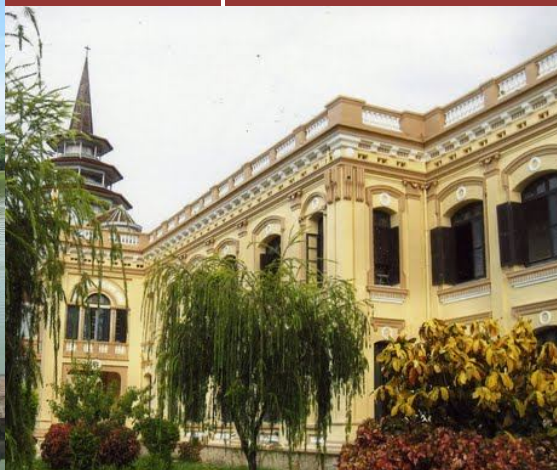


Applicant Informational Packet

Summer English Program



2009-2010

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ABOUT US

Education for the Poor (EFTP) is a non-profit organization – 501(c)(3) - founded to serve the poor in Vietnam. With the realization that education is the best vehicle for eradicating poverty and the most effective way to promote quality of life in the long run, EFTP is dedicated to bring to the poor an opportunity to start, continue or further their education through the regular academic or vocational school system. In the course of its operations, the organization will not discriminate anybody on the basis of race or religion. Needy people of all races, backgrounds and religions, residing in Vietnam are eligible for help from the organization.

Over the last 30 years, the U.S. Vietnamese community has gathered many notable accomplishments. A Vietnamese counterpart may be found in the leading team in almost every profession. This success reflects the ability and intelligence of the Vietnamese people. Provided with the same opportunities, we strongly believe that the young generation in Vietnam will garner the same level of success. Inspired by this belief, EFTP was created in late 2005 with the hope of giving young Vietnamese an opportunity to escape poverty and to change their lives.

MISSION

The Summer English Program is just one of the many projects that EFTP oversees. The complete mission of the organization is apparent in its name: Education for the Poor. In the course of achieving its mission and answering the needs of the poor, EFTP always tries to help students make the most of education, in addition to providing them assistance in the most effective way. EFTP constantly strives to improve its operations to best respond to the current demands of the world. In striving to do so, it plans to take advantage of the benefits that globalization offers.

Providing educational assistance is quite a demanding task and therefore it should be supported by short-term and long-term goals. EFTP has adopted the following:

Short-term goals:

1. Propagate the spirit of good work ethic.
2. Send volunteers to Vietnam to teach English.
3. Set up computer centers for students to use free of charge.
4. Provide scholarships to students.
5. Provide financial assistance to centers for the handicapped.
6. Provide financial assistance to vocational centers.

Long-term goals:

1. Organize educational clubs.
2. Send volunteers to Vietnam to teach accounting.
3. Help students participate in university programs through the Internet.
4. Expand the volunteer network and programs to include other specialties besides English.

PURPOSE OF THE SUMMER ENGLISH PROGRAM

In 2006, Vietnam became a new member of the World Trade Organization that promises to lead to plentiful foreign investments in the future. The visits of Bill Gates and a number of large U.S. companies give hope that more jobs will be created in Vietnam. In this regard, Intel, a major micro-chip manufacturer, made a \$1 billion investment. This good news profoundly concerns EFTP since the success of Intel's investment will lure more business opportunities from the United States and abroad. This will be a good way to quickly assist Vietnam out of poverty and will also make a direct impact on the poor college students who are unemployed upon graduation. Helping them acquire the highly valued job skill of speaking English, in which most cannot afford the private lessons, will help them become competitive on the job market and help them obtain a job with a steady income. This will in essence, give them an opportunity to escape the cycle of poverty and change their lives.

*"Give a man a fish and you feed him for a day.
Teach a man to fish and you feed him for a lifetime."
- Lao Tzu*

WHO ARE WE LOOKING FOR?

REQUIREMENTS

All volunteers will be carefully selected by EFTP to ensure that they would be dedicated to leading students to achieve the main goal of the program. All individuals from diverse educational and professional backgrounds with various levels of experience are encouraged to apply. Applicants must be at least 18 years old to partake in the program.

