OVERSEAS STUDENT TEACHING HANDBOOK

SCHOOL OF EDUCATION
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(562) 903-4843
(562) 906-4563 FAX
Greetings Student Teacher!

We are enthusiastic about your decision to complete a portion of your Student Teaching experience abroad. This experience is a unique opportunity to learn and grow in the profession as you invest personally and professionally in a new community. Esther 4:14 tells us, “And who knows but that you have come to royal position for such a time as this?” Therefore, we encourage you to appreciate God’s timing as you embark on this significant journey to develop a deeper Christian Worldview during your time in your host country.

This valuable experience will assist you in your development as a professional educator. Please take advantage of this time abroad to glean skills that will translate into practice upon your return home.

We have created this Overseas Student Teaching Handbook to provide helpful information and resources for you during your preparation to journey abroad. You will also find some practical and spiritual guidance to assist you with the process of re-entry as you seek to process all that you have learned and experienced while overseas.

It is our prayer that you will feel supported during your Student Teaching experience. Please remember to be in regular contact with your Student Teaching Supervisor and Seminar Professor while overseas.

We are confident that God will use this time to grow you as a teacher and follower of our Lord Jesus Christ.

Sincerely,

Carolyn Bishop, Ed.D., Director of Elementary Education
Dennis Eastman, Ph.D., Director of Teacher Preparation
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Section 1: Scheduling Your Overseas Student Teaching Experience

One-Year Prior

- Visit the Overseas Student Teaching website (http://education.biola.edu/overseas-student-teaching) for information on the program and to fill out an Overseas Student Teaching Interest Inquiry.
- Once the Interest Inquiry has been completed, Flora Herrera in the School of Education will call you to schedule a pre-interview with the respective Director of Teacher Education. If you’d like to follow up with Flora after your Interest Inquiry, please contact her at 562.944.0351x4843
- Read the Overseas Student Teacher Handbook, sign and date the signature page (Appendix A). The signature page needs to be returned to the Director of Teacher Education on the day of your Final Overseas Interview.
- Upon invitation from the Director of Teacher Education, you may choose from the following two options:
  - OPTION 1: Complete an application provided by the School of Education and choose a site from the approved list of available schools (Appendix AH).
  - OPTION 2: Complete an application at the Interaction International website: http://www.interactionintl.org/CCTECC.asp (CCTECC FEES REQUIRED UPON APPLICATION)
  - Not all schools listed on the CCTECC website are available for Student Teaching placement. The Director of Teacher Education must approve your school before placement.
- Turn the application in to Flora Herrera in the School of Education.
- Contact Flora Herrera in the School of Education to schedule a Final Overseas Interview with the Director of Teacher Education.
- Upon placement, Student Teacher Candidate will contact designee at placement school to establish details regarding housing, cost, classroom information, Master Teacher, etc. using the Essential Questions and Information for Student Teachers (Appendix H).
- Research the cultural, academic, social, and religious aspects of your study abroad location.
- Apply for a new or renew your current passport (It can take up to 8 weeks).
- See a physician and/or dentist to discuss prescriptions or other medications that you may need for the duration of your Overseas Student Teaching experience. Research if you need any specific shots or other immunizations for your Overseas Student Teaching experience through the Center for Disease Control.
  - Web site: http://www.cdc.gov
- Discuss any accommodations needed for learning disabilities with the Biola Learning Center (562-906-4542).
- Complete the Overseas Student Teaching Cost Verification Form (Appendix AG).
• Provide the Director of Teacher Education with a copy of your estimated budget program costs. This form will be turned in during the final overseas interview.

One Semester Prior

• Continue researching your Overseas Student Teaching location.
• Meet with your Faculty Advisor and Financial Aid Counselor to discuss expectations during your Overseas Student Teaching experience.
• Attend the mandatory CCTECC Orientation!
• Complete the Student Activity Log B and Biola University Student Health Form. Obtain forms from the Office of the Dean of Student Development. Student Services Building (562) 903 4874.
• Make travel arrangements and secure flight/travel insurance.
• Complete Essential Questions and Information for Student Teachers (Appendix H) and turn in 60 days prior to departure to the Student Teaching Field Placement Coordinator.

