



Plymouth State
UNIVERSITY

Institute for Professional Learning



Pre-Departure Orientation Manual 2011

**PAKISTANI EDUCATIONAL LEADERSHIP INSTITUTE
AT PLYMOUTH STATE UNIVERSITY**

**FUNDED BY THE U.S. DEPARTMENT OF STATE,
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS**



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Welcome letter

Dear Participants,

Idara-e-Taleem-o-Aagahi (ITA) and the Institute for Professional Learning (IPL) congratulates you on your selection for the “Pakistani Educational Leadership Project” funded by the U.S. Department of State, Bureau of Educational Affairs, and hosted by Plymouth State University in Plymouth, New Hampshire, USA since 2003/4. It focuses on professional development training for Pakistani educators, building on and enhancing the vibrant work being accomplished in Pakistan’s educator sector.

The U.S. Pakistan project team extends its best wishes and a warm welcome as you prepare for your visit to the United States of America as a member of an official State Department delegation of Pakistani educators.

To help make your departure arrangements, and to give you a better understanding of the program that you are about to undertake, this orientation manual has been put together for your use. It contains all the necessary information about your program and your stay in the United States of America. It is important that you read all the materials carefully for clarity regarding any issues that you may encounter during the program.

Please keep this manual to use as a reference during your entire program. If you have any further queries, please contact program staff for help.

Regards,

PELI Team



Pakistani Educational Leadership Project, 2011, and Summer Institute: New Hampshire, USA

Overview

The 2004 Pakistani Educational Leadership Institute was the inaugural program, superseding the 9/11 commission Report which included a recommendation to "...strengthen long-term U.S. and international commitments to the future of Pakistan..." The Institute brought 25 Pakistani administrators and teachers to campus for a five-week groundbreaking program and cross-cultural exchange. Funded by \$250,000 grant from the U.S. Department of State, Bureau of Educational & Cultural Affairs, the goal was to help educators enhance their subject knowledge, pedagogical skills and disposition toward new ways of teaching.

In July 2011, the project team, the PSU campus, and local communities will welcome the Eighth Delegation to the institute. This year's delegation will consist of forty Pakistani educators, lecturers, teacher trainers and administrators who work in the secondary school sector. Within a conceptual framework of Educational Leadership, institute instructors from PSU's graduate faculty will offer enriching seminars, field work and classroom sessions in Educational Leadership, Conflict Resolution, Environmental Education and Technology.

They will enable the delegates to explore and examine pedagogical tools and skills and best practices in education for adaptation to Pakistan's education sector and local contexts. Each delegate will be required to create a Master Action Portfolio (MAP) for implementation in follow-on activities after the completion of the institute and return to Pakistan. As educational leaders, the delegates will be responsible for translating institute curricula content into Pakistan's classrooms with the Master Action Portfolio as a guide. The Institute is very fast paced and intense. It also is a shared learning experience and collaboration between the Pakistani delegation, the project team, and PSU staff and faculty.

At the conclusion of the institute, participants will receive a certificate of study recognizing their quality work in this specialization. The cohort of 2011 is very fortunate to explore possibilities of securing equivalent of 15 graduate credit hours if they successfully complete the four weeks at PSU as well as 8-12 week of post institute implementation of the Master Action Portfolio. Upon completion of a contract, the State Department funding also provides seed grants for each delegate to assist in Master Action Portfolio implementation.

The institute comprises of a series of recreational trips, including an official visit to Washington, D.C. which will be a high point of the four week institute. Social gatherings will be held to introduce participants to members of Plymouth and other New Hampshire communities. The interactions demonstrate the essence of social capital, where members of communities from Pakistan and the U.S. come together to engage in a common goal of an international educational and cultural exchange and to learn from one another.

Rationale

The U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), funds all activities in the U.S. and Pakistan for professional development of Pakistani educators at a secondary school level. The Pakistani Educational Leadership Project includes the keystone Pakistani Educational Leadership Institute housed at Plymouth State University and follow-on activities in Pakistan. The in-country phase is facilitated by Idare-e-Taleem-o-Agahi (ITA) and its recently established Institute for Professional Learning (IPL). The institute is being held for four weeks beginning in July 2011, in the state of New Hampshire, USA.

Forty participants will take part in this institute, representing the rich geographical and cultural diversity of Pakistan and its high caliber educators who work throughout the country, dedicated to the betterment of their students

Program Goals

Leadership in a Climate of Change

September, 2010 – March, 2012

“Leadership in a Climate of Change” Project will support development of leadership skills and enhance literacy, specifically in environmental education skills. It will enable citizens to help build a sustainable future as part of a global learning community in the 21st century.

Goals:

- 1: Examine tenets of leadership that address change for adaptation to Pakistan’s education reform
- 2: Explore environmental education models and standards that identify challenges and implement solutions in curricula and community
- 3: Provide enriched English immersion for enhancement of linguistic skills and cultural understanding
- 4: Translate Institute content, highlighting best pedagogical practices, into culturally and geographically appropriate initiatives to affect positive change and growth in literacy in communities in Pakistan
- 5: Share activities and outcomes with the global learning community
- 6: Foster respect amongst the diverse cultures of Pakistan and the United States by building relationships through cross-cultural and –educational exchanges that transcend boundaries

The Project entails five key program components: (1) *pre-Institute*: nomination, selection, visa guidance, and orientation of forty qualified, geographically diverse educators and administrators; (2) *Institute*: design and implementation of a four-week professional development immersion institute and cross-cultural exchange at Plymouth State University; (3) *post-Institute*: debriefing session, support of follow-on activities and outcomes in Pakistan; (4) *American reciprocal program in Pakistan or alternate geographic location*: participation of American educators in workshops, school visits, and public presentations; (5) *formative and summative evaluation* of the program.

PSU Profile

Plymouth State University is a coeducational, residential university with an enrollment of approximately 4,300 undergraduate students and 3,000 graduate students. Plymouth State was founded in 1871 and over the years has expanded to 170 acres and forty-six buildings. During its history, the institution has evolved from a normal school to a teachers' college to a state college and in 2003 to a state university. Plymouth State preserves the brick-and-ivy look of its New England small-college heritage while integrating state-of-the-art technology and facilities into an attractive, contemporary campus design.

