



## FREQUENTLY ASKED QUESTIONS AND APPLICATION INSTRUCTIONS

**AMERICAN COUNCILS**  
FOR INTERNATIONAL EDUCATION

### Civic Education Workshop

#### GENERAL INFORMATION

Who can apply for the Civic Education Workshop (CEW)?	Students currently in the U.S. participating in the U.S Department of State-funded Future Leaders Exchange (FLEX) Program and Kennedy-Lugar Youth Exchange and Study (YES) Program. <b>NOTE:</b> There are two workshop opportunities for FLEX and YES students in 2018: ♦CEW ♦Workshop for Youth Leaders in English Teaching (WYLET) Students may <i>apply</i> for any workshop, but may only <i>attend</i> one workshop.
What are the dates of the workshops?	YES CEW: February 24 – March 2, 2018 FLEX CEWs: February 10 - 16, 2018 <i>and</i> March 10 - 16, 2018 WYLET: April 8 – 14, 2018
Can I choose <i>which</i> FLEX CEW I want?	No. FLEX CEW finalists will be <b>assigned</b> to participate in one of the two CEWs being offered, based on their host state.
Who can I contact about CEW?	Contact the Civic Education team at American Councils for more information about this workshop: <a href="mailto:civic@americancouncils.org">civic@americancouncils.org</a> <b>NOTE:</b> When contacting staff by email, provide your full name (first, middle and last)
Who can I contact about WYLET?	Contact the WYLET team at American Councils for more information about this workshop: <a href="mailto:englishworkshop@americancouncils.org">englishworkshop@americancouncils.org</a>
How are students selected for the Civic Education Workshop?	The selection process for CEW is highly competitive. Each year we receive hundreds of applications, and there are a limited number of finalist slots: approximately 200 for FLEX and 100 for YES. The essay and teacher recommendation are evaluated using a detailed set of criteria. Trained evaluators assess how the student addressed the essay topic, and the originality, relevance and development of the applicant’s ideas.
Who evaluates the essays and teacher recommendations?	A group of trained volunteers evaluate each application, and they take this process very seriously. Volunteers include teachers, former diplomats and other professionals with interest and experience in international education. Volunteering to read your Civic Education Workshop application is their way of contributing to mutual understanding between countries. Evaluation takes place in American Councils’ Washington, DC, office.
Can I apply for both CEW and WYLET workshops?	Yes, you can <i>apply</i> for both CEW and WYLET, but you may only <i>attend</i> ONE of them.
When will I find out if I have been selected to participate in a workshop?	American Councils will notify students if they have been selected or not (and for which workshop) in late December 2017 (before Christmas).
How much will the Civic Education Workshop cost me?	CEW is paid for by the U.S. Department of State. It includes travel from your home town to Washington, DC, hotel and meal expenses, and travel within Washington, DC. Your only expense will be for incidental items such as snacks, beverages, or souvenirs.

## INSTRUCTIONS FOR USING THE ONLINE APPLICATION

Getting Started:	<ul style="list-style-type: none"><li>• Go to <a href="https://ais.americancouncils.org/workshops">https://ais.americancouncils.org/workshops</a>.</li><li>• Follow the instructions to create a user account.</li><li>• Select the <i>Civic Education Workshop</i> application by pressing the “Start” link.</li></ul>
Remember your user name and password:	<ul style="list-style-type: none"><li>• When you create a user account, write down and save your user name and password, so that you are able to log in later to access your saved information and continue working on the application.</li><li>• If you forget or lose your username or password, click “<b>Help Logging In</b>” to reset it.</li><li>• The first time you create an account and log in, the form will be under “Available Forms.” It moves to “My Forms” after you “Start” the application. You might need to scroll down to see this.</li><li>• If you are expecting an email and it does not arrive, check spam.</li><li>• <b>Make sure the application is “submitted.” “Saving” the application does not mean it has been submitted. Once submitted, you will receive an email from us. If you do not see it, check your junk or spam folder.</b></li><li>• When in doubt, always check your junk or spam folder.</li></ul>
Teacher Recommendation:	<p><i>Which email address should I use for my teacher?</i></p> <p>Ask your U.S. teacher for his or her <i>personal</i> email address, if possible, rather than a school email address. School servers often do not accept email from non-school email addresses.</p> <p><i>How do I explain this to my teacher?</i></p> <p>When you get to the teacher recommendation section of the online application, you will be able to download an Adobe (PDF) document to print and give to your teacher. This document explains what the Civic Education Workshop is and that you, the student, will be sending the teacher an electronic link to a recommendation form.</p> <p><i>What if my teacher does not receive the email with the link for writing my recommendation?</i></p> <p>After you enter your teacher’s information, be sure to save changes and <b>PRESS</b> the “<b>request teacher recommendation</b>” button. Ask your teacher if s/he received an email from the online system, and if s/he is able to access the online form. If your teacher does not receive the email, s/he should check his/her spam email folder.</p> <p><i>When is the teacher recommendation due?</i></p> <p>The Teacher Recommendation is due on the <u>same day</u> as your application - <b>Thursday, October 26, 2017, by 4:00pm Eastern Time</b>. This means that you should create a user account and submit the “request teacher recommendation” as soon as you get this letter, even if you choose to wait until the deadline to submit <i>your</i> application. Without a teacher recommendation, your application will be rejected.</p> <p><b>It is your responsibility to:</b></p> <ol style="list-style-type: none"><li>1. <b>Give your teacher plenty of TIME (at least <u>one week</u>), to write your recommendation</b></li><li>2. <b>Ensure that your teacher received the teacher reference notification</b></li><li>3. <b>Be sure that your teacher understands that the deadline to submit your recommendation is October 26, 2017 by 4:00pm Eastern Time.</b></li></ol> <p><i>Can I submit my teacher’s information after I submit the rest of my application?</i></p> <p>No. You must enter your teacher’s information BEFORE you submit your application. The</p>

	<p>system will not let you access the teacher recommendation page once you have submitted your application.</p> <p><i>Do not wait for your teacher to submit their recommendation to submit your own application! Submit your application when YOU are done with your part.</i></p>
Deadline:	<ul style="list-style-type: none"> <li>It is recommended that you submit your application at least <u>one week</u> in advance of the deadline to allow time to resolve any technical problems that may occur.</li> <li>The deadline is <b>Thursday, October 26, 2017, by 4:00pm Eastern Time.</b></li> </ul>
Click "SUBMIT:"	<ul style="list-style-type: none"> <li>Be sure you click the <u>SUBMIT</u> button when you finish your application. It is on the last page of the online application. If you completed your application properly and clicked submit, you will receive an email confirming that your application was submitted. If you do not receive an email immediately, check your spam or junk email folder.</li> </ul>