One-Month Prior

• Arrange with the Biola Post Office to have campus mail forwarded during the Overseas Student Teaching experience to either your home or overseas address.
• Provide your overseas mailing address to the School of Education.
• Make sure your Visa paperwork is in order for entry into your host country (if required).
• If your overseas placement is arranged through CCTECC, make sure that your flight arrangements have been finalized in order that you will arrive in time for the in-country orientation program. Make sure to confirm the terminal, baggage weight limits, and packing restrictions.
• Confirm flight/travel insurance.
• Leave copies of passport, visa, and other important documents with family, in a separate place from the originals. Students should make copies of important documents to travel with that are kept separate from the original documents.

One Semester Prior

• Continue researching your Overseas Student Teaching location.
• Meet with your Faculty Advisor and Financial Aid Counselor to discuss expectations during your Overseas Student Teaching experience.
• Attend the mandatory CCTECC Orientation!
• Complete the Student Activity Log B and Biola University Student Health Form. Obtain forms from the Office of the Dean of Student Development. Student Services Bldg. 562-903-4874
• Make travel arrangements and secure flight/travel insurance.
• Complete Essential Questions and Information for Student Teachers (Appendix H). Turn in 60 days prior to departure to the Student Teaching and Field Placement Coordinator.
One-Month Prior

- Arrange with the Biola Post Office to have campus mail forwarded during Overseas Student Teaching experience to either your home or overseas address.
- **Provide your overseas mailing address** to the School of Education.
- Make sure your **visa paperwork is in order** for entry into your host country *(if required.)*
- Make sure that your **flight arrangements have been finalized** in order that you will arrive in time for the in-country orientation program. Make sure to confirm the terminal, baggage weight limits, and packing restrictions.
- Confirm flight/travel insurance.
- **Leave copies of passport, visa, and other important documents with family,** in a separate place from the originals. Students should make copies of important documents to travel with that are kept separate from the original documents.

Two Weeks Prior

- Purchase a travel journal, converter plugs, travel guides, and other needed items.
- **Begin packing** for your Overseas Student Teaching experience. Pack once and then cut the amount in half!
- Notify any **credit card** companies of your travel plans so your account is not frozen due to charges abroad.
- **Confirm all your flights for departure and return** from your Overseas Student Teaching experience.
- Call the airline to confirm weight limits and charges for baggage and any safety and security restrictions for airline travel. These are always changing! **Web Site:** [http://www.tsa.gov/traveler-information](http://www.tsa.gov/traveler-information)
- Gather all your **important phone numbers and addresses** for staying in touch.
- Organize **medications**, prescription renewals, and any special medical supplies. Carry a letter from your physician and your prescriptions during travel if necessary. **DO NOT** pack medications in checked-in luggage.
- Contact your parent/guardian’s homeowners or rental insurance policy to make sure your laptop and other possessions (IPad, IPod, digital camera, etc.) are protected from theft while you’re abroad. If they are not, be sure to look into other options. **Web Site:** [www.collegestudentinsurance.com](http://www.collegestudentinsurance.com)

Day of Departure

- **Check online to see that your flight is on time.**
- Leave plenty of time to get to the airport *(always arrive 3 hours before an international flight).*
- Be aware of **time requirements** to check luggage and clear airport security.
- Know the **airport terminal** you need to depart from before arriving at the airport.
- Make sure to **label all of your baggage** both inside and outside of the bags.
- **Do not lock your bags,** you will be asked to remove all locks during the check-in process.
- Keep your **passport, visa, and other important documents** in a travel pouch under your clothes and available for airport security and custom officials.
• Bring **phone numbers** for **placement school** or **pick-up service** in case you need to call upon arrival.
• **Pack** some **snacks, music**, and some **reading material**, especially for a long flight!
• **Drink plenty of water** on your flight to stay hydrated. This will also help you avoid jetlag.
• **Contact your family upon arrival** to let them know you arrived safely.
• **Have a wonderful Overseas Student Teaching experience!!**
Section 2: Getting to Know the Culture of Your Host Country

The School of Education recommends that the Student Teacher allocate additional travel days to the host country to account for time change, acclimation to surroundings, and meeting with the host, prior to the beginning of the Student Teaching Assignment.

Student Teaching in a foreign land offers wonderful opportunities to grow spiritually, intellectually, and globally. The cultural exchange experienced during the Student Teaching assignment can be life changing on many levels. Upon arrival to the host country, a Student Teacher may experience a number of sights, sounds, smells, and customs that are altogether new and unique. As a result, the Student Teacher may experience a period of adjustment known as “culture shock.”

