

18 Januari 2012

Kepada  
Yth. Direktur  
Politeknik Negeri Manado  
Kampus politeknik os.  
Bljha manado~95252  
Telp . (0431)815288 - 815212, 811568.  
Fax. (0431)815192, 811568

CIMB Niaga Plaza 3rd Floor  
Jl. Jenderal Sudirman Kav. 25  
Jakarta 12920, Indonesia  
Fulbright office : (62-21)52961966, 52961977  
Fax: (62-21) 52961962  
EducationUSA office : (62-21)52962138 - 39  
Fax: (62-21) 52962137  
Website : [www.aminef.or.id](http://www.aminef.or.id)

Bersama ini kami memberitahukan bahwa Biro Pendidikan dan Kebudayaan Departemen Luar Negeri Amerika Serikat menawarkan program beasiswa Community College Faculty and Administrator kepada para dosen dan tenaga administrasi di lembaga pendidikan yang menyelenggarakan program Diploma-3 di Indonesia untuk mengikuti program pertukaran pendidikan dan pelatihan selama empat bulan di Community College di Amerika Serikat.

Program ini ditujukan untuk mengembangkan profesionalisme di bidang pendidikan, memberi pelatihan kepemimpinan dan kesempatan bertukar pikiran dan pengalaman dengan masyarakat setempat guna mengenal dengan lebih dekat kebudayaan Amerika Serikat.

Program ini ditawarkan untuk dua bidang yaitu Manajemen Bisnis dan Administrasi serta Manajemen Pariwisata dan Perhotelan.

Program beasiswa ini dikelola di Indonesia oleh American Indonesian Exchange Foundation (AMINEF) yaitu komisi dwi-bangsa yang mengelola Program Fulbright dan program-program pertukaran pendidikan lainnya yang dibiayai oleh Pemerintah Amerika Serikat bekerja sama dengan Pemerintah Republik Indonesia.

Terlampir adalah aplikasi dan informasi mengenai program tersebut sebagai informasi.

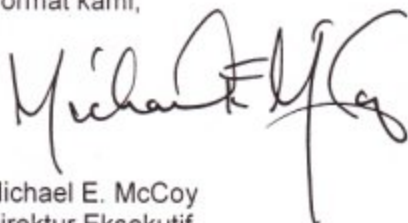
Sehubungan dengan penawaran tersebut di atas, kami bermaksud bertemu dengan Bapak/Ibu dan juga melakukan presentasi di depan kandidat yang Bapak/Ibu nilai berpotensi ikut dalam program khusus ini pada **tanggal 9 Februari 2012 antara pukul 13.00 – 15.00**.

Kami berharap Bapak/Ibu berkenan menerima tawaran ini. Kami akan segera menghubungi kantor Bapak/Ibu untuk menindaklanjuti tawaran ini.

Kami berharap dengan adanya pertemuan dan presentasi ini, calon yang berpotensi dapat menyiapkan diri mereka dengan lebih baik sehingga dapat lolos dalam proses seleksi nanti.

Atas perhatian dan kerjasamanya, kami ucapkan banyak terima kasih.

Hormat kami,



Michael E. McCoy  
Direktur Eksekutif



*A program of the United States Department of State, Bureau of Educational and Cultural Affairs: 2012*

## **2012 Community College Faculty and Administrator Program**

**Executive Summary:** The U.S. Department of State's Bureau of Educational and Cultural Affairs announces the Community College Faculty and Administrator Program - a four-month exchange program for participants from post-secondary vocational and technical institutions in Indonesia. Key components of the program will include professional development, leadership training, and the experience of U.S. society and culture.

The academic exchange program will take place during the fall semester of the 2012-2013 academic year. In addition, if needed English instruction will be offered in the U.S. to selected participants during the Spring prior to the start of the academic program. It is anticipated that approximately 18 to 20 faculty member and administrators will participate in the program with one lecturer and one administrator targeted from each participating institution.

### **Purpose:**

The Community College Faculty and Administrator Program will provide professional development opportunities for faculty member and administrators from post-secondary vocational and technical institutions in Indonesia that serve economically disadvantaged and historically underserved populations, including women and ethnic or indigenous groups. Participants will share information about their own institutions with their host colleges; develop administrative or pedagogical skills; and learn first-hand about U.S. society and culture.

A key objective of the Program is to introduce participants to the U.S. educational system and provide them with a better understanding of U.S. community colleges, their mission, their administration, and their role in the U.S. economy. The Program will include technical skills acquisition, leadership skills development, and English language training. The Program will prepare participants to make enhanced contributions to Indonesia's development through improved administrative and instructional practices in vocational and technical education.

