



TRAVEL AND  
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## **2024 ESU Branch TLab Scholarship Handbook**

THE ENGLISH-SPEAKING UNION OF THE UNITED STATES  
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Welcome to the 2024 ESU TLab Scholarship Program!

Every year, grateful teachers across the US tell us of the value and life-changing nature of summer classes they have taken at Oxford, Edinburgh and Shakespeare's Globe in London thanks to the generosity and support of ESU Branches. With your Branch's generous participation during the 2023-2024 academic year, the English-Speaking Union can continue to support and inspire teachers, change careers and impact thousands of students.

Inside this Handbook, you will find the tools you need to promote the program, receive applications and select a candidate. Regardless of whether you are sending last year's scholarship recipient, adding or choosing another scholar, participating for the very first time or first time in a long time, we are happy to make the process as easy as possible.

First step? Review the contents of this Handbook. Then, let us know your plans and most up-to-date information by completing the 2024 TLab Branch Participation Form. Once you sign up, we can customize your Branch's TLab Scholarship application and post it on your web page. Participation forms are available on the ESU Website under Branch Resources. Any questions or suggestions, please contact Alice Uhl, Education Programs Director, International Scholarship & Debate at [auhl@esuus.org](mailto:auhl@esuus.org) or 212-818-1200, ext. 212.

Teachers are eager to travel and learn abroad again and we are already receiving inquiries from teachers nationwide regarding next summer's dates and details. Programs are offered at approximately the same time every summer. 2024 dates and details are usually provided from the UK in November for Edinburgh and December/January for Oxford and the Globe and will be posted on the ESU website and shared with you as soon as they are received.

On behalf of all the teachers you have supported in the past, and those whose lives you will change in the future, we thank you. Your commitment, generosity and dedication to education is an inspiration to all!

## **TLab Branch Scholarships**

First Step: Define your branch scholarship and Select your TLab Coordinator.

- Determine the amount of your scholarship(s); tuition for a three-week summer program in 2023 will be between \$4500 and \$5500 depending on the length and location of the program.
- Partial scholarships are set amounts that cover a portion of a TLab program fee; this amount should be clear to applicants/scholars.
- Full scholarships cover the entire TLab program fee and may also include airfare and/or a stipend, in which case the amount of the airfare and/or stipend should be clear to applicants/scholars.

**By October 1, 2023:**

**Complete the 2024 TLab Branch Participation Form to confirm your Branch's scholarship(s) for Summer 2024**

Next Step: Assemble a TLab Scholarship Selection Committee.

### **TLab Scholarship Committee**

- Must consist of at least two people, one with professional academic experience, if possible.
  - TLab alumni and ESU National Shakespeare Competition Committee members and/or judges make excellent committee members.
- Should include at least one ESU Branch board member.
- Any TLab Scholarship Committee member affiliated with a candidate or their friends, family or school should recuse themselves from the final selection process.

### **TLab Scholarship Teacher Selection**

- Select teachers who will have the greatest impact and most benefit from an ESU TLab Scholarship:
  - Mid-career, full-time teachers with 5 to 15 years teaching experience.
  - Teachers who work in schools with a significant number of underserved students.
  - Teachers who have not studied overseas or participated in extended professional development.
  - English Language Arts/Literature teachers (rather than drama teachers) are prioritized for the Globe's "Teaching Shakespeare Through Performance" program. Applications to the Globe should emphasize classroom teaching experiences and not directorial or acting experience. The Globe prefers classroom teachers over "teaching artists."
- The TLab Scholarship should be advertised to public secondary school, independent and parochial school teachers.

## **Funding and Partnerships**

TLab programs are two to three weeks in duration, and fees range from approximately \$4,500 to \$5,500, each.

The fee includes:

- Tuition
- Most meals
- Dorm (with shared bathroom)
  - Private, en suite accommodations may be available for an extra cost.
  - Your ESU Branch should discuss with your scholar(s) if this cost is included in their scholarship. Branches are not obligated to, nor do they typically, cover these extra costs.

