TaLK
Teach and Learn in Korea
Check List

You must have accumulated at least 48 credit hours before you can join the TaLK Program. Contact the East Asia Institute at 210.458.4943 or eai@utsa.edu for more info.

Deadline for February departure:
Send all documents to the East Asia Institute for review by October 1

Deadline for August departure:
Send all documents to the East Asia Institute for review by April 1

Application documents needed are as follows:

☐ Submit application form A online. Attach a head shot (A)
  Use UTSA_your first name to apply.

☐ Submit application form B online. Attach a personal statement (B)
  Use UTSA_your first name to apply.

☐ An original lesson plan: use TaLK template (C)

☐ 2 recommendation letters: use TaLK forms (D)

☐ A criminal background check and apostille (E)

☐ A copy of the passport page (F)

☐ An official academic transcript (G)

Print out form A and B and sign them. Send the forms to one of the offices listed below.

Houston Korean Education Center
1990 Post Oak Blvd., Suite 750
Houston, TX 77056

TaLK Office Seoul HQ address:
TaLK Program
National Institute for International Education
81 Ihwajang-gil
Jongno-gu, Seoul
110-810
Korea
Read and learn in Korea (TALK)
B Medical Form (Self-Assessment) (Continued)

1. Do you have any medical condition(s) that may affect your ability to learn and teach in Korea (TALK)?

2. Have you ever been hospitalized in the past two years?

3. Are you taking any prescribed medications?

4. Have you ever been treated for a mental health disorder or anxiety disorder?

5. Have you had any serious illnesses or injuries in the past five years?

6. Have you ever been treated by a doctor for any mental, emotional, or nervous disorder?

7. Have you ever been treated for tuberculosis, epilepsy, or cancerous disease, diabetes, or other serious chronic disease?

8. Have you ever been treated for any physical or emotional disorder or overdose?

9. Have you ever used alcohol or other substances that could affect your ability to learn and teach in Korea (TALK)?

10. Are you on any prescription medications from depression?

11. Are you on a prescription diet?

12. Have you ever used any prescription medications?

13. How many times have you used prescription medications in the past five years?

14. Weight (lbs): __________

15. Height (in): __________

Directions: Please answer questions 1-7 and place a check mark (✓) where applicable.

TALK Program Application (Continued)
TaLK Program Application (B)

PERSONAL ESSAY (Statement of Purpose)

★ Directions: Please use this opportunity to provide a clear and precise statement. Your essay will be evaluated and may influence the acceptance decision. Examples of topics may include: insights about teaching/learning, your potential role as a Scholar/Teacher based on your experiences, self-introduction, family background, educational background, work experience, motive to apply, plan of service & other activities as a TaLK scholar, plans for further studies during your time in Korea, etc. The type-written essay should be a minimum length of 700 words and a maximum length of 1,000 words.

Helpful information to put in your Personal Essay

1. Personal information/Self introduction
2. School/College
   a. Major
   b. Minor, if any
3. Why are you interested in Korea?
4. Why are you interested in teaching?
5. Why are you interested in working with children?
6. Teaching experience
7. Volunteer experience
8. Tie your major to Korea
9. While in Korea, what do you plan to do?
10. Role as a culture ambassador?
11. What will you do after the TaLK program
12. Why are you a good candidate?
TaLK Program Lesson Plan 2012

PURPOSE:
This document will give the application evaluators an idea of the applicant's awareness of their future role as instructors. Creativity, research, and a thorough understanding of lesson activities must be displayed. Applicants who submit a well-thought-out, high-quality lesson plan are likely to receive a higher score during the evaluation process.

INSTRUCTION:
- Estimated duration: 45 minutes.
- In addition to the subject that you will be teaching (the "what"), elaborate on the steps you need to take (the "how") to ensure your students have fully understood and can freely use the key expressions.
- Key Expressions: Useful conversational phrases that the students will have command over by the end of the lesson.
- Development: Through step-by-step description of three (3) core activities that incorporate key expressions.

Title of Lesson/Lesson Theme:
○ Grade:
○ No. of students:
○ English level (choose one): Beginner | Intermediate | Advanced
○ Objectives: By the end of the lesson, students should be able to...
  1.
  2.
○ Key Expressions/Phrases
  1.
  2.
○ Teaching Aids/Materials
  1.
  2.

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction (Time:__)</td>
<td>Greetings &amp; Review: What has been taught and how it is linked to today's lesson must be indicated.</td>
</tr>
<tr>
<td></td>
<td>Class Arrangement: Presentations of Objectives:</td>
</tr>
</tbody>
</table>

Conclusion (Time:__)
Evaluation of Objectives: Evaluation of Objectives:
Total Time:__

The student is then to match the spelling of the emotion or feeling to the picture.
Closing:
In closing all worksheets are taken up and graded.
Later students are given back worksheets, so that they are given the chance to review.

