

## Handout 2 – Invitation (*Convocatoria*)



### TEACHER EXCHANGE PROGRAM MEXICO-UNITED STATES 2013

The Federal Government through the Ministry of Education and the Ministry of Foreign Affairs of Mexico invite the State educational authorities in Mexico and the United States to submit nominations for sending or receiving teachers in “Teacher Exchange Program-Mexico 2013” which is subject to the following:

#### GUIDELINES

##### 1. About the activities of the exchange teachers:

###### Mexicans

- The selected teachers will exchange pedagogical experiences regarding preschool, elementary, middle and high school at different School District participating in the program.
- In the classroom, teachers and visitors in coordination with the lead teacher will attend children and young Mexicans and Mexican Americans, Hispanics and students of other origins due to the cultural diversity of United States.
- They must elaborate a working plan in collaboration with the School District participant.
- They will:
  - Support the School District’s efforts in identifying and recruiting families to the Migrant Education Program.
  - Assist in the promotion of activities with parent.
  - Participate in community and extracurricular activities.
  - Collaborate and suggest the development and use of educational materials to strengthen programs for children and young Mexicans in the United States.
  - Assist in the teaching of mathematics, literacy, science, history, Mexican culture and teach other subjects that contribute to the improvement of educational attainment.
- Submit a report to the Mexican State PROBEM coordinator of the activities conducted during the exchange, including suggestions and contributions they consider relevant.

**Americans**

- The selected teachers will exchange information regarding both educational systems and also pedagogical and methodological experiences in public schools serving preschool, elementary, middle and high school, from participant School Districts, mainly in high migrant states or those serving Binational students.
- Participate in the activities proposed by the previous work plan agreed by the Mexican State PROBEM coordinator.
- Prepare and submit a report the Mexican State PROBEM coordinator of the activities conducted during the exchange, including suggestions and contributions they consider relevant.

**2. About the commitments and responsibilities of the Mexican and American educational authorities that participate in the exchange program:**

**STAGE 1: Mexican teachers visiting the United States**

**Mexican authorities will:**

- Cover the cost of the airfare between Mexico and the US, including life insurance and repatriation in case of death.
- Maintain a close communication with the participating teachers and members of the Executive Committee of the Mexican Group of PROBEM related with the Exchange Program through the official channels established.
- Attend to the extent possible, specific requirements of school districts described in the application with an emphasis on teacher requests of an indigenous language, special education and English proficiency exclusively.
- Comply fully with the dates specified in the application.
- Conduct, as much as possible, an assessment visit and follow participating teachers during their stay in the United States.

**American authorities will:**

- Cover all the expenses regarding the SEVIS cost and medical insurance for each participant.
- Provide housing, local transportation, food, phone card (optional) and at least \$100 USD weekly stipend to each Mexican teacher participating in the program.
- Act on time, according to the agreed calendar in the dates specified in this notice.
- Maintain a close communication with the participating teachers (local coordinator) and the members of the Executive Committee of the Mexican Group of PROBEM related with the Exchange Program through the official channels established.

**STAGE 2: American authorities visiting México**

**American authorities sending participants will:**

- Cover the cost of the airfare between the US and Mexico for each participant.
- Comply fully with the dates specified in the notice.

- Maintain a close communication with the participating teachers and members of the Executive Committee of the Mexican Group of PROBEM related with the Exchange Program through the official channels established.
- Develop the work plan in conjunction with the PROBEM coordinator of the participant State.

**Mexican authorities receiving participants will:**

- Provide housing, local transportation, food, phone card (optional) for each participant in the program.
- Comply fully with the dates specified in the notice.
- Maintain a close communication with the participating teachers and members of the Executive Committee of the Mexican Group of PROBEM related with the Exchange Program through the official channels established.

**3. Requirements to become a candidate for the exchange program:**

**Mexicans must:**

- Have the Mexican nationality, current Passport validated through December 31, 2013, and no criminal records either in Mexico or the United States.
- Possess a B.A. Degree in education or a pedagogical area from an Escuela Normal, Escuela Normal Superior or any other Higher Education Institution in the Mexican Educational System.
- Be a preschool, elementary or middle education teacher, indigenous education, special education and the National English program teacher (\*They will need to have the teaching experience requirement and have bachelor's degree in education)
- Have a B1 level of English language proficiency (including all four communication skills), pass the test (CENNI) to be implemented in the National Training Seminar.
- Have a minimum experience of 3 years teaching a group and in the design of educational programs and materials.
- Be able to leave the country for 3 - 8 weeks during **May through August**.

**Americans must:**

- Have American nationality, possess a current Passport, and have no criminal records either in Mexico or in the United States.
- Possess a B.A. degree in Education in the U.S.
- Have good Spanish language skills.
- Have a minimum of three years teaching experience and have experience designing educational programs and materials.
- Be able to leave the United States for at least one week during **summer or during the school year**.

