



# Bandung Alliance International School

Jalan Gunung Agung #14  
Bandung 40142, West Java INDONESIA  
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Wednesday, October 27, 2004

## Student Teacher Information Sheet

### **Requirements:**

1. Must be actively enrolled in a program that requires student teaching experience or a practicum.
2. Request for student teaching or practicum experience must come from the school department head on the school letterhead. This letter needs to have the contact information of the department head as a means to communicate with and verify enrollment and requirements.
3. Request for student teaching or practicum experience must detail the requirements by the program that the applicant must successfully fulfill in order to receive credit for the time at Bandung Alliance International School.
4. Must complete an application on the NICS website ([www.nics.org](http://www.nics.org)) or the BAIS website ([www.baisedu.org](http://www.baisedu.org)).
5. If the college/university works through an organization that pre-screens applicants and/or takes applications, you are encouraged to have that organization forward their recommendation of application to Bandung Alliance International School (e.g. <http://www.tckinteract.net/CCTECC.html>).

### **Process:**

1. Your application and accompanying paperwork will be received and reviewed by the appropriate principal at BAIS.
2. If the application is approved then a corresponding teacher will be sought and the program will be discussed with the host teacher. Once a host teacher is decided upon the student teacher application will be officially ACCEPTED and the applicant will be notified.
3. The principal will facilitate both the student teaching experience (academic requirements by attending college/university) and the domestic details to accommodate the student teacher. The principal will be the initial point of contact for the student teacher and will communicate the logistics of the program.
4. Once the applicant confirms acceptance of the Student Teacher Placement all the details for the trip, housing and other requirements will be worked out between applicant and principal.

### **Provided by BAIS:**

1. In most cases housing will be provided by BAIS at a nominal fee to the candidate to cover food costs. Candidates will live with established teachers – most likely not your mentor teacher. Estimated costs will be detailed below. Candidate will be within walking distance of the school.
2. BAIS can help book and coordinate transportation within the country of Indonesia. BAIS will pick up candidate at Jakarta International Airport and bring to Bandung. The costs will be the responsibility of the candidate.
3. BAIS will provide a teacher mentor and a classroom for each candidate. Candidates will be fully incorporated into the school programs and experience.

4. BAIS will provide computer and Internet access for each Candidate. Candidate will also be able to purchase International Calling Cards and will have access to phones.
5. Candidate will be able to purchase lunches at the school.
6. In the event it is needed BAIS will cover the costs to evacuate candidate. However, these funds will need to be paid back to the school. The need for this is highly unlikely.

**Responsibilities of Candidate:**

1. Candidate is responsible for all insurance costs.
2. Candidate is responsible for all transportation costs to and from Indonesia and any transportation costs within Indonesia.
3. Candidate is required to follow all of the policies and guidelines of BAIS.

Estimated Costs Table: Tuesday, October 26, 2004

<b>Description</b>	<b>Cost</b>
Flight from USA (round trip)	\$1,200.00
Transport from Jakarta-Bandung-Jakarta	\$50.00
Housing (per week)	\$25.00
Visa costs (30 day maximum)	\$25.00
Visa costs (beyond 30 days)	\$500.00 (may be cheaper)

As a general rule things in Bandung are cheap. It is advisable to bring extra money for emergency situations as well as souvenirs and other entertainment costs. Bandung is a large producer of export clothing products for major clothing brands. Our guide for new teachers can be found on-line at [http://www.baisedu.org/faculty\\_jobs.php](http://www.baisedu.org/faculty_jobs.php).

We are excited about this opportunity to host you as a Student Teacher and are hear to serve you. If there are any other questions please do not hesitate to contact Bandung Alliance International School.

Sincerely,

Barry Bennett, PMP  
 Director, Bandung Alliance International School.