Total Time: 40 min.
Please evaluate the candidate's performance:

1. In what capacity have you known the applicant (e.g., teacher, supervisor, etc.)?

2. For how many years/months?

3. Present employment or position:

   - Company/Name

   - Location

   - Position / Title

   - Phone:

   - Email / Organization

   - Department / Organization

   - Date

   - Signature

   - Company (if any)

   - Other relevant information (e.g., for the proposed position)

Please evaluate the candidate's performance:

1. Overall Evaluation

2. Educational experience

3. Technical skills

4. Communication

5. Leadership

6. Teamwork

7. Technical skills

8. Decision-making

9. Collaboration

10. Academic achievements

11. Comments

To be completed by the applicant (please print or type):

- Name of applicant

- Date of application

Letter of Recommendation

We recommend (Name of Candidate) for the (Position) as (Type of Employment).

(Signature)

(Date)

Support of Education Exchange Coordinators (SEEC)
Directions for criminal background check (CBC)

If you attended high school outside of Texas, you will need to do a national wide CBC. Consult with Mimi Yu (mimi.yu@utsa.edu or 210.458.8558) about this.

If you attended high school in Texas, you can get your CBC done in Austin, Texas. See the following two steps to do CBC and get the documents apostilled.

Step 1:

1. Finger Printing
2. Criminal Background Check

Go to Department of Public Safety (D.P.S) in Austin, TX for these two items:

Address: 5805 N. Lamar Blvd
Austin, Texas 78752

Hours: Monday – Friday 8am – 5pm
Phone #: 512-424-2000

The process for both items should take about 2-3 days.

Step 2:

Apostille

After you receive your CBC document, go to Austin again to visit the Secretary of State office to get an Apostille form.

Address: 1019 Brazos St., James E. Rudder Bldg
Hours: Monday – Friday 8am – 4:00pm
Phone #: 512-463-5730

The following person has no criminal history record at the Texas DPS as of __________.

NAME (il)

SSN NUMBER

SEX

HEIGHT

WEIGHT

HAIR COLOR

EYE COLOR

DATE OF BIRTH

PLACE OF BIRTH

DATE OF ISSUE

SIGNATURE

STATE OF TEXAS
COUNTY OF TRAVIS

Pursuant to the authority contained in Rule 902, Sections 1 and 4, Texas Rules of Evidence, and Subchapter F, Chapter 411, Texas Government Code, I, [Name], Supervisor, Access and Dissemination Bureau, Crime Records Service, Texas Department of Public Safety, do hereby certify I am the deputy custodian of the certified, true and correct information of Crime Records Service of the Texas Department of Public Safety. I further certify at there is no record on file with the search criteria which was supplied, or that an interest or order to produce, for the following.

Texas Criminal History Record Information

[Signature]

County of Travis

The State of Texas
Secretary of State

Requested for use in SOUTH KOREA

Not for use within the United States of America

This Apostille only certifies the signature, the capacity of the signer and the seal or stamp it bears. It does not certify the content of the document for which it was issued.

Certificate Validation available at www.sos.state.tx.us

APOSTILLE

(Convención de La Haye del 5 Octubre 1961)

1. Country
2. has been signed by
3. acting in the capacity of
4. and bears the seal/stamp of

CERTIFIED

5. at Austin, Texas
6. by the Secretary of State of Texas
8. Seal
9. Signature:
10. Signature:
THE UNIVERSITY OF TEXAS AT SAN ANTONIO
OFFICE OF THE REGISTRAR, ONE UTSA CIRCLE, SAN ANTONIO, TX 78249-0608, (210) 458-8000
OFFICIAL ACADEMIC TRANSCRIPT
FICE 010115

Date Issued: 27-DEC-2013
Record of: Undergraduate
Date of Birth: VOID

Course Level: Undergraduate
High School: Home School
Only Admit: Fall 2013

Current Program
College: University College
Major: Undeclared

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<th>SUBJ NO.</th>
<th>COURSE TITLE</th>
<th>CRED GRD</th>
<th>PTS E</th>
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INSTITUTION CREDIT:

Fall 2013
- University College
- Declared
- Academic Standing

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<th></th>
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<th>GPA</th>
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<td>COLLEGE ALGEBRA</td>
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<td>16.00</td>
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<tr>
<td>Hrs: 4.00 GPA-m: 4.00</td>
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<td>GPA: 16.00 GPA: 4.00</td>
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Spring 2014
- IN PROGRESS WORK
- 2024 4.00 IN PROGRESS
- 2013 3.00 IN PROGRESS

************** TRANSCRIPT TOTALS **************

Earned Hrs: 4.00 GPA: 4.00

TOTAL INSTITUTION: 4.00 4.00 16.00 4.00

Core Curriculum: VOID Fall 2013
- CORE CURRICULUM NOT COMPLETE
- TEC 51.907 Undergraduate Course Drop Counter: 0

************** END OF TRANSCRIPT **************

Consult UTSA info bulletin for GPA calculation information.

Joseph R. DeCristofo, Associate Vice President and University Registrar

This official document is printed on SCRIP-SAFE security paper and does not require a raised seal. An official signature is verified with an orange background. When photocopied the name of the institution and the word COPY should appear. Reject document as official if the signature is distorted or has been photocopied.

San Antonio, TX 782250-5513