The university offers B.A., B.F.A., B.S., M.B.A., M.A.T., M.Ed., and Ed.D. degrees and the Certificate of Advanced Graduate Studies (CAGS) in Education. Plymouth State is accredited by the New England Association of Schools and Colleges, the New Hampshire Postsecondary Education Commission, and the National Council for Accreditation of Teacher Education (NCATE). The College of Graduate Studies provides a dynamic learning environment in graduate education and professional development.

Relevant University web site: www.plymouth.edu;

ITA & IPL Organizational Background

Idara-e-Taleem-o-Aagahi (ITA)

Idara-e-Taleem-o-Aagahi (ITA) or “Centre for Education and Consciousness” Public Trust and the Institute for Professional Learning (IPL) are a response not only to a profound crisis which has led to fragmentation of the education sector but also a growing realization that the most critical of human entitlements, the right to knowledge systems and quality learning is being denied to the citizens of Pakistan. This must be reversed by active partnerships and civil society engagement through best professional skills.

Vision

“To promote education as a comprehensive process for human and social transformation.”

Mission Statement

To actively pursue standard settings in education as a comprehensive multi-dimensional learning experience for human evolution and consciousness.

By creating contemporary education systems for optimum equity without discrimination on the basis of gender, class, religion, color and ethnicity.

And endeavoring to address educational bottlenecks through timely resource mobilization and influencing of public policy.

The Institute for Professional Learning was formally launched in 2009 after obtaining affiliation from the University of Education (UoE) recognized by the Higher Education Commission (HEC) . .

Institute for Professional Learning (IPL)

Vision

Enable educators to attain exemplary competence for informed education reforms and social renewal.

Mission

To pursue excellence in the areas of teacher and leadership education and all relevant specialized fields encompassing research, ideas and professional practice. IPL shall pursue its work through inclusive and non-discriminatory values.

Websites: www.itacec.org and www.ipl.edu.pk

Eligibility Criteria .

The eligibility criteria collaboratively designed by ITA and the project includes:

Age: 25-50

Educational Qualification: Minimum. B.Sc/B.A/B Ed, Preferably /MSc/M.A./ MEd

Experience: At least 5 years of experience as a teacher / trainer / Administrator

Language Proficiency: Fairly good and acceptable knowledge of English Language

Selection Criteria

The selection process was transparent and applied with rigor to all eligible applicants. ITA collaborated with directorates and departments of education, teacher training institutes, and universities on the nomination and selection process. The final selection was based on a written test and an interview that was conducted by ITA.

Below is a numeric criteria which is reviewed periodically with partner institutions as a collaborative consensus between the participating organizations

Standard Criteria	Max Sore
Work Experience	15
Academic Achievements	15
Understanding of program	10
Awareness of Modern Technology	10
Leadership Qualities	15
Expectations of program	10
Motivation	15
Awards in Teaching discipline	10
Total	100

In addition to these numeric scores following factors are also considered.

- Preference is given to candidates who have not attended trainings outside Pakistan.
- Preference is given to teachers from government schools.
- Preference is given to female candidates.

The Role of ITA & IPL

ITA/IPL have a pivotal role to play in this process as a facilitator and a professional intermediary through the stages of setting a joint criteria; selection; paperwork leading up to the visa process; obtaining the NOCs for all the Govt. employed teachers in collaboration with its partners and organizing two days pre-departure orientation session for the selected candidates.

We are honored to support this initiative for Pakistan and will, to the best of our ability, carry out this organizational task, ensuring the quality and integrity of the project. We remain committed to promotion of such value added linkages for the cause of quality education in Pakistan. Together these educators will form a pool of human resource who will be a part of their respective institutional set up as well as a support group for ITA's/IPL's Professional Networks. These alums pledge to contribute directly to the quality of learning in schools for educational leadership and through high ordered leadership and administration.

From ITA/IPL's perspective this program has been about moving forward the paradigm of Public-Private Partnerships as espoused by the National Education Policy 2009 of the Government of Pakistan and its provincial partners.

Important Activities and Milestones in the Pre departure phase.

Activities
Names and bio-data of the short listed candidates
Test/Interview/ Final selection
List of short listed candidates sent to PSU for their final review and selection
US Cultural Affairs Section to be notified and the list of short listed candidates to be shared
Visa Processing of the selected candidates
NOCs for the Public Sector candidates
Pre-departure orientation
Departure for USA

3. PSU PEL 2011

CD-Documents



3.1: Welcome to Plymouth State University

We are pleased that you have chosen to join our campus community. We trust that your experience at PSU will be successful and rewarding. New Hampshire is an easily accessible four-season, safe and friendly destination located in the heart of New England.

This orientation packet to assist you to make a smooth transition to life in New Hampshire and at our University. I recommend **this isn't a letter signed by an individual, so maybe it should be 'it is recommended, or 'we recommend'..**that you review all of the materials contained in this packet carefully. **Please bring it, along with your passport containing your most recent visa, I-94 card and DS-2019 Form, with you to your orientation meeting.**

Orientation for new exchange visitors is mandatory and will be held on campus. Please call Lisa Ladd at 535-2251 if you have any questions. Federal Law requires our office to make copies of your immigration documents and to review the terms and conditions of your specific visa classification. Your orientation will be on July 5th at 9 am in the Lamson Library Tower Room.

The following items are included in your orientation packet:

- Welcome to Plymouth State University
- Terms of Exchange Program-Rights and Responsibilities
- Verification of Understanding and Receipt of Documents
- Cultural Etiquette and Protocol
- US State Department Travel Release Form
- Medical Insurance Information
- Passport-Airline-Visa Waiver
- Photo Release Form
- A campus map and a Map of Plymouth

I look forward to meeting you. If you have any questions, please don't hesitate to contact me.