The Program also will provide participants and their U.S. colleagues with the opportunity to develop lasting ties as a basis for on-going cooperation. Participants will discuss and experience, in consultation with U.S. counterparts, strategies for teaching in mixed-age, mixed-ability classrooms; strategies for developing partnerships with business and industry; and other educational practices with which U.S. community colleges have relevant experiences.

The American Indonesian Exchange Foundation (AMINEF) will recruit participants. In the first year, it is anticipated that faculty will be selected in the fields of **business management and tourism and hospitality management.**



A program of the United States Department of State, Bureau of Educational and Cultural Affairs: 2012

**Requirements:**

Faculty member participants are expected to have a minimum of 5 years of teaching experience as well as some hands-on work experience in their fields of teaching expertise; show a commitment to teaching; and demonstrate an interest in cross-cultural exchange.

They will propose specific projects related to curriculum development or professional development. They will be required to have English proficiency equivalent to that represented by ITP TOEFL (Institutional TOEFL) score of 500.

Administrator participants are expected to have a minimum of 3 years of administrative experience; show a commitment to education; and demonstrate an interest in cross-cultural exchange. They will propose to explore specific topics related to administrative practices, community relations, professional development or curriculum development. *Preference will be given to administrators with previous teaching experience and/or some ongoing teaching responsibility.* As administrators at some international vocational or technical colleges continue to have teaching responsibilities, administrator participants may propose projects related to curricular development and/or administrative practices. Administrator participants will be required to have English proficiency equivalent to that represented by ITP TOEFL score of 450.

**Submission of Applications:**

Please return to AMINEF your complete application package by the application deadline that includes:

- Copy of your most recent, less than two years old, institutional TOEFL or IELTS score report.
- One letter of reference from your current employer.
- Copy of academic transcript and diploma (English translation).
- Copy of identity document (KTP or passport).

Please send the application package to AMINEF Office, CIMB Niaga Plaza 3rd Fl., Jl. Jend. Sudirman Kav. 25, Jakarta 12920 NO LATER than **February 15, 2012**.

We do not accept email applications. Hard copies must be sent or delivered to American Indonesian Exchange Foundation (AMINEF).

**Application form:** please write or call AMINEF to obtain the form.

**Contact person at AMINEF:**

Nurise Widjaya  
Indonesian Fulbright Program  
American Indonesian Exchange Foundation (AMINEF)  
CIMB Niaga Plaza 3rd Floor  
Jl. Jend. Sudirman Kav 25  
Jakarta 12920  
Ph. (021) 5296-1966 (or 5296-1977)  
Fax. (021) 5296-1962  
<http://www.aminef.or.id>



**COMMUNITY COLLEGE FACULTY AND ADMINISTRATOR  
PROGRAM FOR INDONESIA  
APPLICATION**

**Personal Information**

**Name of applicant (in English):**

**Gender:**

Male

Female

**First:**

**Middle:**

**Last:**

**Marital status:**

Single

Married

**Home Address:**

Street and number:

**Home Phone:**

City:

State/province:

Postal code:

Country:

**Mobile Phone:**

**E-mail:**

**Place of birth** (city or town and country, as listed in passport, if available):

**City of birth:**

**Country:**

**Date of birth:**

**Month of birth:**

**Day of birth:**

**Year of birth:**

**Country of citizenship:**

**Do you have a passport?** (check one)

Yes

No

**Passport number and expiration date** (mm/dd/yy):

**Faculty or Administrator:**

Faculty

Administrator

**If Faculty, what is the name of the Administrator applying from your institution?** \_\_\_\_\_

**If Administrator, what is the name of the Faculty member from your institution?** \_\_\_\_\_

*\*Please note that each applicant's program participation will be contingent upon the faculty/administrator pair continuing their professional status at this educational institution. Shall either applicant fail to maintain employment status at this institution, the remaining applicant will be deemed ineligible for participation in this year's program. The design of the program requires that the faculty/administrator pair participate together as a team.*

**Name of the college/institute:**

**I am interested in applying for (check one field):**

Tourism and Hospitality Management

Business Management

**Relation to college/institute:**

Permanent Position

Part time Position

**Current position:**

**Level of degree granted by your vocational/technical college:**

**Highest educational degree:**

**FOR ADMINISTRATORS ONLY:**

Please list your administrative duties.

**FOR LECTURERS ONLY:**

Please list the titles of the courses you have taught recently, underlining the courses you are currently teaching.

Average number of students you teach per class:

Duration of each class:

Number of classes you teach per week:

Knowledge of languages: Rate yourself *Excellent, Good, Fair, or Poor*. Include all languages that you speak or have studied, including English. Also list your native language.

