



ENGLISH FOREIGN LANGUAGE ASSISTANTSHIPS IN GERMANY 2006-2007

INFORMATION

For Québec resident university students

GENERAL INFORMATION	WORKING CONDITIONS	ELIGIBILITY REQUIREMENTS
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[GENERAL INFORMATION](#)

The program respecting English foreign language assistantships in Germany was implemented in 1999 following an agreement between the Pädagogischer Austauschdienst (PAD) and the Ministère de l'Éducation, du Loisir et du Sport du Québec (MELS). Québec university students have the opportunity to hold a English language assistantship position in German secondary schools (Gymnasium).

To fill the thirty (and more) positions available in 2006-2007, interviews will be held in Québec City or Montréal in March or April 2006.

[WORKING CONDITIONS](#)

The assistants act as English motivators for groups of teenagers (12 to 18 years old) whose mother tongue is German. They work 12 hours a week. Their main role consists of enhancing the second-language program by leading activities that focus on **oral** skills.

Assistants do not replace teachers: instead, they **assist** teachers by fostering student learning. School and extracurricular activities organized by the assistant are usually supervised by the person in charge of the foreign language program at the educational institution (Gymnasium).

Assistants stay in Germany for nine months, from September to May. Where a task is to be performed in several institutions, the school administration must provide appropriate transportation and, if need be, a flexible work schedule.

The gross amount of the monthly allowance is approximately 704 Euro (1 375 DM). It is revised yearly. This salary is paid by the host school, which is the candidate's employer. Related expenses, such as the cost of plane, bus and train tickets, of participation in information activities before departure and upon arrival in Germany, and of insurance coverage (travel, health and liability), are borne by the successful candidates. **The MELS reimburses up to \$1 500.00 the cost of transportation and participation to the information meeting in the fall of 2006 to every Québec student holding a position abroad as a participant in a program respecting language assistantships.**

University students have the responsibility to be informed of the reimbursement conditions of their student loans before leaving the country.

[ELIGIBILITY REQUIREMENTS](#)

Candidates must:

- be registered as full-time students in a Québec university (fall 2005 or winter 2006)
- be permanent residents of Québec
- be Canadian citizens
- be in excellent health
- be native English speakers or use English in their everyday language, and have received their education in English
- master both spoken and written English
- have a very good knowledge of German at the time of the interview
- not have been admitted to any other language assistantship or monitoring program
- have no criminal conviction

REQUIRED SUPPORTING DOCUMENTS (3 copies, including the original)

- application form (original form and 2 photocopies with photographs)
- two evaluation forms (it must be an original copy obtained from a university professor or lecturer or a CEGEP teacher, be typed or handwritten in black ink, be signed, and be submitted in a sealed envelope; it is available in MS Word 2000 format and can be filled out directly on the computer; to access it, please click here: [EVALUATION FORM](#))
- 400-word personal essay on the role and tasks of a teaching assistant

REQUIRED SUPPORTING DOCUMENTS (original only)

- official attestation of full-time status (issued by the university registrar's office)
- most recent official transcript (original copy is required; if need be, you may obtain a copy from the registrar's office)

REGISTRATION REQUIREMENTS

Québec university students interested in participating in the program (application form) should contact the [person in charge of the program at the university](#) they attend. This form is available in MS Word 2000 format at the MEQ's Web site. To access the form, please click here: [APPLICATION FORM](#).

The completed form and the required documents (complete file) must be sent before February 10, 2006. Please make sure to register your mail. The postmark serves as proof of the mailing date.

If your candidacy is chosen by the preliminary selection committee, you will be called to an interview in Québec City or Montréal in March or April 2006.

ADDITIONAL INFORMATION

For information concerning this program, please contact the person in charge of the program at your [university](#).

To obtain a detailed description of a language assistant's tasks, you may check the following Web sites of three partners of Québec:

France: www.ciep.fr/echanges

United Kingdom: www.britishcouncil.org/home

Germany: www.kmk.org/pad/home.htm

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**ENGLISH FOREIGN LANGUAGE ASSISTANTSHIPS IN GERMANY
2006-2007**

EVALUATION FORM

PROFESSOR:

Surname: _____ Given names: _____ Sir Madam
University / CEGEP: _____ Faculty or department: _____
Subject field: _____ Phone: () - Ext.: _____

CANDIDATE INFORMATION:

Surname: _____ Given names: _____ Sir Madam
University: _____ Faculty or department: _____

SPECIAL ABILITIES OF CANDIDATE

GENERAL CULTURE: **Excellent** **Good** **Adequate** **Don't know**

Personal evaluation (please justify your choice):

PEDAGOGY: **Excellent** **Good** **Adequate** **Don't know**

Personal evaluation (please justify your choice):

PERSONAL QUALITIES: **Excellent** **Good** **Adequate** **Don't know**

Personal evaluation (please justify your choice):

ABILITY OF CANDIDATE TO FILL THE POSITION

ABILITY TO FILL THE POSITION:

Excellent

Good

Adequate

Don't know

Personal evaluation (please justify your choice):

DECLARATION

I hereby certify that the information provided in this form in support of the candidate's application is accurate, and that I consulted colleagues who know the candidate whenever I did not possess the requested information.

Signature of respondent

Date

Title or position

This evaluation form must be filled out by a professor or lecturer from the candidate's university. The content of the evaluation form is strictly confidential and may not be communicated to the candidate.

Please note that a serious candidate will not necessarily be helped if the answers in the evaluation form consist solely of "complacent" comments such as "will make an excellent candidate." Also, avoid ambiguous comments since they will be taken into consideration when evaluating the candidate's application.

The evaluation form must be **typed or be handwritten in a legible manner using a black pen**, and must be mailed on or before February 10, 2006 to the address indicated below. Whether mailed directly or handed to the candidate, it must reach the Ministère de l'Éducation, du Loisir et du Sport du Québec in **an official university envelope, signed and sealed**. It can also be faxed to: **(418) 644-0955**.

Thank you for your cooperation.

(Please note that the evaluation form may also be filled out by a CEGEP teacher.)

Evaluation forms for the program respecting English foreign language assistantships in Germany can be returned by mail to the following address:

Anne-Sophie Jullien
Bureau du sous-ministre
Direction des affaires internationales et canadiennes
Ministère de l'Éducation, du Loisir et du Sport du Québec
Édifce Marie-Guyart, 13^e étage
1035, rue De La Chevrotière
Québec (Québec) G1R-5A5
anne-sophie.jullien@mels.gouv.qc.ca
www.mels.gouv.qc.ca/daic

**ENGLISH FOREIGN LANGUAGE ASSISTANTSHIPS
IN GERMANY 2006-2007**

APPLICATION FORM

CANDIDATE INFORMATION

Surname: _____ Given names: _____
Date of birth: 19 - - Age: _____ years SIN: - - -
Sex: F M Status: single in a de facto union married
 with children:
Citizenship: Canadian Other:
Ease of diction in **German**: Nil Fair Good Very good Excellent
Ease of diction in **French**: Fair Good Very good Excellent
Student loan to be reimbursed : Yes No

*Place a recent photograph
(taken within the last 6
months)
in this space
for each copy (2),
and a photograph for the
original.*

CANDIDATE RESIDENCE

Address during the 2006-2007 academic year:

Personal residence Student residence Parents' home Other residence
No.: _____ Street: _____ Apt.: _____ City: _____ Prov.: Québec
Postal code: - _____ Phone: () - _____ E-mail: _____

Permanent address in Québec (effective as of May 2006 and during your stay abroad in 2006-2007):

Personal residence Student residence Parents' home Other residence
No.: _____ Street: _____ Apt.: _____ City: _____ Prov.: Québec
Postal code: - _____ Phone: () - _____ E-mail: _____
Person to call in case of emergency: Surname: _____ Given names: _____ Phone: () - _____

SECONDARY SCHOOL AND COLLEGE STUDIES

Name of the last secondary school attended: _____
Municipality: _____ School year: -
Name of the last college attended: _____
Municipality: _____ School year: -

DECLARATION AND ACCEPTANCE OF THE CANDIDATE

I hereby certify that the information provided in this application form is accurate. I consent to the disclosure of the above information, for the purposes of the administration of the program respecting foreign language assistantships in Germany, to the competent government authority and the staff of participating educational institutions in the aforementioned country. I hereby agree to accept any position to which I am appointed and to respect the conditions of the program.

Signature

Date

UNIVERSITY STUDIES

Highest level of completed university studies:

No university diploma Bachelor's Master's Doctorate **SUBJECT:**

You received your diploma in:

Fall 2003 Winter 2004 Fall 2005 Winter 2005 Fall 2005 Other:

Name of the institution that awarded your degree:

Current university level:

Not attending university Bachelor's Master's Doctorate **SUBJECT:**

You expect to receive your degree in:

Winter 2006 Fall 2006 Winter 2007 Fall 2007 Other:

Name of the institution that is to award your diploma:

Other university studies completed or underway: Level and subject:

You received or expect to receive your diploma in:

Winter 2005 Fall 2005 Winter 2006 Fall 2006 Other:

Name of the institution that awarded or is to award your diploma:

The last university term that you attended on a full-time basis:

Winter 2005 Winter 2006 Other:

CAREER PLANS

Describe your career plans and personal objectives:

EXPERIENCE IN PEDAGOGICAL OR PROFESSIONAL PRACTICUMS

Type, duration, location and personal evaluation:

ANIMATION ACTIVITIES WITH GROUPS OF CHILDREN AND/OR TEENAGERS DURING THE PAST THREE YEARS

Type, duration, location and acquired experience (do not include the children of family members or friends):

FAVOURITE ACTIVITIES DURING THE PAST THREE YEARS

Favourite hobbies and level of involvement; please comment:

Favourite cultural activities done on a regular basis; please comment:

Favourite physical activities and sports performed on a regular basis during the past 12 months; please comment:

If you were given the choice and the opportunity, which of the above activities would you like to organize and participate in with teenagers in a foreign school? Please comment:

OTHER STUDIES AND EXPERIENCES IN CANADA OR ABROAD

Prior experience as a English language assistant (ex : Canadian Language Assistant Programs) program in Canada):

Summer courses:

Describe any other trip in Canada and abroad (holidays, meetings, etc.):

MOTIVATION

Reasons for your candidacy :

How did you hear about this program?

PERSONAL ESSAY

Please include on a separate sheet of paper an original text composed by you that is at least 400 words long (word processed) and that deals with the following topic:

"In your view, what would be the role and tasks of an English language teacher's assistant from Québec on assignment abroad?"

CHOICE OF PROVINCE AND REGION

CHOICE OF PROVINCES (LÄNDER)	CHOICE OF REGION
Please refer to page 6 to consult the map of Germany; indicate each choice by using the abbreviation corresponding to the province chosen: 1 st choice: 2 nd choice: 3 rd choice:	1 to 4 in order of preference: — LARGE URBAN AREA — LARGE CITY — SMALL OR MEDIUM-SIZED CITY — RURAL AREA
NO PREFERENCE <input type="checkbox"/>	NO PREFERENCE <input type="checkbox"/>
Comments:	

Note : As a non European community citizen, you are not allowed to take courses at a German University, while holding a language assistant position.

ELIGIBILITY REQUIREMENTS

Deadline for applications: February 10, 2006

CANDIDATES MUST:

- be registered as full-time students in a Québec university (fall 2005 or winter 2006)
- be permanent residents of Québec
- be Canadian citizens
- be in excellent health
- be native English speakers or use English in their everyday language, and have received their education in English
- master both spoken and written English
- have a very good knowledge of German at the time of the interview
- not have been admitted to any other language assistantship or monitoring program
- have no criminal conviction

CHECKLIST – SUPPORTING DOCUMENTS REQUIRED FOR THE PRELIMINARY SELECTION PROCESS:

3 COPIES OF THE FOLLOWING DOCUMENTS MUST BE PROVIDED (INCLUDING THE ORIGINAL):

- application form (original form and 2 photocopies with photographs)
- two evaluation forms (it must be an original copy obtained from a university professor or lecturer or a CEGEP teacher, be typed or handwritten in black ink, be signed, and be submitted in a sealed envelope)
- 400-word personal essay on the role and tasks of a language assistant

THE ORIGINAL ONLY OF THE FOLLOWING DOCUMENTS MUST BE PROVIDED.

- official attestation of full-time status (issued by the university registrar's office)
- most recent official transcript (original copy is required; if need be, you may obtain a copy from the registrar's office)

The completed form and the required supporting documents (**complete file**) must be sent **on or before February 10, 2006**. Please make sure to register your mail. The postmark serves as proof of the mailing date.

If your candidacy is chosen by the preliminary selection committee, you will be called to an interview in Montréal in March 2006.

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1035, rue De La Chevrotière
Québec (Québec) G1R-5A5
anne-sophie.jullien@mels.gouv.qc.ca
www.mels.gouv.qc.ca/daic

Comments: For information concerning this program, please contact the person in charge of the program at your university.

MAP OF GERMANY

These are the abbreviations used for the "Länder" of the Federal Republic of Germany:

BW	=	Baden-Württemberg
BY	=	Bayern
BE	=	Berlin
BB	=	Brandenburg
HB	=	Bremen
HH	=	Hamburg
HE	=	Hessen
MV	=	Mecklenburg-Vorpommern
NI	=	Niedersachsen
NW	=	Nordrhein-Westfalen
RP	=	Rheinland-Pfalz
SL	=	Saarland
SN	=	Sachsen
ST	=	Sachsen-Anhalt
SH	=	Schleswig-Holstein
TH	=	Thüringen