Blakeman Allen

Project Director

Pakistani Educational Leadership Project



3.2: Rights and Responsibilities of the Exchange Visitor in J-1 Status

In order to maintain valid status as a J-1 Exchange Visitor, you must follow the program objective at all times. Your program objective is to attend all the required classes and activities listed in the Pakistani Educational Leadership Institute Program. It is your responsibility to comply with all of the immigration and program regulations, which govern the J-1, Exchange Visitor Program. If you do not comply with these regulations, and if you violate your immigration status, we will have no choice but to dismiss you from the program and to notify USIA of your termination.

The form DS-2019, which is the Certificate of Eligibility for Exchange Visitor (J-1) Status, validates the dates of your program and is listed on Form DS-2019 in item #4. Immigration regulations permit a 30-day grace period beyond this date. This 30-day period is to be used to travel within the U.S. and/or prepare for your departure. If you do not depart the U.S. within this 30-day period (or have not applied to BCIS to change your visa category) you will be unlawfully present and subject to deportation. Please note that if you leave the U.S., you will not be permitted to re-enter the U.S. after the expiration date on your Form DS-2019. Federal laws enacted by the U.S. Congress in December 1996 state that failure to maintain legal immigration status in the United States will effectively invalidate your visa.

When you enter the U.S., you will be issued an I-94 card and on this card the immigration officer should mark that you are admitted until "D/S" or Duration of Status. This I-94 card, the DS-2019, and a valid passport are your proof that you are admitted into the U.S. to participate in the exchange program. You must end the exchange program activities by the ending date on the DS-2019.

Our International Employee Assistant, Lisa Ladd, is available to answer any questions you have about your immigration status and responsibilities. Our role is to ensure that the University complies with all federal regulations pertaining to International Exchange Visitors on our campus. There are limitations to what we can assist you with. We are not employees of the Immigration Service, or the USIA. We are also not attorneys specialized in U.S. immigration law and are not permitted to practice law. You have the right to consult an official of the U.S. Immigration Service, or the USIA and /or an attorney specializing in immigration law at any time.

Plymouth State University, its Faculty and Staff, and its Agents or Employees will not be liable to you for any difficulties you may experience as a result of any failure to maintain proper lawful immigration status in the United States.

**We are pleased that you have chosen Plymouth State University and are here to assist you. Please do not hesitate to contact me at 535-2615
Project Assistant Sally Kilfoyle .**



Global Education Office

3.3: Insurance Regulations for J-1 Exchange Visitors and Their Dependents

Department of State regulations require that sponsors (colleges, universities, or agencies which promote educational exchange) monitor insurance coverage for all exchange visitors (J-1 principal and J-2 dependent non-immigrants) in their programs. While no recommendations are made on specific policies or carriers, the regulations do establish minimum coverage as follows:

- 1) Medical benefits of at least \$50,000 per accident or illness;
- 2) Repatriation of remains in the amount of \$7,500;
- 3) Expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000.

An insurance policy secured to fulfill these requirements must provide coverage for activities inherent to the exchange program but may impose the following conditions:

- 1) A waiting period for pre-existing conditions as long as the waiting period is
- 2) Reasonable by current industry standard
- 3) A co-payment not greater than 25%;
- 4) A deductible not to exceed \$500 per accident or illness.

In addition to the standards for coverage, the regulations also set forth rating requirements for acceptable policies. Coverage backed by the full faith and credit of the government of the exchange visitor's home country is exempt from these rating requirements.

Important: Department of State regulations require insurance coverage to be in place from the time the exchange visitor enters the program and through the duration of the program. PSU is required to terminate an exchange visitor's participation in the program if the visitor and his/her dependents willfully fails to comply with and maintain the required insurance coverage.

I verify that I have read the information contained above and that I will comply with the insurance regulations as specified by the U.S. Department of State.. I understand that it is my responsibility to maintain health insurance coverage for any J-2 dependents and myself for the duration of my J-1 program. I also understand that failure to comply with these requirements will result in my suspension from the exchange visitor program.

Name (please print)

Signature

Date

**Return completed form to:
Global Education Office
Plymouth State University
17 High Street, MSC 44
Plymouth NH 03264**

(We recommend that you keep a copy for your records)



3.4: Cultural Etiquette and Protocol

Travel

Luggage and Suitcases: You must be able to carry your own luggage/suitcases and be able to carry these up two or more flights of stairs when you arrive at the University. Please be aware of baggage weight restrictions and guidelines for international airline travel. For example, click on the following American Airlines website for helpful information:

<http://www.aa.com/aa/i18nForward.do?p=/travelInformation/baggage/baggageAllowance.jsp>

The maximum baggage limit:

Islamabad – Boston: 2 pieces allowed, 23 kg each (It's recommended to take one bag)

Boston- Islamabad: 1 piece allowed, 23 kg

Housing

Housing will be in historic Mary Lyon Residence Hall, which is the centerpiece of the campus and overlooks the community of Plymouth and mountains beyond. Each member of the delegation will have a private bedroom. Rooms have one single bed and drawers; each room can take only one person. The men and women will be occupying separate sections of the residence hall – one section for women, one section for men.

Room Assignments: A room and key will be assigned to each person. If you want to change rooms, you must first get the permission of the Institute Residence Director. The Director has authority in all Residence Hall decisions.

Personal Hygiene: New Hampshire has abundant water; you will find many showers, flushable toilets, and sinks for washing on each floor of the dormitory.

Sheets, Pillowcases and Towels: Occupants are expected to remove the sheets and pillowcases from beds every week; they will receive clean linen in exchange. Occupants will then remake their own beds with clean sheets and pillowcases. At the same time, used towels will also be collected for laundering and clean towels will be received in exchange. Used sheets, pillowcases, and towels should be placed outside the room and will be collected. Clean replacements will be delivered by a PSU staff member.

The laundering of personal clothing or other items is the responsibility of each individual. Each dormitory is equipped with a washer and dryer for this purpose.

Trash/Rubbish: Because of health and safety laws, occupants will be expected to remove trash from their rooms and place it in the large trash receptacle outside of the dormitory; this must be done everyday. Personal trash may not be put in hallways, stairwells, public or common areas. Plastic rubbish-bin liners will be provided for convenient rubbish removal. A weekly supply of rubbish-bin liners will be delivered on the same day as the laundered sheets, pillow cases and towels are distributed.