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<thead>
<tr>
<th>Culture Shock</th>
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<tr>
<td>Outline of the Process</td>
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<tr>
<td><strong>Fun</strong></td>
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<tr>
<td>Discovery (Similar and/or Satisfying)</td>
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<td>Avoidance (Different and Alarming)</td>
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<td><strong>Fight</strong></td>
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<td>Anger (Different and Bad)</td>
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<td>Mockery (Different and Foolish)</td>
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<tr>
<td><strong>Fit</strong></td>
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<tr>
<td>Acceptance (Different but Okay)</td>
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<td>Understanding (Different but Reasonable)</td>
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<td>Creativity (Different but Open to “Living”)</td>
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The United States State Department indicates that (http://www.state.gov/documents/organization/19792.pdf).

Culture shock is the physiological and psychological stress experienced when a traveler is suddenly deprived of old, familiar cues—language, customs, etc. Both the seasoned traveler and the first-timer, whether in transit or taking up residence, are susceptible. The sensation may be severe or mild, last months or only hours, strike in a remote village or in a modern European city, in one country, but not another—or not at all.

Culture shock is most prevalent in the second or third month after arrival when the novelty of the new country fades. Symptoms typically disappear by the fourth to sixth month, when the family has settled in and a sense of equilibrium is restored.

Traveler disorientation is a form of culture shock. You may encounter so many strange sounds, sights, and smells upon arrival in a country new to you that you may be more vulnerable to accidents or crime. You may experience this disorientation on a fast-paced business trip to several different cultures.

You can combat traveler disorientation by gathering, in advance, information of a practical nature—knowing the routine at the airport, which taxis are
recommended, knowing the exchange rate, etc. Pay particular attention to any host nation cultural behavior, which may affect your security or safety.

As with any type of stress, culture shock may manifest itself both physically and emotionally. If you should experience it at a time when you need to be alert to security concerns, your awareness could be impaired. But if you understand it, you can successfully deal with it. (p. 29)

Though the degree of culture shock varies from person to person, the Student Teacher can be proactive in minimalizing some of the effects of being in a new environment. A vital element in coping with culture shock is keeping in mind why s/he decided to accept this experience and challenge during Student Teaching. Additionally, Student Teachers should try to find ways to gain a deeper appreciation for their new culture and home through some of the following ideas:

- Continually ask yourself, "What road am I on? A road to acceptance, trust and adaptability, OR, fear, rejection and cultural arrogance?"
- Remember, cultural acceptance enhances the Student Teaching experience and an individual’s adjustment while abroad.
- Get out and see the new surroundings (visit museums, parks, major sites, local markets, and events).
- Meet new people at the school (teachers, administrators, students); the more people you meet from the country, the more you can master the language and culture.
- Get involved in assisting with school activities at the placement school.
- Attend church services.
- Keep a journal of your feelings and observations.
- Stay in touch with friends and family via Skype or email.
- Remember your goals. Remember all the reasons you decided to explore Overseas Student Teaching!

Resources

There are several ways to learn more about your host country. The more you know about the cultural environment the easier the transition will be for you.

- **Books, Newspapers, Magazines, and the Internet** – A lot of great resources exist in paper and web formats and can be of assistance with making the transition during overseas experience.
• **Survival Kit for Overseas Living** by Robert Kohls is a great resource and easy to read guide into the process of preparing for an overseas experience. It is available at Amazon: [http://www.amazon.com/Survival-Kit-Overseas-Living-4th/dp/185788292X](http://www.amazon.com/Survival-Kit-Overseas-Living-4th/dp/185788292X)

• **Transitions Abroad Magazine** is available on-line at [http://www.transitionsabroad.com/](http://www.transitionsabroad.com/) and has wonderful resources about study, work, travel, and volunteering overseas.
Section 3: Planning For Your Trip

The School of Education realizes that health and safety while traveling is a top priority for students and parents. The information provided in this section is meant to advise you on issues that may arise during your Overseas Student Teaching experience. If you should have any questions about the information presented, feel free to make an appointment with a staff member in the School of Education.

Health

Recommendations for Travel

- A visit to the CDC website is HIGHLY recommended

The Center for Disease Control (CDC) offers a wealth of recommendations for travelers in regards to disease prevention. [http://www.cdc.gov/travel](http://www.cdc.gov/travel)

The CDC as a reference publishes the Yellow Book every two years for those who advise international travelers about health risks. The Yellow Book is written primarily for health professionals, although others will find it useful. Link: [http://wwwnc.cdc.gov/travel/page/yellowbook-home-2014](http://wwwnc.cdc.gov/travel/page/yellowbook-home-2014)

Immunizations

For entry into some countries, and return to the U.S., it may be necessary to receive preventative health care for diseases, which are known to be present in and around your region of Student Teaching (i.e. malaria, typhoid, cholera). This may involve a series of immunizations or prescribed medications to be taken over a period of time before departure. [http://www.cdc.gov](http://www.cdc.gov)

Visit your Doctor & Dentist

Some placements for your Overseas Student Teaching experience may require that you furnish a medical history and certification of travel fitness from a physician. If this is not required, we recommend for you to see a family physician, dentist, and other health care specialists before going overseas. It is advisable to renew prescription medications and carry copies of the doctor’s prescription orders, extra eyeglasses, contact lenses, etc. Also, you should determine if medications normally taken at home are legal in the host country. If you have a medical condition, which requires on-going monitoring by a health professional, it is recommended that together you discuss whether or not to identify a health professional overseas.

Health Insurance
Student Teachers are required to have primary health coverage under a plan either through Biola University or through a parent or guardian. Contact your insurance provider prior to your trip to secure continued coverage while overseas.

**Prescriptions**

You should meet with your doctor to obtain prescriptions that will be necessary throughout your time abroad. In some cases you may need to request a full semester worth of prescriptions in advance.

It is advised that prescriptions are kept in original containers and that students carry documentation (letter from a doctor on letterhead) verifying the contents. In some cases you may need to have some prescriptions sent via mail or refrigerated during your Overseas Student Teaching experience.

**Alcohol, Tobacco & Drugs**

It is a violation to promote, distribute, sell, possess, or use alcohol or narcotics or other impairing or intoxicating substances either on or off-campus regardless of the student's age: [http://studentlife.biola.edu/handbook/policies-procedure/alcohol/](http://studentlife.biola.edu/handbook/policies-procedure/alcohol/)

**Safety**

Safety is the responsibility of the Student Teacher. Refer to the U.S. State Department web site for information and safety tips. [http://travel.state.gov/travel/tips/safety/safety_1180.html](http://travel.state.gov/travel/tips/safety/safety_1180.html)

**Property Insurance**

It is impossible to ensure the safety of personal items from damage, loss, or being stolen. We recommend that students investigate property insurance options for items such as IPads, IPods, laptops, jewelry, and purchased items prior to departure. A few options for investigating property insurance are either through your parent’s homeowner’s insurance or through a credit card company that you purchased your item. [http://www.Insuremytrip.com](http://www.Insuremytrip.com) may also offer coverage appropriate to your needs.

**Research your Overseas Student Teaching experience location**

It is vital that you inform yourself about your Overseas Student Teaching location, its laws, and any particular situations that may be relevant to your particular region of the world. There are a variety of guidebooks, websites, and resources of information available to you. The more you investigate before you arrive, the more you will be aware of your country and the surrounding region.
Section 4: Traveling To and Around Your Host Country

Passports

As soon as you decide to be an Overseas Student Teaching you should apply for a passport.

Due to new travel regulations regarding passports applicants are facing significant delays and should apply at least six months in advance. Applicants are required to apply in person and to present proof of citizenship, identification, two or more recent passport quality photographs (2”x 2”), and pay all applicable fees. Passports generally take 6-8 weeks to obtain.

To find out more information about obtaining a new or renewal passport check out the following web site: [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)

Since passports are a government document, you should plan on keeping them in a safe location throughout your Overseas Student Teaching experience. It is best to make a photocopy of the photo page and leave it with family as well as with the School of Education. If for some reason your passport is lost or stolen you should report this to the nearest U.S. Consulate or Embassy and have your passport copy sent in order to obtain a replacement.

Passports are also required to begin the visa application process if necessary in your location of Student Teaching. Passports should be valid 6 months beyond the end date of a particular Overseas Student Teaching experience. Students are responsible for ensuring that their passport documents are valid for the appropriate duration.

National Passport Information Center
Toll Free Number: 1-877-487-2778
Hours: Monday – Friday, 8:00 am – 8:00 pm, Eastern Time

Visas

The Electronic Embassy: [http://www.embassy.org/embassies/index.html](http://www.embassy.org/embassies/index.html)

A visa may not be required depending on the country in which you are planning to travel. A visa is an official document issued by a foreign government, which grants permission to enter, study, or live in a particular country. Since these requirements change periodically, you should check with your host country's Embassy in Washington, D.C. or consular offices for the particular requirements. It is your responsibility to complete the visa process in time for your departure.

As soon as you decide to be an overseas Student Teacher you should apply for a visa. It may take 4-8 weeks to obtain all the proper documentation for a student visa. A
passport is required in order to begin this process. Visa fees may vary and can be substantial (i.e., over $200) for entry into some countries. Students are responsible for all visa fees.

Below is a list of some of the items that may be required in order to obtain a student visa:

- Official acceptance letter from the School of Education into the Overseas Student Teaching program
- Letter on official letterhead of a physician stating you are in good health
- Proof of sufficient funds during Overseas Student Teaching experience (bank statements, etc.)
- Parent/guardian bank statements
- Photos, etc.

**Travel Arrangements**

You should determine early how and when you need to arrive and depart from your Overseas Student Teaching experience. Students are responsible for booking flights from their home to the flight departure city airport. It is highly recommended that you purchase flight insurance.

**Cancellation**

In the event of cancellation, the cancellation must be made by the student in writing (email or fax) and both the School of Education Director AND CCTECC need to be informed.

**Travel Arrangements**

You are responsible for obtaining a new overseas flight should you miss the flight to your final destination. In addition, if you decide to book a connecting flight you should make sure that the connecting flight is changeable. Typically these on-line airline-booking agents (Orbitz, Travelocity, etc.) DO NOT allow changes to be made to flight bookings.

It will be important that if you are planning to extend your travels that you arrange for your ticket to be adjustable if necessary. It may cost some amount of money to change flight dates. It is your responsibility to make these arrangements and to investigate the costs associated with making changes.

**Flight Arrangements**

You should make copies of your flight itineraries to leave with family and friends before departure. During your Overseas Student Teaching experience you should leave travel itineraries with Biola School of Education as well as your emergency contact so that staff can get in touch with you in case of an emergency.
Luggage Restrictions

Restrictions are in effect for various items. For a list of updated prohibited and permitted items, please reference:
http://www.tsa.gov/traveler-information/prohibited-items

Packing

You should plan on packing lightly for your Overseas Student Teaching experience. The feedback most often shared by previous overseas Student Teachers is that they did not need all the items that they packed originally. Here are some basic guidelines when planning out the most important items to pack:

- Pack one to two large check-in bags and one carry-on bag (back-pack or purse). Check with airlines before departure to determine limitations.
- If you pack it, you need to carry it!
- Restricted items (scissors, etc.) – Check with your airline about these and other items.
- Do not pack in your checked luggage any important or irreplaceable items (money, airline tickets, passport, documents, medications, jewelry).
- Put expensive items in carry-on luggage and consider whether additional insurance is advisable.
- Pack Handbooks and addresses and other important information with you.
- Pack for the various seasons and regions you will travel to while on your Overseas Student Teaching experience.
- Bring comfortable walking shoes.
- Bring professional dress for school and social events.
- Pack a change of clothes in your carry-on luggage.

Always pack once and then cut the amount in half!
Section 5: Budgeting Your Overseas Student Teaching Experience

Budgeting for your Student Teaching placement is a critical element in having a successful experience while overseas. Part of the planning process is determining the financial resources available to you. To assist you in financial planning and estimating expenses for the Overseas Student Teaching experience please refer to the Cost Verification Form (Appendix AG). Following acceptance into the Overseas Student Teaching experience, the student will be given a contact representative from the host country placement school, this representative will be able to assist in providing current expenses affiliated with travel and living in the selected country. It is the responsibility of the Student Teacher to update the Cost Verification Form to reflect current financial expenses prior to the overseas experience.

Budget

You should plan on creating an itemized budget outlining educational and living expenses for yourself prior to departure. Please consider additional expenses if you intend to do touring and sightseeing, and taking in events while living in the host country. You should also consider the best way to gain access to funds while abroad, including: ATM cards, credit cards, and cash.

