiency as the Embassy does not provide for translation costs.

- Discuss additional possible engagements and activities that would complement the EL Fellow's work with the EL Fellow.
- Ensure that the EL Fellow does not take away classes of another faculty member; instead, the Scholar should co-teach and work with other faculty members to help develop faculty capacity and share knowledge.
- Provide the Embassy and the EL Fellow with advance notice if media will cover an event the Scholar is speaking or presenting and act in compliance with the guidance from the Embassy and consensus from the individual.
- Notify the Embassy if the EL Fellow is not meeting expectations or violating university rules and regulations.
- Notify the Embassy if challenges arise in the relationship with the EL Fellow.

## EL Fellow Proposal Format

- Region: Europe and Eurasia
- Country: Albania
- Host: Name of University
- Proposal Type: Entirely In-Country
- Start date: September 24<sup>th</sup>, 2024
- End date: July 24<sup>th</sup>, 2025
- Created by: Mirela Cupi (Embassy), cupim@state.gov

### General Information (Completed)

<b>In which region will this project take place?</b>	Europe and Eurasia
<b>In which country will this project take place?</b>	Albania
<b>Enter the host city:</b>	Tirana
<b>Which Post will supervise this project?</b>	Tirana
<b>RELO region responsible for this project</b>	Belgrade, Serbia
<b>RELO responsible for this project</b>	
<b>When will this project start?</b>	09/24/2024
<b>Proposed end date (10 months)</b>	07/24/2025
<b>Cycle</b>	Regular
<b>Is the start date flexible?</b>	Yes
<b>Are there any additional comments about the flexibility of the start date or cycle?</b>	The Fellow may arrive up to a week earlier or a few days later to allow for some adjustment and program fine tuning with the host institution. The Academic year start date will be announced in July 2024, but it usually varies between October 1-10.
<b>Do the academic year and start date coincide?</b>	Yes

### Points of Contact (In progress)

Primary Point of Contact	
<b>First Name</b>	Mirela
<b>Last Name</b>	Cupi
<b>Title</b>	Education Program Advisor
<b>Is this Point of Contact a Foreign Service Officer (FSO) or a Locally Employed Staff (LES)?</b>	LES
<b>Email</b>	cupim@state.gov

Alternate Email	cupim@fan.gov
Will this Point of Contact be departing this Post before the conclusion of this EL Fellow project?	
<b>Secondary Point of Contact</b>	
First Name	Amanda
Last Name	Roberson
Title	Deputy Cultural Affairs Officer
Is this Point of Contact a Foreign Service Officer (FSO) or a Locally Employed Staff (LES)?	FSO
Email	
Alternate Email	
Will this Point of Contact be departing this Post before the conclusion of this EL Fellow project?	

## Location & Host Institution (Completed)

In which country will this project take place?	Albania
Enter the host city:	Tirana
What is it like to live in the host city and country?	Please provide 2 paragraphs with information about the city where the university is located including highlights and lifestyle.
Describe the housing if already secured. If not yet identified, explain how Host/Post will identify housing for the EL Fellow and describe the anticipated housing options. For both, include proximity to the host institution and the U.S. Embassy/Consulate.	No housing secured yet. PAS Tirana will work with host institution to identify housing options for the Fellow. Upon arrival, the Fellow will check out the options and make the decision.
List the POC for housing (i.e. who the EL Fellow should contact with questions about finding/securing housing either before or after arrival).	Mirela Cupi cupim@state.gov Include name or names of individuals that will be assigned the responsibility to help with housing recommendations.
Host Institution	University of Tirana
Does the host institution have an academic year?	Yes
Academic year start date (approximate)	October 2024
Academic year end date (approximate)	July 2025
Is this the first time an EL Fellow will be based at this institution?	Yes/No
Is there currently an EL Fellow at the host institution?	Yes/No
Describe the host institution.	Please provide information about the faculty and focus on the Department of English where the EL

Commented [CM(1)]: To be completed by the university

Commented [CM(2)]: The university will be asked to help with recommendations for housing options after the proposal and fellow is approved.

Commented [CM(3)]: To be completed by the University

	<p>Fellow will be hosted: study programs, number of students in each study program, size of the academic staff, facilities, etc.</p> <p>Please provide contact information for the main POC and the host professor/s.</p>
<p>Describe additional institutions or locations the EL Fellow might work in:</p>	<p>Provide additional information if you would like to have the Fellow host/organize other activities such as teacher training, etc.</p> <p>If not, simply write N/A</p>

## Goals and Project Duties (In progress)

### Project Goals

<p>What does Post, the host, and/or the EL Fellow hope to gain or accomplish from carrying out this project? You will be asked to revisit and assess these goals upon completion of the project. Describe the goals of this project in 3-5 sentences.</p>	<p>To be completed by the Embassy.</p>
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### Mission Goals

<p>In 3-5 sentences, describe how this project supports Mission goals.</p>	<p>To be completed by the Embassy.</p>
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<p><b>Focus Areas</b></p> <p><b>Focus Areas</b></p> <p>Select at least one and no more than three focus areas for this EL Fellow project. These must apply to the EL Fellow's Primary Duties. Each focus area must be explained in at least one Description of Duty.</p> <p><input type="checkbox"/> 4 Skills, Grammar, and Vocabulary <a href="#">see more</a></p> <p><input type="checkbox"/> American Culture, Studies, and/or Literature <a href="#">see more</a></p> <p><input type="checkbox"/> Content-based Instruction <a href="#">see more</a></p> <p><input type="checkbox"/> English for Academic Purposes (EAP)</p>	<p><b>Commented [CM(4)]:</b> To be completed by the University</p> <p><b>Commented [CM(5)]:</b> Following is the list you can choose from. Please make sure that the focus areas (if more than one is selected) are related to one another.</p>
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[see more](#)

English for Specific Purposes (ESP)

[see more](#)

Instructional Technology (CALL)

[see more](#)

Materials Development

[see more](#)

Proficiency Exam Preparation

[see more](#)

Syllabus Design

[see more](#)

Teacher Training

[see more](#)

Priority focus area

**Commented [CM(6):** Choose one of the above and specify why is that a priority.

## Primary Duties

Description of Duty	Focus Areas <i>More than 1 Focus Area may be selected per duty.</i>	Estimate of direct contact hours per week	Audience
Fall Semester 1. Teaching Methodology of English Language The English Language Fellow is expected to co-lecture and instruct Master students in the pre-service teacher training program Teacher of English Language with advanced knowledge of EFL teaching and learning Methodology. Students The students practice different methods of teaching, identifying and using the primary or secondary sources. It offers students the necessary guidance toward a modern way of teaching English in primary and secondary level of education. The course is taught in two modules: Teaching Methodology: 15 weeks x 2 Lectures/ 2 seminars, total a 60 classes- 4 ECTS. Learning Strategies of a Foreign Language: 15 weeks x 2 Lectures/ 2 seminars, total a 60 classes- 4 ECTS	<ul style="list-style-type: none"><li>English for Academic Purposes (EAP)</li><li>Teacher Training</li></ul>	3	40 MA students

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This is a model to show how the information should be completed for each course the Fellow is expected to co/teach.

**Secondary Duties**

Type of Duty	Description of Duty	Estimate of hours	Per Week/Month/Semester	Audience
Complete as applicable				

**Additional Candidate Information**

Is there any additional information that could help with matching candidates to this project?  
Note: Projects cannot require a Ph.D., language fluency (other than English), or previous country/region experience. Yes

If yes, explain

**Commented [CM(8):** To be completed by the University.  
Please provide information as available.

**Budget (Completed)** To be completed by the Embassy.