Housekeeping: There is no maid service. Occupants are expected to keep rooms neat and clean. Floors should be swept or vacuumed at least once a week. Vacuum cleaner, broom, mop and dust pans are available in each dormitory. Spills should be wiped up and cleaned as they occur to avoid damage to flooring or furniture. Food should be stored in the dormitory kitchen and labeled with the owner's name; no perishable food items should be stored in dormitory rooms.

Shared Dormitory Space: Lounges are rooms with couches and chairs, television set, computer terminals, etc. These are shared spaces for all who live in the dormitory. Considerate, polite behavior is appreciated by all. For example, if someone is watching the television, and you would like to change the channel to another program, please ask if it would be all right before doing so. All residents must limit their time spent on the computer in the lounge area; other residents might need to use it.

There are many computers (mini-clusters) for student use located in Lamson Learning Commons and Library. Lamson is located near the residence hall. The mini-clusters will be available for personal e-mailing, word processing, and research needs. We have placed additional mini-clusters in your residence hall next to your living area.

There also are rooms available for ironing.

Religious/Cultural space: A private, designated area located in the residence hall on your floor will be provided for prayer and also information about prayer times . Please bring your own prayer rug if possible.

There will be a staff member on duty at all times to assist the delegation. If members of the delegation have any questions or concerns, they are welcome to contact the director, administrative assistant and staff members for information. They also are welcome to visit the Pakistani Project offices located in the College of Graduate Studies, Highland Hall, Highland Street.

Personal Clothing: Plymouth State University has a large campus; you will need comfortable walking shoes. Make sure you bring a pair of comfortable, flat, rubber- soled walking shoes or any dependable sneakers. You will need a light jacket or sweater; temperatures may be as low as 18 degrees Celsius (65 degrees Fahrenheit) during the evening or on rainy days. The average daily highs for temperature during the summer months is anywhere between 21 and 27 degrees Celsius (70 and 80 degrees F.) For current weather information, please click on the PSU Meteorology website for the Plymouth State Weather Center: <http://vortex.plymouth.edu/>

THINGS TO TAKE:

- a) Comfortable walking shoes
- b) Casual summer clothes (with some attire for occasional cooler weather)
- c) Alarm clock
- d) Personal toiletries
- e) Carryon with basic essentials (in case luggage is misplaced during flight)
- f) Medications - Bring medications and paper prescriptions from physician.
- g) Prayer rugs if possible.

Following facilities will be provided to the participants:

- 1) Rooms will be locked but no special security will be provided
- 2) Passports will be locked in our Human Resources department
- 3) Dietary needs will be respected

Personal Belongings: Plymouth State University is not responsible for the safety of any personal valuables, such as money and jewelry, belonging to campus residents.

Smoking: Smoking of any kind inside any Residence Hall, Dormitory facility, or University Building is prohibited. Those who smoke should do so outside and be at least 20 feet away from the entrance or exit of any Residence Hall, Dormitory facility or University Building.

Alcohol: There are local, state, and Federal laws relating to the possession or usage of alcohol. The legal age to consume alcohol is 21. It should be understood that the consumption of alcohol on University property or during University activities is a privilege, and compliance with local, state and Federal law must be adhered to. Alcoholic beverages in dormitories can be consumed only in the dormitory kitchen or in assigned dormitory rooms. An open bottle or glass of alcohol in any other areas or on campus grounds is not allowed. For personal safety, the safety of others, and for the image of the University, it is expected that discretion be used when consuming alcoholic beverages, either on or away from University property.

DISRESPECT

The following behavior is unacceptable:

1. Misconduct or any other inappropriate behavior.
2. Physical or verbal harassment.
3. Verbal abuse against a University staff or faculty member or a fellow participant.
4. Verbal abuse causing another person humiliation or unreasonable stress.
5. Verbal assault or threats of bodily harm.

DAMAGE and VANDALISM

Deliberate or reckless destruction, damage, vandalism, misuse, or defacement of University property or property of another University community member, is not permitted.

ASSAULT (Physical)

1. Assaultive behavior with the intent to harm another person is not permitted.
2. Assaultive behavior that causes harm to another person is not permitted.

ASSAULT (Sexual)

Sexual Assault is defined as the non-consensual or forced contact or activity of a sexual nature accomplished by one person without the meaningful consent of the other. In addition to the verbal or nonverbal indications of lack of consent, acts using force, threats, intimidation or advantage gained by the offended student's mental or physical incapacity or impairment (including intoxication*) of which the offending student was aware or should have been aware will be regarded as nonconsensual. A lack of response will not constitute meaningful consent. *The use of alcohol will not be accepted as an excuse and may be a cause to find increased responsibility for violation of this policy.

Electricity: 117 volts, 60 cycles. Appliances made for other electrical systems will require a transformer, and plugs will require an adaptor.

Candles and Incense: The burning of candles or incense is not allowed in University housing.

Quiet Hours: Courtesy hours within University housing are in effect 24 hours a day 7 days per week. Requests to reduce noise levels must be honored at all times. Quiet hours are Sunday night – Thursday night from 9:30pm – 10:00am, and Friday and Saturday nights from midnight – 10:00am.

Currency Exchange

Currency conversion website <http://www.xe.com/ucc/convert.cgi> Citizens Bank (located in Plymouth, NH) accepts foreign currency and foreign traveler's cheques (U.S. spelling is "checks") in exchange for U.S. money. Citizens Bank also can order foreign currency. ATMs (Automated Teller Machines) are numerous throughout the state of New Hampshire and belong to international networks; so international visitors can access their funds at home. It is advisable to bring dollar travelers cheques, as they are more easily exchanged.

Off Campus Dining & Shopping

Types of Restaurants: There are basically two types of restaurants – first is the fast food type of restaurant, for example, Burger King, MacDonald’s, Dunkin’ Donuts, etc., which does not require a tip or gratuity; and second is the more traditional “table service” type of establishment. The “table service” restaurant is the type which requires the customer to wait to be seated by a food server. A menu is brought to the table, and food choices are ordered from the menu. The customer is expected to leave a gratuity or tip. Tips are not required at campus dining facilities.

Gratuities (Tips): In New Hampshire, gratuities or tips for service personnel (wait staff) are not usually included with the check (bill.) Use your good judgment to compensate the service staff according to the service received; gratuities for food and beverage service are normally 15 – 20% of the check (bill.)

Shopping: Located in Plymouth, NH are several small shops and restaurants on the main street within walking distance from the University campus. A major department store is located just a few miles out of town; the store has everything from food to clothing to electronics. It is customary at all shops and businesses to queue ("stand in line") at the cash register and wait for items to be processed by the cashier. All prices are fixed; there is no bargaining. An itemized receipt will be given to you as proof of purchase. Keep this receipt in case you need to return anything to the store. The store won't accept any returns if the price tag has been removed, so don't remove tags/labels if there is a chance you might want to return the item.

Schedules and Time: It is very important to be punctual and on time to meetings, classes, and events while staying at the University. Lateness is considered impolite and disrespectful.

Communication: The project is arranging for a Skype business account for maximum flexibility. There also is a phone available in the lobby of Mary Lyon for families and friends to call the delegates.

UPS store: There is a UPS store close to the University. Please go to the United Parcel Service website to learn the cost and specifications for mailing boxes home to Pakistan.
<http://www.theupsstore.com/qcc/qcc.asp> If you ship items back to Pakistan, you must pay the costs yourself. Neither the University nor the Institute will pay for mailing or shipping packages.

Location of Plymouth State University: For information regarding the location of Plymouth State University (our address is 17 High Street, Plymouth, New Hampshire 03264) and other locations within the United States, please click on this website for access to maps:
<http://www.mapquest.com/maps/main.adp?countrycode=ca&cid=mqca>



3.5: Verification of Understanding and Receipt of Documents:

By my signature below, I verify that I have read this document, understand its contents, and have received a copy. I further verify that I have received a copy of the documents listed below and that a staff member of the Pakistani International Programs has explained my immigration rights and responsibilities to me. Since it is my responsibility to maintain my lawful immigration status and to maintain appropriate medical insurance for myself while in the United States in J-visa classification, I hereby release and hold harmless Plymouth State University and its Faculty, Staff, Agents, and Employees from any claim which could result from my failure to maintain proper lawful immigration status and mandatory medical insurance while under the program sponsorship of the University as an Exchange Visitor.

- Immigration Rights and Responsibilities of Exchange Visitors in J-1 Status**
- United States Information Agency mandatory medical insurance requirements**
- Cultural Etiquette and Protocol**

Exchange Visitor Name (printed): _____

Exchange Visitor Signature: _____ Date: _____

International Staff Signature: _____ Date: _____



Global Education Office

3.6: Passport-Airline-Visa- Waiver Form

During your four weeks stay at Plymouth State University we are giving you an option to keep your visa, passport and airline tickets in a secure place in the Global Education Office. Please check your preference below.

- Yes I would like my passport and visa stored securely in the Global Education Office.
- Yes I would like my airline tickets stored securely in the Global Education Office.
- No I will not like to avail myself of this option. I understand by checking this box I am assuming full responsibility for my documents.



Pakistani Educational Leadership Project at Plymouth State University
Funded by the U.S. Department of State, Bureau of Educational and Cultural Affairs

Leadership in a Climate of Change

“Leadership in a Climate of Change” Project will support development of leadership skills and enhance literacy, specifically in environmental education skills. It will enable citizens to help build a sustainable future as part of a global learning community in the 21st century.

Goals:

- Examine tenets of leadership that address change for adaptation to Pakistan’s education reform
- Explore environmental education models and standards that identify challenges and implement solutions in curricula and community
- Provide enriched English immersion for enhancement of linguistic skills and cultural understanding
- Translate Institute content, highlighting best pedagogical practices, into culturally and geographically appropriate initiatives to affect positive change and growth in literacy in communities in Pakistan
- Share activities and outcomes with the global learning community
- Foster respect amongst the diverse cultures of Pakistan and the United States by building relationships through cross-cultural and –educational exchanges that transcend boundaries



Name, First: _____

Name, Last: _____

Date of Birth: _____ City & Country of Birth: _____

Gender: M F Passport #: _____

School/Institution/Organization: _____

School/Institution/Organization mailing address: _____

Institution telephone #: _____

Home mailing address: _____

Email address: _____

Home phone #: _____

Cell phone #: _____

Signature

Date

QUESTIONNAIRE TO PARTICIPANTS

PERSONAL INFORMATION

Name: _____

Nickname: (example: Jennifer- Jen, Susan- Sue) _____

Home Address & Telephone Number:

Where did you grow up? _____

Marital status: _____

Do you have children: _____ if so, how many and what ages/gender? _____

Emergency contact names and numbers in Pakistan; relationship of contacts:

Is this your first time visiting the U.S.? _____

Do you have any relatives in the U.S.? If so, please provide name(s) and address(es) and nature of relationship:

Do you plan to travel in the U.S. after the institute? **Note: plans need to be made and finalized in Pakistan prior to the beginning of the institute. Plans cannot be made after arrival in the U.S.:**

Religious Preference: _____

What languages do you speak and with what degree of fluency? _____

HEALTH QUESTIONS

Do you have any health conditions that we should be aware of?

Do you have any physical conditions which make it difficult for you to climb several flights of stairs or walk and/or hike long distances? The institute requires stamina, energy, and the ability to participate fully in a variety of rigorous field-based experiences _____

Are you pregnant? _____ If so, what is your expected date of delivery? _____

Are you allergic to any foods, medications, pollen, animals or bees?

Dietary Restrictions: _____

Do you take any prescription drugs that may need to be refilled during the institute?

CULTURAL INTERESTS AND ACTIVITIES

In past years, the institute's Pakistani guests have planned a cultural night. Are there national, regional and familial traditions that you are interested in sharing at Plymouth State University to showcase Pakistan's rich cultural traditions? _____

Can you bring photos with you to share with us? _____

Please share several areas of cultural interest that you would like to explore during the institute:

PROFESSIONAL INFORMATION

What ethnic groups and languages are represented in your geographic area?

Please describe the topography of your geographic area:

Please describe the community that surrounds your institution. Please share three characteristics that best describes the community.

- (1) _____
- (2) _____
- (3) _____

What is the name of your institution? _____

What is your position? _____

What are your professional responsibilities?

What is your educational background?

Please describe your three major professional goals as an educator.

- (1) _____
- (2) _____
- (3) _____

How would you describe your institution? Please share three major characteristics.

- (1) _____
- (2) _____
- (3) _____

Please describe the facilities available at your institution: _____

Please describe your students: _____

Please describe the learning environment for professional development at your institution. Please share three existing characteristics and/or future goals:

(1) _____

(2) _____

(3) _____

What types of materials and technology can you access at your institution? _____

Please describe your computer experience and skills. What types of programs are you familiar with and how do you employ them in your work? (Example: Microsoft Word, Excel, PowerPoint, etc)

Please describe your access to the internet. Is it readily available in your home, your school, your town or do you have to travel to find a computer connected to the internet?

Based on the grant goals that are supplied in the beginning of the questionnaire, please share three professional contributions of yours that you feel would be of benefit to the institute and to your U.S. and Pakistani friends and colleagues.

- (1) _____
- (2) _____
- (3) _____

What characteristics would you like to share about yourself as a professional and as a person that you think best describes you? Please include up to three characteristics.

- (1) _____
- (2) _____
- (3) _____

Please share one idea of yours that demonstrates your vision and potential for implementing educational innovation and change:

Please share an achievement from your personal life:

Why do you want to participate in the U.S. Department of State funded project, which would include commitment to a two part process: (1) engagement in an intensive summer institute housed at Plymouth State University and (2) implementation of follow-on activities in Pakistan. Please share your three primary reasons.

- (1) _____
- (2) _____
- (3) _____

If selected, **how** do you envision using your institute training? Please share three professional development goals that would demonstrate your capabilities as a Pakistani educational leader and benefit your institution, your community, and your students.

- (1) _____
- (2) _____
- (3) _____

**4. ITA / IPL TRAVEL
INFORMATION
FOR PARTICIPANTS-2011**

4.1: PRE-DEPARTURE INFORMATION

ABOUT PACKING

For most major US international airlines, you are allowed 2 pieces (but its recommended to take 1 piece) of checked luggage and 1 carry-on bag. Your carry-on bag you will take on the plane with you and should be able to fit under the seat in front of you or in the overhead compartment.

1. Make sure to pack the following items in your carry-on bag, to be kept with you at all times, and NOT in the baggage you will be checking with the airline:

- Passport and two copies of first page and US visa page
- Photographs (4)
- Money/Travelers cheques
- Another form of photo ID
- Any medication you're currently taking – in their original package or with prescription
- Any valuables (though you should not be taking anything extremely valuable on this trip)
- Some toiletries (toothbrush, toothpaste, underwear, etc.) in case your luggage is lost or delayed upon arrival. Please do not carry shampoo bottles etc in your hand luggage as all liquids will be confiscated. You may take small sachets.
- Glasses/contact lenses if needed

2. Most international airlines limit the amount of baggage you can take on a flight. If you pack a lot of things and exceed the airline's weight limit, be prepared to pay excess baggage charges. These charges can be expensive- from \$50-\$100 per bag if they are over the weight limit of 50 lbs.

3. You are only allowed two suitcases not exceeding 23 kgs each on your way to the U.S. On your way back you are allowed ONE suit case, weighing 23 kgs.

4. Should your bags be lost or damaged, please report this to the airline BEFORE you leave the airport. The carry-on bag is limited to 9 inches x 16 inches x 21 inches. Most airlines will permit passengers to carry a purse, umbrella, or camera in addition to one carry-on bag.

5. Baggage restrictions can differ depending on the airline, so please contact your airline directly for the most updated information.

6. Do not pack your passport in the bags you are checking at the airport!

Keep all important papers (such as, passport, telephone numbers, travel instructions, etc.) as well as any traveler's checks and cash with you at all times. A passport case that goes around your neck under your clothing, a money belt, or a waist pack are very handy.

Make a copy of your passport so that, in case you lose it, it will be easier to get another one. Also, it's a good idea to copy the number and date of issue of your passport, as well as any serial numbers of your camera and traveler's checks and put them in a safe place. Leave a copy of your passport and other serial numbers with someone in your home country to speed recovery should your things be lost or stolen. You can even email all this information to yourself so it can be accessed from anywhere in the world

7. Do not bring any sharp objects such as knives, nail scissors, nail files etc. as they will be confiscated at the airport. You can pack nail cutters, razors etc in your checked in luggage.

TRAVEL TIPS

1. While ITA will handle your air reservations, it is recommended that you check your ticket for your name and confirm your arrival in the U.S. on the date specified in itinerary.
2. Your passport should be valid at least six months past the end of your training programs, Renewing passports in the United States is difficult, so it is recommended you make renewal arrangements, if required, before you leave Pakistan.
3. Baggage should be checked all the way to the U.S. and not to any of the layover cities. All bags should be tagged with a label given below:

Mr. / Ms. _____ (Participant Name)

Plymouth State University

17 High Street, Plymouth,

NH 03264-1595.

Phone: (603) 535- 2615

Fax: (603) 535-2572

4. Hand baggage should be tagged too.
5. You should carry on all prescription and medications, personal toiletries, one change of clothing, and anything else that you may need for the 1-2 days in the event checked baggage is misrouted or otherwise delayed.
6. There are restrictions on carrying liquids beyond a very small amount in your carry on. As shampoo bottles, perfumes, creams, even toothpaste, be confiscated? Fresh fruit or any other food item should not be brought in baggage as this is against customs regulations.

For those of you who have not traveled outside Pakistan before, we offer the following information.

7. Check with the airline on which you are traveling for baggage regulations so that you do not find yourself charged for extra baggage. The usual allowance for baggage on an international flight for is one suitcases weighing 23 kilograms (50 pounds) each, per passenger. However, on a national flight passengers are allowed to book a suitcase weighing 20 kilograms only. it is advised that you carry light suitcases so that you have enough room to fit in belongings which you bring back after your stay in the United States.
8. You are required to check in for an international flight at least 3 hours before the flight departs. Check with the airline for the exact time.
9. Consider the time it takes to reach the airport from your starting point so that you set out at the right time and reach the airport without any miscalculated delays.
10. Customs regulations in the U.S. require you to report what you are bringing in the country. You can bring personal effects like jewelry for use but not for sale. You will be asked to complete a customs declaration form on the flight before you arrive in the U.S. if you do not understand any part of the form, ask one of the flight attendants for help.
11. It is always safer to carry **traveler's checks** than cash. Traveler's checks can be purchased from banks. You can use these checks for purchases in shopping malls, restaurants etc. Traveler's checks are acceptable as cash in stores. Traveler's checks are secure because they can be replaced if stolen. Be sure to carry your passport with you for identification purposes while using traveler's checks. Keep your receipt for the checks separate from the check in case you need to claim for stolen checks.
12. Please carry some Pakistani rupees to pay for taxi charges, porter charges etc. at the airport in Pakistan upon your return.

CHECKING IN

1. You will be required to present your passport and visa as well as your tickets
2. Most airlines will ask you questions about the content and security of your baggage
3. Ask the airline to check your baggage to your final destination in the USA.

AIRLINE SECURITY

Airlines are required to question passengers about the contents and security of their baggage. **Be prepared for increased security, especially for males:** Your luggage may be searched, you will need to remove your shoes while going through security, and you will be asked to respond to questions such as “Did you leave your bags unattended?” and “Did you accept any packages from strangers.”

Unfortunately, citizens from Arab and predominantly Muslim countries have been under increased scrutiny since the events of 9/11. You may encounter this during traveling and may be subject to additional searches or questioning. Please see the “Arrival” section below for additional information.

Please be aware that males over 16 years of age are generally subject to more scrutiny than females. Keep a book with you and calmly read it if you are told to wait for any length of time. Remember, do not lose your cool; the airport staff is doing their job and travelers must comply with their requirements.

4.2: Travel Documents: Customs & Immigrations

you should be familiar with some of the documents that you need in order to travel. Listed below are the ones you must have.

Passport

PLEASE DO NOT PACK YOUR PASSPORT IN LUGGAGE YOU WILL BE CHECKING WITH THE AIRLINES. MAKE SURE TO PACK IT IN YOUR CARRY-ON BAG AND THAT IT IS WITH YOU AT ALL TIMES. If your passport is going to expire, be sure to contact the consulate or embassy well in advance of the expiration date. If your passport is stolen, you may need to have a police report to present to the consulate.

On your flight to the US, flight attendants will distribute I-94 forms and Custom Declaration forms:

I-94 (Arrival/Departure Record)

This is a small white card that will be given to you on the plane and stapled into your passport when you pass through customs/immigration upon arrival. This card shows that you are registered as a visitor by U.S. Immigration and it will be taken when you leave the U.S. This card should be marked **J-1** for type of visa with an expiration date of **D/S (duration of stay)**. For the I-94 form, Print legibly, using blue or black ink. Entries must be in English and all capital letters. **The form must be kept with your passport until you have departed the United States.**

U.S. Customs allows international visitors to bring in \$100 worth of gifts before paying duty. **No plants, fruit, meat or fresh produce can be brought into the country.**

If you are planning to bring some tea from home, please bring it in a marked or its original container. If you bring loose tea leaves in an unmarked plastic bag, it could cause problems for you at customs.

If you must bring prescription drugs into the U.S., make sure the container is clearly marked and that you bring your doctor's statement and a prescription for each medication. Check with the U.S. Customs Service (www.customs.gov) for more information.

DS-2019

Many of you are already aware of this form from your visa processing experience! This sheet, “Certificate of Eligibility for Exchange Visitor” confirms that you are a visitor and have a J-1 Visa. **Make sure this paper remains in your passport and keep it with your passport in a safe place at all times while you are in the US.** If you lose the form while in the US, please contact PSU office immediately.

J-1 Visa

This is a stamp in your passport that you received from the American Embassy before departure.

The following information is from the US State Department website:

<http://www.UnitedStatesVisas.gov/index.html>

A visa doesn't permit entry to the U.S. A visa simply indicates that your application has been reviewed by a U.S. consular officer at an American embassy or consulate, and that the officer has determined you're eligible to enter the country for a specific purpose. Consular affairs are the responsibility of the U.S. Department of State.

A visa allows you to travel to the United States as far as the port of entry (airport or land border crossing) and ask the immigration officer to allow you to enter the country. Only the immigration officer has the authority to permit you to enter the United States. He or she decides how long you can stay for any particular visit. Immigration matters are the responsibility of the U.S. Department of Homeland Security.

4.3: Arrival in the United States

After leaving the plane you will proceed through customs and immigration. Please note the following:

PLEASE NOTE: As of January 5, 2004, the US is fingerprinting and photographing every international visitor arriving with a US visa. The procedure is supposedly very quick and involves taking your fingerprint electronically (<http://www.UnitedStatesVisas.gov/visanews/index.html>).

You will also be asked to present your passport along with any other travel documents and perhaps answer a few questions (“How long will you be in this country?” “What is the purpose of your visit?”) And so forth. As always, answer with a simple, direct, and honest response. Please bring the invitation letter with you to the US (ITA will provide the letter).

National Security Exit/Entry Registration System (NSEERS)

As some of you may know, after the events of Sep. 11, the US Government put in place new security procedures at all major airports. Males over 16 from predominantly Muslim countries are subject to these new registration procedures (See http://www.ice.gov/graphics/enforce/imm/imm_sr.htm).

If you are given any special instructions or documents by an immigration officer upon arrival, please inform your local US coordinator and/or PSU staff when you get to your host community.