Each ESU Branch decides whether to provide a full or partial scholarship and whether or not to contribute toward the teachers' airfare. Many teachers are delighted to receive partial scholarships and may be able to raise additional funds through professional or personal means. Please recommend the *Teacher Fundraising Guide* to your scholars who may be seeking additional funds, and/or scholars who are not ultimately awarded your branch's scholarship.

Your ESU Branch TLab Scholarship is the perfect opportunity to increase visibility of the ESU's educational mission and partner with other local organizations. Identify and contact organizations or businesses in your community who would be interested in supporting the TLab Scholarship.

## **Partnering Events**

Some Branches hold an additional event in conjunction with an ESU TLab Scholarship. You may consider one or more of the following events:

- Scholar presentation at Branch meeting
- TLab alumni teacher workshop
- Wrench Lecture

## Scholarship Application Process

Prospective scholars will complete and submit the 2024 TLab Branch Scholarship Application. ESU National will post applications to the website.

TLab Scholarship Committees will review the applications, notify potential scholars of their application status and invite those scholars to interview (January-February 2024).

It is preferred TLab Scholars are selected by February 21, 2024, so that ESU National can receive the information in time for the March 1<sup>st</sup> deadline. TLab Coordinators will complete the 2023 Branch Scholar Entry Form (available on the website under Branch Resources in November) to notify ESU National of the ESU Branch scholars for Summer 2023.

## 2024 English-Speaking Union TLab Scholarship Timeline

<b>By October 1, 2023</b>	<ul style="list-style-type: none"><li>• Complete the <b>2024 ESU TLab Branch Participation Form</b>.</li><li>• ESU Branches should notify ESU National of any branch-specific stipulations for TLab Scholars.</li></ul>
<b>November 2023</b>	ESU TLab Branch Scholarship Application Forms available on ESU website.
<b>December 2023/ January 2024</b>	<ul style="list-style-type: none"><li>• Outreach locally and nationally. ESU to update website with UK Program 2024 details for branches and teachers as they become available</li></ul>
<b>January-February 2024</b>	<ul style="list-style-type: none"><li>• Branches conduct interviews for ESU Branch TLab Scholarships.</li></ul>
<b>March 1, 2024</b>	<ul style="list-style-type: none"><li>• Deadline for branches to forward the <b>2024 TLab Branch Scholar Entry form</b>. Please notify ESU National Headquarters of your selected TLab 2024 scholar(s) by this date</li></ul>
<b>April 1, 2024</b>	<ul style="list-style-type: none"><li>• Completed Applications to British institutions (University of Oxford, Shakespeare's Globe and SUISS) are due via email to ESU National. ESU National will review &amp; forward these applications to the UK institutions.</li></ul> <p><b>Please note:</b> Most TLab Scholars are accepted to their first choice program. However, these programs have limited availability and acceptance is not guaranteed. <b>Final acceptance is determined by the British institution, not the ESU (branch or national).</b></p>
<b>April 2024</b>	<ul style="list-style-type: none"><li>• TLab Scholars are notified via email of the status of their application by the British institutions and ccs ESU National Headquarters. National does not notify as the British institutions make the final decision.</li></ul>
<b>May 2024</b>	<ul style="list-style-type: none"><li>• Invoices are sent to the ESU Branch Presidents, Treasurers and TLab Chairs. The 3.5% Branch Participation Fee will be included in the invoice to the branch.</li><li>• If the program is cancelled by the ESU or UK Institution, the ESU will refund all funds refunded by the UK Institution.</li></ul>
<b>July-August 2024</b>	<ul style="list-style-type: none"><li>• ESU TLab Scholars in residence in the UK.</li></ul>

## **Mailings to Teachers**

- Gather contact information for teachers at schools.
  - Include past TLab Scholars, as well as teachers and administrators involved in other ESU programs (The ESU National Shakespeare Competition, Middle School Debate, SSE and IPSC).
- Update the *Sample Memo to Teachers* (see next page) with your branch-specific information.
  - Include your TLab Coordinator's contact information and applicable deadlines.
  - Note any Branch specific scholarship requirements – such as geographic restrictions within your community, minimum or maximum years of experience, etc.
  - Provide a link to the 2024 TLab Scholarship Application Form (located on the website's main TLab page).
- Send this email multiple times leading up to your application deadline.

## **TLab Scholar Interview Notification**

- Email your TLab Scholarship finalists upon selection with the date, time, location (full address or Zoom link) and any other necessary details for their interview.
  - Request a confirmation of attendance.

# Sample ESU TLab Scholarship Announcement to Teachers

(Please edit the highlighted portions with your branch's information.)



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## Date

The **Name** Branch of the English-Speaking Union of the United States is offering a scholarship of up to **(insert amount)** to a **branch area** high school teacher for study in the United Kingdom during Summer 2024.

Since 1957, more than 2,700 American high school teachers have continued their own education through summer study at prestigious centers of learning in the United Kingdom – Shakespeare's Globe, University of Edinburgh, and the University of Oxford – as ESU Scholars. Past ESU TLab scholars reflect on their time in the UK:

*If there's one thing you should be prepared for, it's that this experience will not only change your practices in the classroom, but it could quite likely change your life.*

—TLab Scholar, Shakespeare's Globe, Teaching Shakespeare Through Performance

*I feel like I'm back to my undergrad days: wide-eyed, sometimes overwhelmed, but always in awe of the abilities of the people around me. I'm remembering my passion for literature.*

—TLab Scholar, University of Oxford, English Literature Summer School

ESU TLab Summer Study Programs in the UK give teachers an opportunity to engage in rewarding, enriching professional development – to return to the classroom reinvigorated and inspired, ready to share their experiences with their students and colleagues. TLab Programs also provide up to 100 professional development contact hours. The ESU **Name** Branch is excited to offer a scholarship/scholarships to **area** teachers.

Learn more about the ESU TLab Programs at [http://www.esuus.org/esu/programs/study\\_abroad\\_for\\_teachers/](http://www.esuus.org/esu/programs/study_abroad_for_teachers/)  
Programs are offered at approximately the same time every summer, 2024 dates & details available January 2024.

For information on the ESU Branch 2024 TLab Scholarship application & deadlines,  
**<insert branch contact &/or website address>**.







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### Guidelines for TLab Scholarship Interviewers

Please use the following guidelines when interviewing ESU TLab Scholarship candidates. These guidelines have been standardized across branches.

- A Clearly outstanding candidate. Professionally and academically superior, innovative, open to new ideas, teachers who exhibit leadership qualities in their school and extracurricular activities in many areas or very strong in one significant area. Would be an excellent participant and give back to their students and the ESU.
- A- Very strong candidate who would be successful if chosen. Academically curious – understands the personal and professional benefits of life-long learning; significant involvement in school’s mission and extracurricular activities. Minor factors or interviewer’s reservations prevent full A.
- B+ Perfectly acceptable candidate who would succeed. Some reservations about maturity, academic strengths, flexibility to adapt to new surroundings and pedagogy or extracurriculars.
- B A long shot. Might well succeed because of unusual strength in one area despite some reservations about others.

<b>Cumulative Rating:</b>	<u>Excellent</u>		<u>Average</u>		<u>Weak</u>
	A	A-	B+	B	B-

Examples:	<b>Professional/Academic</b>	<b>Extracurricular</b>	<b>Personal</b>	
Sarah Kelly	B-	B	A-	= B
Marisa Dieken	A	A	A	= A
Joseph Coz	B	B+	B-	= B

**Scottish Universities’ International Summer Schools (SUISS) and University of Oxford Programs** are intellectually rigorous, graduate level seminars. Teachers agree to complete all preparatory reading, attend all seminars and spend considerable time in the library to complete all reading and research including a final paper of 2,000-3,000 words.

**Shakespeare’s Globe “Teaching Shakespeare Through Performance”** is rigorous intellectually and physically. English Literature teachers are strongly encouraged to apply and must currently be full-time, classroom teachers who will be teaching Shakespeare in the upcoming year.



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## TLab Scholarship Interviewers' Evaluation

Candidate Name: \_\_\_\_\_ School Name: \_\_\_\_\_

Applying for ESU TLab Scholarship to \_\_\_\_\_ to study \_\_\_\_\_

### Teachers who will have the greatest impact and most benefit from an ESU TLab Scholarship:

- Mid-career, full-time teachers with 5 – 15 years teaching experience.
- Teachers who work in schools with a significant number of underserved students.
- Teachers who have not studied overseas.
- Teachers who have not participated in extended professional development.
- The ESU and Shakespeare's Globe strongly recommend the selection of English teachers for the "Teaching Shakespeare Through Performance" program. Applications should reflect teaching experience over acting/directing or other experience.

**Please note:** University of Edinburgh (Scottish Universities' International Summer Schools) and University of Oxford programs are academically rigorous and require commitment to serious reading and writing outside of the classroom. The Shakespeare's Globe program is a physically and mentally rigorous program that requires full participation and energy as teachers work to bring new pedagogical methods back to their classrooms.

### Part I: Professional/Academic Information

Type of High School:       Public       Charter       Independent       Parochial

Location of High School:       Urban       Suburban       Rural

Subjects Taught:       History       English Literature       Drama       Writing       Other

Number of years taught:       1-2       3-5       5-15       15+

Number of students annually:       under 25       25-50       50-100       100+

Degree:       Undergraduate       Graduate

Additional Graduate Work: \_\_\_\_\_

Professional Development: \_\_\_\_\_

**Overall Rating for Professional/Academic:**      Excellent      Average      Weak  
A      A-      B+      B      B-



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## TLab Scholarship Interviewers' Evaluation

### Part II: Extracurricular/Leadership Involvement

Note specific extracurricular contributions to school, students, leadership, arts, community service, etc.

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<b>Overall Rating for Extracurricular/Leadership</b>	<u>Excellent</u>	<u>Average</u>		<u>Weak</u>
	A	A-	B+	B
			B	B-

### Part III: Personal Qualities

Ratings based on recommendations, personal essay and interview

	<u>Excellent</u>		<u>Average</u>		<u>Weak</u>
Commitment	A	A-	B+	B	B-
Motivation	A	A-	B+	B	B-
Adaptability	A	A-	B+	B	B-
Enthusiasm for ESU TLab Program	A	A-	B+	B	B-
Social ease	A	A-	B+	B	B-
Maturity	A	A-	B+	B	B-
Teamwork	A	A-	B+	B	B-
Sense of humor	A	A-	B+	B	B-

<b>Overall Rating for Personal Qualities</b>	<u>Excellent</u>	<u>Average</u>		<u>Weak</u>
	A	A-	B+	B
			B	B-

<b><u>Part IV: Cumulative Rating For All Categories</u></b>	<u>Excellent</u>	<u>Average</u>		<u>Weak</u>
(Please also record this rating on the report page)	A	A-	B+	B
			B	B-



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## **TLab Scholarship Interview Requirements Checklist**

Please have the candidate check the boxes below and sign.

If offered an ESU TLab Scholarship, I will:

- Complete the British institution's 2024 application form, provide all the required supporting materials including a photo release and International Travel Waiver send by April 1, 2024 to [tlab@esuus.org](mailto:tlab@esuus.org).
- Acknowledge that although most TLab Scholarship recipients are accepted to their first choice program, these programs have limited availability. The Globe is extremely competitive. Final acceptance is determined by the British institution, not the ESU (Branch or National) and emailed Spring 2024.
- Accept all rules, regulations, and fulfill all academic requirements of the British institution, including completing all preparatory reading, attending all classes, rehearsals, performances and completing papers and/or exams as required.
- Accept that no friends, family members, children of any age or pets are permitted to accompany me during any part of this high-level, residential, academic program
- Acknowledge that all the TLab programs are rigorous – academically and physically. I will spend the necessary time in the classroom and library to fully participate and complete all assignments.
- Intend to return to the classroom for at least the next 2 years, share with students and colleagues experiences and methods learned as an ESU TLAB Scholar and share best practices.
- Respond conscientiously and promptly to quantitative pre-and post-program questionnaires that will be used to evaluate the effectiveness of the program.
- Engage with ESU Branch and ESU Education programs in the upcoming year. This includes sharing my experience through either a 500 word reflective paper, a video of highlights from my program or a power point showing my academic adventures. These may be published in the ESU Branch's digital Newsletter (and shared with ESU National).
- Provide for expenses not covered, including mandatory medical and trip cancelation insurance. And Notify the ESU Branch and the ESU Education Department in writing in the event of cancellation. I agree that I accept the ESU's and the institution's cancellation policy.