Language	Reading	Writing	Speaking	Listening

Language proficiency If you have taken any standard test of English language proficiency (for example TOEFL, TOEIC, IELTS) please identify the type of test taken, give the results, and provide a copy of the test results.

Test Taken:

Date Taken:

Results (*attach copy*):

**Background Information**

List All Post-Secondary Educational Institutions Attended. (Begin with the most recent).

Name of Institution/Location	Major Field of Study	Dates Attended (Month, Year)		Name of Degree or Diploma (Do not translate)	Date Received
		From	To		

**Work Experience:** List positions held including teaching and administrative experience. Begin with most recent employment. (Continue on additional sheets of paper, if necessary). Do not include current job.

Name and address of employer	Position held	Date From:	Date To:	Responsibilities

List any experience you have had living, studying, working, or traveling abroad.  
(Continue on additional sheets of paper, if necessary)

Country	Dates	Purpose

Please provide the names, addresses, and telephone numbers of individuals to be notified in case of emergency:

Name of individual	Location & address of individual (List at least one contact in your country and one in the United States)	Indicate relation to individual (relative; friend)

List membership in educational, professional, and civic associations.


List any awards or publications.


**Essays**

**Essay #1: Please describe why you are a good candidate for the program. What do you hope to learn? How does this program fit with your past experiences as a faculty member and/or administrator? How does this program contribute to your future goals and the goals of your home institution?**

**Essay #2: List some of the obstacles and challenges that you face in your classes/or in your administrative job.**

**Essay #3: What would you like to share about your culture with the people you meet? How will you share your culture with people who may not know it? What part of U.S. culture are you eager to experience? Why?**

**Essay #4: In what ways would your experience in this program enhance education in your institution? What benefits would your participation in the program bring to you, your school, and your students?**

**FOR LECTURERS ONLY:**

**Describe the teaching methodology you use in your classes.**

# COMMUNITY COLLEGE FACULTY AND ADMINISTRATOR PROGRAM FOR INDONESIA APPLICATION CERTIFICATION STATEMENT

**CERTIFICATION:** I certify that I completed this application myself, without aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand it.

I understand that program administrators reserve the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will eliminate me from the competition or cause my dismissal from the Community College Faculty and Administrator Program.

Also, I acknowledge that I am aware of the following program requirements:

- I must follow all program rules and regulations and observe all the laws of the United States during my stay there.
- At the end of the year program, I will return to my home country. I understand that I may not extend my stay in the United States.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date (month/day/year)



## COMMUNITY COLLEGE FACULTY AND ADMINISTRATOR PROGRAM FOR INDONESIA REFERENCE FOR APPLICANT

To the applicant: Please ask your Approving Administrator (Chief Officer, President, Dean, Provost, Department Chairman, or Director) to complete and submit the following form to the Fulbright Commission.

1. Name of Applicant (last, first, middle):

2. Instructions for Approving Administrator: Please complete the following sections and sign this form to certify your approval or disapproval of the applicant's participation in the Community College Faculty and Administrator Program for Indonesia.

**Please return this form in a sealed envelope to the candidate.**

Please check one.

I recommend the applicant for participation in the Community College Faculty and Administrator Program for Indonesia.

I do not recommend the applicant for participation in the Community College Faculty and Administrator Program.

Note: This form must be completed and signed by the official who is authorized to approve participation in the exchange, grant a leave of absence and approve the appropriate salary arrangements for the college or technical institute in which the applicant is currently employed, e.g. President, Dean, Provost, Department Chairman, or Director. The signature of the Authorizing Official at the bottom of the form indicates that the applicant will be granted a leave of absence in order to accept a grant should the applicant be accepted to the program and that the applicant may resume his/her teaching and/or administrative responsibilities when s/he returns from the program.

3. Check the Applicant's professional qualifications and personal traits:

Professional Qualifications	Superior	Above Average	Average	Below Average
Knowledge of the subject field				
Effectiveness as a teacher				
Ability to work with colleagues, including those with divergent views				
Adherence to established administrative policies and procedures				
<b>Personal Traits</b>				
Adaptability				
Resourcefulness				
Self-reliance				
Initiative				

4. Please provide a general description of your school/college/institute. Comment on how you feel the school/college/institute will benefit from the applicant's participation in the Faculty and Administrator Program.



5. Will the applicant be granted a paid leave approval if s/he receives the grant?

6. Name and Job Title of Approving Administrator or Authorized Official (Chief Officer, President, Dean, Provost, Department Chairman, or Director):

7. Name and Address of School, College, or Technical Institute:

8. Signature of Approving Administrator or Authorized Official (Chief Officer, President, Dean, Provost, Department Chairman, or Director):

Print Name:

Title:

Signature:

Date: