TaLK Application Information

Over the next few weeks, the staff in the Office of Service-Learning will assist you in completing the required materials for the TaLK program and preparing you to participate in the program next semester. Below is an overview of the process. If you have any questions, please do not hesitate to ask!

First Step: January & February 2018 – Information Sessions with Dr. Alonzo in the Office of Service Learning
During this initial meeting, we will go through the application materials required by the TaLK program. Those items include:

- TaLK Online Application
- Personal Statement
- Letter of Recommendation
- Lesson Plan
- Official Transcript
- Criminal Record Check
- Passport-quality photos (head shots)

To set up an information session sign up by going to MUConnect on Canvas. Open Mysuccess Network, find Service-Learning, scroll and click Global Service.

Assignments for February & March
   As soon as possible, go to the website and complete the following:
   - Review the Process and Timeline
   - Review the application instructions
   - Create your TaLK MY PAGE account
   - Review the required documents for your application
   - Review the Acceptance Policy

2. Document collection
   As soon as possible, you will need to accumulate the following items:
   - Passport
   - Letter of Recommendation (1) - see attached document for more information
   - Official Transcript
   - Criminal Record Check
   - Any necessary physician’s notes or statements
   - Passport-quality photos (head shots)

3. Academic Advising
   Make appointment with Kirsten Pape (papek@missouri.edu) for academic advising

4. Personal Statement - see attached document for more information

5. Lesson Plan - see attached document for more information
**Step Two: March**
Review and discuss lesson plans and personal statements
Review and discuss course sign-ups and registration plans

Turn in the following items:
- Rough drafts for personal statement and lesson plan
- Criminal Record checks (Missouri, discuss record check process other states)
- Collect Official Transcript
- Passport-quality photos (head shots)

**Step Three: March & April**
Review and discuss lesson plans and personal statements
Review and discuss course sign-ups and registration plans
Complete on-line application (Applications due by 5 pm on Monday, April 15, 2018)

Turn in the following items:
- All materials, including final lesson plans, personal statements, and letter of recommendation
- Any necessary physician’s notes
- Passport-quality photos

Other required items:
- MU International Center pre-departure materials
- Attend Pre-departure class
- Register for courses to take while abroad
- Book and confirm airline tickets
Writing a Personal Essay

Use suggested topics on the TaLK program personal essay page to frame the points/paragraphs you are going to include in your essay.

1. Introductory paragraph:
   - Contextualizing statements—sets the stage so the thesis makes sense
   - Thesis statement: the overall assertion you are going to make
   - Organizing Sentence-the specific examples you are going to use.

2. Body paragraphs:
   - Topic sentence that ties paragraph with thesis and organizing sentence
   - Clearly defining terms
   - Providing clear and detailed supporting examples
   - Summarizing the paragraph

3. Concluding paragraph:
   - Restating and summarizing what came before to clarify and synthesize examples and information.

The following is the TaLK program description of the contents of the personal essay:

PERSONAL ESSAY (Statement of Purpose)

Please use this opportunity to provide a clear and precise statement. Your essay will be evaluated and may influence the admission decision process. 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.

Once you have completed your first draft send it to Dr. Alonzo at: alonzod@missouri.edu to review it. She will give you feedback before using it for your final application submission.
Missouri Background Check

Missouri has an automated criminal background check (Missouri Automated Criminal History Site – MACHS).

Website: https://www.machs.mshp.dps.mo.gov/MocchWebInterface/home.html

- Click on the “New to this Site? Click here to get started” box on the right hand side.
- Fee for each name is $13. plus a convenience fee. They accept all major credit cards.
- Once you have the results, you must print out the results page. (If it doesn’t display, try opening it in a different browser)

After you get MO background check

You must have the document notarized. There is a notary on campus and we will set up times for you to visit to have the document notarized.

- In front of the notary agent you will need to write: "I certify this is the original document" and then sign the document.
- The notary agent will notarize the document
- Turn in the completed, notarized document to the Office of Service-Learning
  - The background check will be submitted as part of the Apostille request in Jefferson City (the Office of Service-Learning will cover the expense of the apostille)
Requesting Letters of Recommendation

You will be required to obtain one letter of recommendation. Here are some tips for requesting these letters.

1. Important to do this as soon as possible.

2. If at all possible, ask in person. Email and ask for a meeting or appointment. DO NOT say “Hi” “YO” or “HEY.” Engage in professional email practice:
   - “Dear Professor” or “Dear Dr.”
   - Do not omit professional titles.
   - At the end of your email sign with “Sincerely” and make sure after your name you include all contact information

3. Share supporting materials to your meeting with the individual writing the recommendation
   a. Provide resume and personal statement if you have it
   b. Include recommendation sheet
   c. Discuss the TaLK program and why you are applying
   d. Provide recommender with a deadline
   e. Arrange with recommender the time and place you will pick up the letter
   f. Say thank you and that you appreciate it about 20 times
   g. Write a thank you note
Developing Strong Lesson Plans

1. Ask yourself some questions
   - When I was studying a language in junior high or high school, what were some cool lessons that I remember? How did I learn foreign language the easiest? What was most enjoyable? What was least enjoyable?
   - How do I like to learn?

2. Determine your audience and resources
   - In my imaginary classroom, how many students do I have? 5-10, 15, 10-20, 20-25, 50-60?
   - What is the level of the students? (For this, it’s advisable to assume a fairly low level of English – knowledge of ABCs and ability to use simple phrases or repeat after you, but not able to form complex sentences on their own.)
   - Can I do some pair or small group work with them?
   - What “tools” and resources do I have at my disposal? (It would be best to come up with a lesson that doesn’t rely on technology for this exercise.) Construction paper? Worksheets? Authentic materials? Props? Markers/crayons? White board or chalk board? Etc. What prep work must I do in advance? (Remember, BIG and COLORFUL!)

3. After you have a handle on what your subject might be, think of a warm-up that might enhance the lesson. A warm-up really helps to “loosen up” the students and gets them feeling a bit more confident. A warm-up does NOT have to match the lesson coming up, but sometime it’s nice.
   - Get the students smiling
   - Make them think in English instead of native language
   - Energize the students (AND the teacher!)
   - Quick and dirty – no confusing instructions and keep the warm-up moving and no more than 5 minutes

Example: If your lesson is about Alphabet Warm-up: Go around in a circle and have each student think of a word beginning with the letters of the alphabet. Apple, Birthday, Coke, Drive, Egg, etc. (If the class is more advanced, you can tailor the warm-up to the subject).

Example: If your lesson yesterday was about numbers, you could ask students to call out numbers they know and everyone has to rush and try to form a group with that many members. (Works better for larger groups.)

4. Using the chart on the next page, start jotting down ideas. Sometimes the best ideas come in the middle – when something clicks, and you just come up with a great activity. Remember, you are not married to your original idea. Often lesson plans will develop more fully as you go.
And finally, practice the lesson in your head. Make sure you are comfortable with executing it. Check the “flow” of the activities (And if you’re doing this for real, you should practice, practice, practice and also make sure you have some filler materials, in case the lesson runs short).

Contact Ms. Lesley Sapp via email at: SappLJ@missouri.edu or phone: 573-882-9430 for lesson plan assistances and review before you submit your lesson plans with your formal application.