Teaching English to foreign students requires much dedication and hard work. Though many volunteers possess various qualities and skills that can be beneficial to the students in Vietnam, the most important ones that EFTP looks for in the selection process are:

1. Volunteers who are dedicated and diligent.
2. Volunteers who are genuinely interested in helping the Vietnamese students improve their English skills.
3. Volunteers who are proficient and fluent in the English language.

Before applying, we encourage applicants to look at various factors, including, but not limited to:

1. Weather conditions – Vietnam has a tropical climate where it is very hot and humid
2. Cultural Adjustments - Parts of Vietnam are very conservative. For example, certain clothing appropriate in the U.S. would not be so in Vietnam.

STRUCTURE OF THE TEACHING PROGRAM

TRAVEL DATES

The program is exactly 5 weeks for summer 2010. Teaching begins on **Monday, June 21, 2010 at 8AM** and the last day of class is on **Friday, July 23, 2010 at 5pm**. We ask our volunteers to arrive at least one day before the first day of class and stay at least one day after for the Closing Ceremony.

In previous years, some volunteers have arrived a few days earlier or even stayed a few days after the program ends. This allows them to travel within Vietnam or to nearby countries. Special arrangements can be made for a day or two, before or after the program, as long as the volunteer communicates their plan with the Program Coordinator after booking their ticket.

WEEKLY SCHEDULE

Monday – Fridays: Volunteers will be teaching two classes per day. The morning class is from 8:00 AM – 10:30AM, while the afternoon class is from 2:00PM – 4:30PM. There will be a 15-minute break approximately half way through each class section. To accommodate those students in Vietnam who work during the day, we will be adding an evening class (the tentative time being 7-9pm*), where volunteers are expected to teach one extra class, but only ONE evening PER week.

Most weekday afternoons and evenings outside of class time, volunteers have free time to spend. This time can be spent using the internet at cafes, eating, making lesson plans, going on bike rides or going out with other volunteers and students.

Weekends: The Program Coordinator hopes to provide volunteers with a broad experience and wants to ensure that they are also enjoying their time in Vietnam. During the weekends, volunteers are free to plan group trips with students and other volunteers or go out on trips planned by the Coordinator. Please note that the Coordinator does not plan a trip every weekend, but there are many things that volunteers can do. Previous trips in Hue have included hiking the Bach Ma National Park, going to Thuan Anh beach, touring the Thien Mu Pagoda, local sight-seeing, visiting the famous Tomb of Khai Dinh and exploring the Citadel.

STUDENTS IN VIETNAM

Each volunteer is assigned a class level before they arrive to Vietnam. Students in Vietnam are tested on their level of English proficiency and are placed in one of three levels: **Beginning, Intermediate** and **Advanced**.

Rosters with student's names are pre-arranged for volunteers before their arrival and a student teaching assistant will be available to help. The age of students generally range from 7-25 years old. Depending on the assigned class level, there are generally younger students at the Beginning Level, while there are more college-aged students at the more Advanced Level.

The number of students can range from 20-60 students per class. With a more Advanced Level class, class size is generally smaller with 20-30 students, allowing for more group work and discussion that helps fine tune their English skills. On the other hand, the Beginning Level class is generally larger, with about 40-60 students, allowing for more focus on pronunciation, which helps set the foundation for their English proficiency. However, it varies from year to year.

LESSON PLANS

The main goal of the English program is to help students sharpen their English communication skills so that they can advance in their academic activities, as well as give them a better chance to acquire high paying jobs while Vietnam is entering into the global trading environment. In order to meet these goals, the English program emphasizes conversational and pronunciation skills. The daily activities for the students consist of:

- a. Phonetic Activities – The teachers work directly with students to teach them how to properly pronounce words based on international phonetic signs so that they know how to pronounce new words as they encounter them after the program has ended.
- b. Conversational Activities – The teachers assign a conversational topic, divide students into small groups, and let the students converse with each other while the teachers are rotating among the groups to coach them.
- c. Pronunciation Activities - The teachers lead students through reading exercises and/ or have them listen to the CDs and pronounce words along with it. These activities help students develop pronunciation and intonation skills.

A book, along with CDs is provided for each volunteer. The book is titled “*Conversations for All Occasions*” by Natalie Xuan Van, Yen Chau Van, Ai Chau Hoang and Hung Hoang. This will be handed out during training sessions for volunteers.

