

Tips to Finding Meaningful Teaching Abroad Opportunities:

- 1. Start Early:** Since opportunities to teach abroad vary so much, you'll need to invest time and effort. Begin reflecting and researching (steps #1 and #2 on the "Checklist" below) several months before you plan to apply.
- 2. Prepare:** Meet with a CLS advisor about creating a plan for securing an opportunity to teach abroad. Also have your application materials reviewed by a CLS advisor.
- 3. Pay Attention:** Deadlines, application requirements, and program criteria need to be followed. Check all materials for typos and ensure the use of formal, professional language, as well as tone, before sending any materials out.
- 4. Stay Organized:** Keeping track of different applications can be difficult! Manage the application processes and communications with potential organizations and networking in a way that makes sense to you. (Past students have used spreadsheets, desktop folders, and other strategies to keep track of materials and deadlines.)

Teaching Abroad Checklist

I. Pre-Reflection

- I have identified personal strengths, skills, interests, and values (perhaps through self-assessments available at the CLS) that lead me to believe that I am equipped to teach abroad and that teaching abroad would be fulfilling for me.
- I have met with my CLS advisor to discuss my interest in teaching abroad and to strategize ways of search for opportunities based on my interests, experience, financial considerations, geographic interests and parameters.

II. Choosing a Program and Location

- I have identified at least five potential opportunities to teach abroad that offer the type of experience I am seeking. I have compared and contrasted these opportunities.
- I have discussed with a CLS (or other) advisor how my unique strengths and interests fit neatly with these programs.
- I have identified relevant and valuable information about my country of interest regarding unique differences in application materials (e.g. TOEFL/TEFL requirement), interviewing etiquette, visa requirements, and other factors that will influence my ability to teach successfully in my country of choice.
- I have created a list of potential networking contacts (perhaps using online tools like LinkedIn, Grinnell Connect, Facebook, and the Grinnell Alumni Director), including Grinnell College alumni, previous supervisors, faculty members, peers, family members, and friends.
- I have created a reliable system for keeping track of the status of my applications (e.g. contacts, interviews, and other activities).
- I have sent relevant questions to the organizations to which I've decided to apply.

III. Applying

- I have created a schedule (perhaps with the help of a CLS advisor) for when I will complete specific parts of an application.
- I have created application materials uniquely suited to each opportunity. (I have closely read and fully understand all aspects of the application prompts for each opportunity. I've prepared rough drafts of written responses and solicited feedback from a CLS advisor.

IV. Deciding

- I have reviewed the cost of the program (including the cost of living for housing and other expenses) as well as any benefits and salary I will receive.