

***NCEE Training of Writers***  
**APPLICATION FORM FOR U.S. PARTICIPANTS**

***DEADLINE FOR RECEIPT OF APPLICATION: [May 9, 2008 5:00 EDT](#), Applications must be submitted by e-mail to [Writers08@ncee.net](mailto:Writers08@ncee.net).***

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

***AFTER COMPLETING THE APPLICATION, PLEASE CAREFULLY FOLLOW THE INSTRUCTIONS FOR APPLICATION SUBMISSION ON PAGE 2 OF THE APPLICATION. PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION.***

**I. PERSONAL & CONTACT INFORMATION**

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_  
(exactly as they appear in passport)

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Personal e-mail: \_\_\_\_\_  
Please provide an alternate address, phone number, and e-mail address where you can be reached during late May, June, and July, 2008, if you will not be at home.

Alternate address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Alternate Phone number: \_\_\_\_\_ Alternate e-mail: \_\_\_\_\_

Congressional Information (home address):  
U.S. Congressional District Number \_\_\_\_\_ U.S. Congressional Representative: \_\_\_\_\_

U.S. Senatorial Representatives: \_\_\_\_\_

How did you learn about this program? (check one) Council/Center for Economic Education: \_\_\_\_\_

NCEE website: \_\_\_\_\_ AP Economics listserv: \_\_\_\_\_ GATE: \_\_\_\_\_ Individual: \_\_\_\_\_  
Other (please detail): \_\_\_\_\_

Please list any special dietary needs or medical conditions.

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**II. PROFESSIONAL INFORMATION**

Position/Title: \_\_\_\_\_

School name: \_\_\_\_\_

School district name \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School phone number: \_\_\_\_\_ School fax: \_\_\_\_\_ School Email: \_\_\_\_\_

Congressional Information (school address):

U.S. Congressional District Number: \_\_\_\_\_ U.S. Congressional Representative: \_\_\_\_\_

**III. PROFESSIONAL EXPERIENCE AND QUALIFICATIONS**

**A) Current teaching responsibilities**

Grade level (s)	Subject taught	Number of years taught

**B) Past Teaching Experience and Education**

Please list other past teaching assignments:

Grade level (s)	Subject taught	Number of years taught

**C) Degrees Earned**

List undergraduate and graduate degree(s) earned (including institutions and years):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**D) Additional Statement about Qualifications**

In the space below, please provide any additional information describing your involvement in and commitment to economic education.

**E) Cross-cultural experience:**

Please list cross-cultural learning experiences you have had either at home or abroad.

1. \_\_\_\_\_
2. \_\_\_\_\_

**IV. BRIEF APPLICATION NARRATIVE**

Please include a narrative that responds concisely to the questions in Section A and Section B below. Please present information in the order in which it is listed below:

**Section A: Participant Expectations and Contributions to the Writers Program (*not to exceed one page*)**

- a) Why do you wish to participate in the NCEE *Training of Writers Program*?
- b) Please summarize your teaching philosophy and what in terms of teaching skills and course content you expect to gain from your participation in the Writers Program?
- c) How will your participation contribute to the Writers Program?
- d) Do you have any other notable attributes or experience that would support your application?

## Section B: Availability and Commitment

Your commitment to the Training of Writers program includes an orientation in Washington, D.C. as well as the workshop in Mexico City. The dates are as follows:

Orientation	August 10 - 12, 2008	Washington, DC
(Arrive in DC on August 10)		
Seminar	August 13-18	Mexico City, Mexico
(Depart DC on August 12; depart seminar site on August 19)		

Following your return from the Writers Program, participants are required to submit a unique, individual lesson. This will require planning and field-testing the lesson. The deadline dates are as follows:

October 10, 2008	First draft of lesson due to U.S. faculty
January 9, 2009	Faculty critiques returned to participants
January 9 – March 13, 2009	Lesson revision, field test, and final revision
March 31, 2009	Final lesson due to U.S. faculty

a) Please state below your commitment to develop and revise one lesson after returning home from the seminar and meet the program deadlines listed above:

b) Please state below your teaching and other obligations for the 2008-2009 school year. Do you have obligations or commitments that will prevent you from completing assignments and/or meeting deadlines described above?

c) Access to field test teachers in your locality - Participants will be required to field test their lesson in January - March in three or more classrooms other than their own. Access to K-12 classroom teachers who will test the lesson is critical. Please describe how you will recruit and work with teachers in your locality to test your lesson.

**V. PARTICIPANT AGREEMENT**

**A. Consent of Supervisor**

The Training of Writers Program will take place during the academic year for some applicants. All applicants having teaching and/or other academic responsibilities must obtain the signed consent of their supervisor to participate in Writers Program.

I, (full name of supervisor) \_\_\_\_\_ give my consent to (full name of participant) \_\_\_\_\_ to take part in a National Council on Economic Education Training of Writers Program from August 10-19, 2008.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Title \_\_\_\_\_ Telephone number: \_\_\_\_\_

**B. Participant Agreement**

NCEE purchases coverage for travel-related assistance services. It is important to note that this coverage **DOES NOT** cover the costs of medical services (such as emergency care, doctor's visits, or hospitalization), or medication. Neither NCEE nor our partner organization in Mexico is responsible for such costs. NCEE encourages you to contact your medical insurance carrier to determine (1) if your policy will cover overseas expenses, and (2) how payment for services will be reimbursed.

I, \_\_\_\_\_ confirm my availability to take part in a National Council on Economic Education Training of Writers Program. I agree to the terms outlined above and commit to fulfilling the responsibilities outlined in this application package. I authorize NCEE to edit, publish, and distribute materials I develop as part of the Training of Writers program.

Date:

# NATIONAL COUNCIL ON ECONOMIC EDUCATION Professional Development Program

## TRAINING OF WRITERS PROGRAM

### Application Checklist

This checklist is for your own purposes. Do not include this form with your application. REMEMBER, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

- Completed application form (pages 1-5 of the application ONLY)
  - Personal & Contact Information (page 1 of the application)
  - Professional Information (page 2)
  - Professional Experience (page 2)
  - Brief Application Narrative (pages 3-4)
  - Availability and Participant Agreement (page 5)
  
- Your name printed at the top right-hand corner of every page of your application
  
- Scanned copy of your signed supervisor consent (if necessary) (page 5)
  
- Letter(s) of recommendation from a center or council director (recommendation may be submitted separately by email, fax, or by mail, but must be received by the application deadline).
  
- Scanned copy of the photograph/signature pages of your passport.

You must submit your application by e-mail to [Writers08@ncee.net](mailto:Writers08@ncee.net) . Please write Training of Writers, (Your Name) in the subject line. Applications must arrive at NCEE in New York City no later than May 9, 2008 5:00PM Eastern Daylight Time.

National Council on Economic Education  
1140 Avenue of the Americas, Suite 202, New York, NY 10036  
Contact:  
Stacy Gordon at 1-212-730-6704  
Email: [Writers08@ncee.net](mailto:Writers08@ncee.net)