Volunteers are also given the flexibility to be creative in their lesson plans and are encouraged to incorporate other activities besides those listed above. We also encourage volunteers to do more than just teach from the book.

Please note that creating lesson plans for each day takes a lot of time and commitment, and we do not want volunteers to overlook this very important aspect of teaching. Preparation is not only vital to helping students better learn English, but it maintains organization and efficiency.

VOLUNTEER ACCOMMODATIONS

FOOD

Volunteers are provided with three meals per day, every day. Breakfast is generally around 7AM, lunch at noon and dinner at 5PM. However, the scheduling may be adjusted according to volunteer preferences.

The type of food that is served follows what traditional Vietnamese people generally eat. A cook is designated to each location and they can also cook anything that the volunteers prefer. The following is a list to help give a very broad idea of the types of food available:

Breakfast: bread and butter, porridge, fruits, soy milk, coffee, soups, eggs

Lunch/Dinner: Rice with fish, beef, vegetables, noodle dishes, a variety of seafood and/or other soup dishes.

LODGINGS

Housing is pre-arranged and provided for all volunteers. The Program Coordinator prioritizes the volunteers' safety and makes the necessary arrangements to ensure that volunteers feel comfortable and secure. As a result, the Coordinator has worked with the Archbishop of Vietnam to make those arrangements. Although EFTP works with the Catholic Community in Vietnam, the organization is non-denominational and welcomes all religions. EFTP has had many volunteers of various backgrounds.

Two volunteers are assigned per room and will be sharing a bathroom. Rooms are generally air-conditioned, although the teaching facility is not.

The internet connection at the lodgings is very unreliable, however, more reliable internet can be found at nearby coffee shops.

LOCATIONS

There will be volunteers in two locations this year; one in Hue, Vietnam and the other in Vinh, Vietnam. The lodgings are located within 20 minutes (walk distance) from the teaching facilities.



COSTS/EXPENSES

The only expense that volunteers are responsible for is their round-trip airfare to Vietnam. The international flights land in either Hanoi or Ho Chi Minh City (Saigon); as a result a separate domestic airplane ticket must be purchased from either location to either Vinh or Hue.

International Airfare to Vietnam ranges from \$650 to \$1350 depending on when you book. The Domestic Airfare to Vinh or Hue ranges from \$150-\$250. We hope to arrange for group rates, with the possibility of airfares being more affordable to the volunteers and the safety of traveling as a group. However, more information will be given after volunteers are accepted.

All other expenses such as food and housing are taken care of for the volunteers. Additional personal expenses such as souvenirs, going out, calling home, travels outside the city and other foods/cafes are dependent on each volunteer. Generally, most volunteers have commented that they spend only an extra \$200-250 for personal expenses for the whole 5 weeks.

Volunteers are also responsible for obtaining or renewing their passports and visas beforehand. If you do not already have one, please account for the additional costs. More information can be found on: http://travel.state.gov/passport/passport_1738.html

Volunteers are also expected to provide a doctor's health clearance and obtain all the necessary shots before going to VN.

HOW DO I APPLY?

SCREENING PROCESS

An application will be sent out to interested individuals. Directions for submission will be detailed within the application. Although we are expecting a very large number of applicants, with only 20 spots in the Summer 2010 Program, we do highly recommend anyone who is interested to apply. With more interested volunteers each year, we hope to accommodate more volunteers in the following years as we expand our program to other cities in Vietnam and take more than 20 in the future.

The **deadline** for the application is **Friday, January 8, 2010**. Please note that turning the application in by the deadline will not put you at either a disadvantage or an advantage. We hope to fairly review all applications after the deadline and invite a select group to interview later in January. We hope to notify all applicants sometime in the end of January to beginning February.

AFTER ACCEPTED

After applicants are accepted into the program there will be 2-3 mandatory training dates where further details about the program are given. The training dates will be determined after acceptance.

CONTACTS

EMAIL ADDRESS

All correspondence from applicants should be sent to EFTP.Vietnam@gmail.com

MAILING ADDRESS

P.O. Box 1128, Los Alamitos, CA 90720

LINKS AND WEBSITES

Our official website: educationforthe poor.org

Feel free to find us on Facebook or check out our Short Video Clip of the Summer 2009 Program on YouTube: <http://www.youtube.com/watch?v=af5m7iWR8-o>