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Candidate Name (Printed)

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Candidate Signature



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## TLab Interview Report

Applicant Name: \_\_\_\_\_

Cumulative Rating: \_\_\_\_\_

School: \_\_\_\_\_

Length of time at present school: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

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### Interviewers' Comments:

Please write any additional comments about the applicant's personality, understanding of what is expected of participants both during and after their summer study, and in particular, any recommendation as to the suitability of the applicant.

## Publicizing TLab Scholarships

Your Branch TLab Scholarship is the perfect opportunity to raise visibility of the ESU's educational mission and connection to your community. Celebrate and share the achievement of your TLab Scholarship recipients.

### Prior to awarding a TLab Scholarship:

- Inform ESU National of any specific application information so that it may be posted on your website.
- Visit schools and talk about the TLab Scholarship at school/department meetings.
- Attend teacher conferences in your local area. Distribute application information.
- Identify educator organizations in your area. Encourage them to forward ESU TLab Scholarship application materials to their teacher contacts.
- Encourage schools to post ESU TLab Scholarship application information on their website.

### Announcing a TLab Scholarship

- Suggest schools announce their teachers' achievement on their website and school/community newsletter.
- Contact your local newspaper and/or radio and invite a reporter (usually in the Education or City/Metro divisions) to attend the award ceremony. If you wish to distribute a press release to local media prior to or following the award ceremony, please request these materials from ESU National.

**Please note:** Every scholarship recipient must sign the 2024 Branch TLab Media Release Form (available online) and email to [tlab@esuus.org](mailto:tlab@esuus.org). Without this release form, you cannot post, publish or distribute any photos or videos of the scholars.

## **Dispensing TLab Scholarship Funds**

The ESU remits a single payment to each British institution on behalf of all the ESU TLab Scholars attending their respective programs. Accordingly, once all scholars are accepted at the participating institutions, we are invoiced by the institutions and, in turn, invoice the Branches for the cost in dollars. Invoices will be sent to the ESU Branch Treasurer and TLab Chair. Remission of the funds will be due upon receipt. In order to make one payment to each educational institution (University of Oxford, Shakespeare's Globe, SUISS) and to offset other charges like credit card payment service fees and banking service fees for each wire transfer payments, as well as fluctuations in the exchange rate, which often occurs between money collection and final payment, a 3.5% application fee is applied.

Branches will disperse payments directly to the teachers for transportation funds and stipends (if applicable). ESU TLab Scholarships likely do not meet the IRS' limited definition of a "scholarship," as they do not involve candidates receiving payments to pursue a degree. Consequently, they fall under the IRS designation as "prizes or awards," which are taxable under IRS section 74. This means that branches must provide teachers and the IRS with form 1099 Miscellaneous Income for the amount turned over to the teacher (if the amount is \$600 or more in total). Given that the awards to teachers involve continuing professional education, it is likely that the grant monies they spend in connection with the scholarship are deductible as "unreimbursed employee expense," but this is a matter for the individual recipients to consider.

### **Summary of Payments**

- University of Oxford, SUISS and Globe fees: payable to The English-Speaking Union.
- Airfare: payable directly to the airline or as a check to the teacher to reimburse for international airfare (if applicable). Minimum of 4 weeks prior to departure.
- Stipend: payable by check to the teacher (if applicable).