Financial Aid

It is the responsibility of the Student Teacher to meet with a financial aid counselor (located in Metzger) prior to the semester of departure to ensure that funds are secured for the Overseas Student Teaching experience.

IMPORTANT NOTE: You will incur additional expenses due to the Overseas Student Teaching experience, over and above tuition fees; therefore, the overseas costs should be calculated into the total budget of the semester.

ATM Cards

Automatic Teller Machines (ATMs) are an efficient and cost effective way of gaining access to funds while overseas. You should check with your bank to see if you will be able to use your ATM card in other countries. Student Teachers should investigate the possibility of any fees while using an ATM while living overseas.

Credit Cards

Credit cards are a great resource for getting out of emergency situations. It is a good idea to carry a MasterCard, Visa, or American Express credit card. You should contact your credit card company to find out the fees associated with withdrawing funds, and to let them know the duration of your trip abroad (if your card is used overseas without prior notification the account may be inaccessible for security reasons).
**Cash and Local Currency**

Consider carrying some U.S. and local currency, especially on the days that you are entering and departing from various destinations. It is important never to carry large quantities of cash and to keep updated on the exchange rates.
Section 6: Communicating From Abroad

Email

Email will be the primary manner you will communicate with friends, family, Biola faculty, Student Teaching Supervisors, and the School of Education.

Skype

All overseas student teachers are required to have a Skype account before departure: www.skype.com

Communication with Biola School of Education

Student Teachers and Student Teaching Supervisors will continue the mentor/mentee relationship through use of Skype and Email. Students are required to submit assignments as scheduled on the course calendar and are welcome to communicate with the Seminar Professor through email and Skype if needed.

Cell Phones

One of the easiest and most convenient ways to stay in touch during Overseas Student Teaching experience is to purchase or rent a cell phone once abroad.

IMPORTANT NOTE: Students should not use their personal cell phones while overseas, unless you have an international plan and are aware of charges.

Internet and Computer Usage

Students should realize that computer usage overseas varies considerably from country to country. You must be prepared for inconsistencies of Internet access and in some cases electricity throughout the day. You may consider packing an Ethernet cord in case one is not available to you.

Electrical Adaptors

If you are planning to bring an electrical device such as a laptop you will need to bring adaptors not only for your country of study, but for countries you plan to visit during your Overseas Student Teaching experience. If you do not use an adaptor you may damage your laptop as soon as you plug it in.


Section 7: Returning to Biola

During your time overseas, life at home continued. Upon reentry you may discover that you require a period of cultural adjustment. Often the greater shock for students is the unexpected changes that occur when they return home. Do not be surprised if you encounter emotional, cultural, and spiritual dissonance as you re-establish yourself back at Biola. This transition involves reconnections with friends and family (Colossians 3:15 And let the peace of Christ rule in your hearts, to which indeed you were called in one body. And be thankful.). The following suggestions may prove to be helpful.

Reentry Challenges

- “No one wants to hear” my stories or experiences, and see my photos, etc.
- You can’t explain what the Overseas Student Teaching experience was like for you
- Reverse “home” sickness
- Relationships have changed
- Feelings of alienation
- Compartmentalization or loss of the experience

Source: Bruce LaBrack, School of International Studies, University of the Pacific, Stockton, CA, 1993.

Strategies for Reentry

- Recognize that reentry challenges are common for many people returning from an extended overseas experience
- Acknowledge that saying goodbye to friends/host family/faculty from your Overseas Student Teaching experience program may prove painful
- Remember that people will have varying levels of interest in your Overseas Student Teaching experience
- Reflect on your experience periodically through a journal
- Be patient with yourself and others

Pace. It takes time to adjust to a new culture. It will take time to re-adjust to life back home. You may not be at a place to talk about your experience right now. People may approach you and ask, "So, how was Costa Rica?" How can you begin to summarize all you learned, experienced and felt in response to a question like that? You may not even know the first thing to say. That's OK. It's actually a pretty stupid question impossible to begin to answer. Adjustment and re-adjustment happen or "unwind" in their own time (like a baseball game) and not on someone's strict time-schedule (like a basketball game). Find the pace that works for you.
Space. What is your heart longing for? Do you need a friend to sit with you and ask you a bunch of probing questions? Would you rather get away for a couple of days to sit, journal, pray, go for a long walk, and process things on your own? There will be times that you will want to be in community and times where you will long for solitude. Ask yourself, how much space do I need? Do I need to move toward a friend or two and give them a list of questions to ask me? Is your life so busy now that you have returned, that you have no time or space to actually feel anything? Find the space you need to process what is going on internally, or your heart will begin to leak in ways you cannot control.

Grace: You are deeply and unconditionally loved by a God who is intimately familiar with all that is swirling around in your heart. That is what we long to know that God cares and that He is present. You were created to love and be loved. The adjustment process may have revealed this to you in new and profound ways. Some cross-cultural sojourners struggle to believe that God loves them. If there were things you did that you now look back upon with regret or shame, turn toward the grace that can only be found in Jesus. Did you make sinful choices, encounter regretful situations, have to live with dysfunctional or abusive people, or are returning to a difficult situation back home? Grace covers that. Let these difficulties draw you closer to the One who loves you with an everlasting love.

Most of us can be distant from the true conditions of our hearts, or blind to our faults. The Prophet Jeremiah said in chapter 17:9-10: "The heart is deceitful above all things, and beyond cure. Who can understand it? I the Lord search the heart and examine the mind, to reward a man according to his conduct, according to what his deeds deserve." If this was your experience, then your time abroad has been a tremendous gift to you, because you have become more aware of the true condition of your heart.


**Final Steps Upon Returning to Biola**

**Evaluation Paperwork**

The Master Teacher and Student Teaching Supervisor will formally evaluate the Student Teacher in a midterm evaluation and a final evaluation. The evaluations are aligned to the learning outcomes of the Biola School of Education and the California Teaching Performance Expectations (TPE).

The midterm evaluation is a formative assessment and the final evaluation is a summative assessment and a copy is kept in the file of the Student Teacher. All
Midterm and final evaluations must be submitted to the Student Teaching Seminar Professor before a final grade can be given.

- Midterm and Final Evaluations (see Appendices P and Q) are reviewed, discussed and signed by the Student Teacher, the Master Teacher, and the Student Teaching Supervisor. The signature of the Student Teacher is an acknowledgement of the evaluation and review process. The Student Teacher will be given the opportunity to submit a rebuttal to the appropriate Director of Teacher Education in the event of a disagreement.

- Appendices M, P, and Q (Observation and Participation Log and Midterm and Final Student Teaching Evaluations) may be used as helpful self-assessment tools. It is recommended that the Student Teacher refer to these regularly as a way of assessing growth and development over the course of the semester.

Student Teaching Notebook and Final Supervisor Meeting

The Student Teaching Notebook must be presented to your Student Teaching Supervisor during each visit, and prior to your final evaluation. The purpose of the notebook is to demonstrate that the Student Teacher has made a variety of contacts and observations throughout the school. Such observations are subject to the availability of the school site. Be sure to bring your Student Teaching Notebook home with you and provide it to your Biola Supervisor upon your return. The Observation and Participation Log is included for duplication in Appendix M. Please also see Appendix N: Rubric for Grading Student Teacher Notebook and Sample E-mail to Student Teacher/Observations.

Meet with a Credential Analyst and Academic Advisor

After you have all your paperwork turned in make an appointment with the Credential Analyst and Academic Advisor to discuss applying for your credential.
Section 8: Appendices

The entire Overseas Student Teaching Handbook can be accessed on Biola University’s School of Education website. For the most recent version of the Overseas Student Teaching Handbook and to download a copy, please visit:

http://education.biola.edu/overseas-student-teaching

The Overseas Student Teaching Handbook references a series of appendices throughout; documents which provide added and needed information to the Overseas Student Teacher, Master Teachers and Supervisors. To access any of these documents or forms, please visit the Student Teaching Handbook Resources page on the website: http://education.biola.edu/grad/student-teaching-handbook. The appendices are listed below for your reference.

Overseas Student Teaching Handbook Appendices

Appendix A: Student Teaching Contract
Appendix H: Essential Questions and Information for Student Teachers
Appendix M: Observation and Participation Log
Appendix N: Rubric for Student Teaching Notebook
Appendix P: Student Teaching Midterm Evaluation
Appendix Q: Student Teaching Final Evaluation
Appendix AG: Overseas Student Teaching Cost Verification Form
Appendix AH: Overseas Student Teaching Approved Schools List