**Note. - Is not allowable to travel accompanied by others (family, friends and/or partners) who are not involved in this program.**

#### 4. Documentation:

##### **First stage of the exchange, in accordance with the attached schedule:**

Applications shall be sent to the Mexican PROBEM Mexican Group, through the consulates or the Center of Migrant Education at Texas State University with an electronic copy to: [jguzman@sre.gob.mx](mailto:jguzman@sre.gob.mx); [departamentoame@sep.gob.mx](mailto:departamentoame@sep.gob.mx); [probem\\_coahuila@sec-coahuila.gob.mx](mailto:probem_coahuila@sec-coahuila.gob.mx); [nlprobem@hotmail.com](mailto:nlprobem@hotmail.com); [fc10@txstate.edu](mailto:fc10@txstate.edu); [ab29@txstate.edu](mailto:ab29@txstate.edu).

- Confirmation of the number of candidates from each sponsor state will be sent to the Board of Mexican Group del PROBEM, through the Directorate General of Foreign Affairs of the SEP with electronic copy to: [jguzman@sre.gob.mx](mailto:jguzman@sre.gob.mx); [departamentoame@sep.gob.mx](mailto:departamentoame@sep.gob.mx); [probem\\_coahuila@sec-coahuila.gob.mx](mailto:probem_coahuila@sec-coahuila.gob.mx); [nlprobem@hotmail.com](mailto:nlprobem@hotmail.com).
- **Individual nominations will not be accepted. All applications are submitted by the State Coordinators of PROBEM in the case of Mexican teachers, and officials from school districts through the Center of Migrant Education at Texas, State University-San Marcos, Mexican consulates in the United States and the Institute of Foreign Affairs for American participants and requests for Mexican applications.**

#### 5. About the procedure:

##### **Distribution of the notice:**

- In the U.S. through the National Coordination PROBEM the 47 states of the program and Mexico's consular network in the United States.
- In Mexico through the Secretariats DGRI and educational institutions in the federal entities.

##### **STAGE 1: Mexican teachers visiting United States**

Once all of the teacher's application forms are received and all of the sponsored teachers are confirmed by the Mexican Federal Entities, the Exchange Commission of the PROBEM will assign the places, taking into account the Equity principle (75%-25%) agreed at the XXVI Binational meeting, except for the applications of indigenous languages speakers or special education, which is approved to the extent possible.

Based on the applications, the state coordinators of PROBEM will preselect the qualified teachers within their state.

The preselected candidates will be interviewed in person or remotely by the school districts for which they were assigned.

Candidates who have been approved by school districts must attend the National Training Seminar and sign the "Letter of commitment to the commission responsible for the exchange"

DGRI will send the final list of participants to the State Coordinators and school districts through the National Coordination of PROBEM in the United States and consular network.

Counterparts will coordinate logistics of visa procedures, work, transportation, lodging, meals, stipends and other necessary activities.

The Mexican PROBEM Coordinators will notify in a timely manner the dates of their teachers stay and flight itineraries, to the Executive and Technical Secretaries.

At the end of the stay, a National Evaluation Meeting for the Teacher Exchange Program 2013 will be held. The Mexican PROBEM State Coordinators and program coordinators involved in the United States must attend and each state participant that considers relevant to present case studies or specific experiences.

**STAGE 2: American authorities visiting Mexico**

This process will be the responsibility of each school district or educational institution that has migrant and/or bilingual programs in United States. The assignments will be determined along with the Mexican States that have sent teachers to exchange in the U.S. under the reciprocity component and reported promptly to the Mexican PROBEM Coordinators.

**6. Calendar  
STAGE 1**

ACTIVITY	DATES
Distribution of the 2013 Teacher Exchange information, Convocatoria and Application	<b>From September 17, 2012 to December 14, 2012</b>
Deadline for Mexican states to submit official confirmation to the SEP and IME and/or National Coordination of PROBEM in U.S about the number of teachers sponsored.	<b>December 14, 2012</b>
Deadline to submit official confirmation to the DGRI of the total number of teachers to be sponsored by each State participant of Mexico.	<b>January 18, 2013</b>
Space assignment	<b>February 6, 2013</b>
XVI Teacher Exchange Program 2012 Training Seminar.	<b>March 17 -19, 2013</b>
Start of the Visa J-1 process, room, board, transportation arrangements, etc.	<b>Starting March 19<sup>th</sup> , 2012</b>

**STAGE 2.**

Applications forms will be received starting January 17 and through all 2013.

For further information, please contact:

In Mexico:

General Direction of International Relations,  
SEP,  
Donceles 100, 1er. Piso, Oficina 205  
Col. Centro  
06020, México, D.F.  
Phone: (55) 3601 6957  
[www.mexterio.sep.gob.mx](http://www.mexterio.sep.gob.mx) / [www.sep.gob.mx](http://www.sep.gob.mx)  
[departamentoame@sep.gob.mx](mailto:departamentoame@sep.gob.mx)

In U.S. :

IME's Office at your nearest Mexican  
Consulate or IME's Central Offices at the  
Department of Education & Culture at Mexico  
City  
Plaza Juárez No. 20, piso 17  
Av. Juárez,  
Col. Centro  
06010, México, D.F.  
Phone: (55) 3686 5857  
[www.ime.sre.gob.mx](http://www.ime.sre.gob.mx)  
[jquzman@sre.gob.mx](mailto:jquzman@sre.gob.mx)

Center of Migrant Education at the  
Texas State University – San Marcos  
601 University Drive  
San Marcos, Texas 78666

Phone: (512) 245 1365

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