### **Cancellation and Insurance Policy**

If an ESU TLab Scholar is unable to attend the program, they must notify the ESU Branch and the Education Department in writing. Fees paid to the institution will be returned according to the individual school's cancellation policy, as specified in their materials. Recipients will be personally liable for TLab fees disbursed or paid prior to departure in the event of a withdrawal.

If the State Department of the United States announces a "no travel" policy or an Individual School cancels a program, Fees paid to the institution will be returned according to the individual school's cancellation policy, as specified in their materials.

## Branch TLAB Scholarship Checklist

### Fall

- Review *Program Guidelines* for the TLab Scholarship Committee and Teacher Selection.
- Choose a TLab Branch Coordinator and TLab Scholarship Committee.
- Complete the *2024 Branch Participation Form* (with Branch President's permission).
- Confirm a date for your Branch Scholarship Application Deadline and Interviews.
- Compile school/teacher contact list for program target area.
- Update documents for mailing with your Branch information (*Sample Memo to Teachers* and *ESU TLab Scholarship Application*) and update your Branch website.
  - Provide specific scholarship guidelines on your Branch website.
  - Utilize the standardized, national application.
- Email schools/teachers *2024 ESU TLab Scholarship Application* and TLab information (2-3 times).
- Additional outreach to teachers and schools (visit new schools, attend teacher conferences, etc.).
- Compile email with interview information (for 2<sup>nd</sup> mailing).
  - Notify finalists of their interview dates and times.

### Winter

- Hold interviews.
- Notify TLab Scholarship recipient(s) of their award and have them sign the:
  - ESU TLab Media Release Form
  - ESU International Travel Waiver & Release Form
- Notify ESU National of your 2024 TLab Scholar(s) including TLab Scholar(s) contact information and Conditions of Award
- Award TLab Scholarship at ESU Reception.
- Update your Branch page with news of your Branch Scholarship Award: photos, videos, stories, etc.

### Spring

- Request a press release from ESU National to share with local media outlets.
- Send out press release to TLab Scholarship recipient's school, local media outlets and organizations.
  - Send pictures and/or additional press to ESU National Headquarters.
- Send TLab program fee payment to ESU National Headquarters upon receipt of an invoice.
- Send additional payments to the teachers for airfare and stipends (if applicable).
- Stay in touch with your scholars (send ESU mailings/newsletters, invite to Branch events, etc.).



**TLab Program dates, details, and program descriptions for Oxford, Edinburgh & Shakespeare's Globe in London are available at :**

[http://www.esuus.org/esu/programs/study\\_abroad\\_for\\_teachers/](http://www.esuus.org/esu/programs/study_abroad_for_teachers/)

### **Application Reminders**

- It is the TLab Scholar's responsibility to complete the application(s) for the UK institutions they wish to attend.
  - The British institutions have the final decision as to whether or not they wish to accept a scholar.
  - All scholars **must** submit the completed British institution's application to the ESU by **April 1, 2024**; ESU National will send these applications to the UK.
- The 2024 program and application details will be updated on the British websites and the ESU website as they become available – usually November for Edinburgh and December/early January for Oxford & the Globe. Applications can be found on the main TLab page of our website.

### **International Travel Requirements**

All teachers are required to hold a valid passport for travel to the United Kingdom. It is the responsibility of the teacher to check with their local consulate the requirements for entrance to study in the UK for two to three weeks. At this time, American teachers do not need to obtain a visa for a summer program; they will be entering the UK as a student visitor. A letter confirming their participation in the summer program (acceptance letter) will be supplied by their UK institution prior to departure and should be presented at immigration upon request. We will keep the teachers and Branches updated on entry requirements.

For more information, check out our website at:

**[www.esu-tlab.org](http://www.esu-tlab.org)**

or Contact:

Alice Uhl, Director

International Scholarship, Shakespeare & Debate

[auhl@esuus.org](mailto:auhl@esuus.org)

212-818-1200 ext. 212

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