After you pass through customs and immigration and exit the gate, please wait for your host to meet you outside the departure area. Please don't worry if they're not there right away, but have the phone number of the local US coordinator, and the office with you. **MAKE SURE YOU HAVE ALL YOUR LUGGAGE WITH YOU BEFORE LEAVING THE AIRPORT. If your luggage has been lost, make sure you file a claim with the airline BEFORE you leave the airport.**

GROUND TRANSPORTATION UPON ARRIVAL

When the group arrives in the USA, they will exit the gate and go downstairs to claim their baggage. After claiming their luggage, the delegation will exit the baggage area and be welcomed by the Project Director and staff members of the Pakistani project.

Plymouth State University has arranged for a comfortable bus to pick up the group from the airport and transport them to the University. The trip takes approximately one hour and forty five minutes.

ACCOMMODATION ARRANGEMENTS

The participants will be provided accommodation on **Plymouth State University** premises and there is no charge for it.

**** The information provided in this manual is subject to change.**

IMPORTANT CONTACT INFORMATION

Plymouth State University

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Sally Kilfoyle

Assistant to the Project Director
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(603) 535-2615

Adam Meier

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Office of Citizen Exchanges
Bureau of Educational and Cultural Affairs
U.S. Department of State
E-mail: meieraw2@state.gov

Idara-e-Taleem-o-Aagahi

(Centre for Education and Consciousness)

Baela Raza Jamil

Chairperson ITA
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Ph & Fax: 0092 51 9244159
Mobile: 0092 3005166487, 0092 [3345370687](tel:3345370687)
Email: waseem.ita@gmail.com

Project Team:

- Project Director: Blakeman Allen
- Assistant to the Project Director: Sally Kilfoyle
- Graduate Assistant: Adam Sheetz
- Special Project Advisor, Pakistan: Dr. Baela Raza Jamil
- Former Coordinator, and Advisor, Pakistan: Beena Raza
- Coordinator, Pakistan: Riffat Ayesha

Plymouth State University Pakistan Committee:

- Lisa Ladd, Global Education Office
- Tammy Hill, Physical Plant
- Tara DiSalvo: Office of Sponsored Programs
- Thomas Weeks, Conference Services
- Keith Botelho, Sodexo
- Jennifer Frank, University Police

Institute Staff and Instructors:

- Project Director: Blakeman Allen
- Assistant to the Director: Sally Kilfoyle
- Graduate Assistant: Adam Sheetz
- Institute Technology Coordinator: Andrea Ladd
- Residence Director, Mary Lyon: Julie Crisafi, Colby-Sawyer College
- Community Advisors, Mary Lyon: Lisa Dalzell, College of Graduate Studies, Plymouth State University; Deo Mwano, New England College; Sam Wisel, Plymouth State University
- Master Action Plan Design and Development lead instructors: Julie Tallman, New Hampton School; Kim Rawson Sychterz, Hillsboro-Deering Middle School
- Technology lead instructor: JoAnn Guilmet, Lamson Library Commons, Plymouth State University
- Educational Leadership lead instructors: Christie Sweeney, Leo Sandy, College of Graduate Studies, Plymouth State University
- Environmental Education lead instructors: Mary Ann McGarry, Marguerite Crowell, College of Graduate Studies

Pakistani Educational Leadership Institute: July 2011 Institute Calendar: Draft	
Monday, July 4 th	<p>11 am: Welcome Brunch for the U.S. Department of State delegation of Pakistani educators</p> <p>Afternoon: Campus and town orientation/tour led by Project Director, Residence Director, and Community Advisors</p> <p>Open Share Session</p> <p>6-7 pm: Dinner</p>
Tuesday, July 5 th	<p>7:30-8:30 am: Breakfast</p> <p>8:45-9:15 am: Pakistan Flag raising ceremony at Hartman Union Building</p> <p>9:30-11:30am: Orientation presentations begin in Boyd 001</p> <p>Counseling Center gender specific break-out sessions</p> <p>12-1 pm: Lunch</p> <p>1:30-5 pm: Orientation continues in Boyd 001 with break-out sessions in Boyd 005</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: MAP and Technology introduction: Lamson 102 and 030</p>
Wednesday, July 6 th	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Orientation in Lamson Library Tower Room</p> <p>12-1 pm: Lunch</p> <p>1:30-4 pm: Shuttle available for local shopping trip (optional)</p> <p>5:30-6:30 pm: Dinner</p> <p>7 pm: Plymouth Town Common Concert</p>
Thursday, July 7 th	<p>7:30-8:30 am: Breakfast</p> <p>8:45-10:30 am: Tour of Lamson Learning Commons with Anne Lebreche and Gary McCool</p> <p>11 am-12 pm: Orientation continues in Boyd 001</p> <p>12-1 pm: Lunch</p> <p>1:30-4 pm: Technology Open Hours in Computer Cluster for tech assistance</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: MAP sessions: Lamson 102 and 030</p>
Friday, July 8 th	<p>8 am: Board bus to Newfound Regional High School</p> <p>8:30-11:30 am: Breakfast, introductions and tour of NRHS</p> <p>11:45 am: Board bus back to PSU</p> <p>12-1 pm: Lunch</p> <p>3-5 pm: Intercultural Leadership Dialogue in Bradford Room w/doctoral cohort</p> <p>5 pm: Open house in Mary Lyon for campus and community to welcome Pakistani guests</p>
Saturday, July 9 th	<p>7:30-8:30 am: Breakfast</p> <p>Interviews conducted by Adnan Tahir, Mary Lyon Residence Hall, for an article on Pakistan education</p> <p>12-12:30: luncheon</p> <p>1 pm : arrive Lincoln for Lakes Region Bus Tour and trip to Lincoln to meet Lin-Wood High School students, "Girls of Summer," for tea, community tour, shared dialogue, & Pakistani perspective on "Three Cups of Tea"</p> <p>5:30-6:50 pm: Dinner</p>
Sunday, July 10 th	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Shuttle available for morning local shopping trip (optional)</p> <p>12-1 pm: Lunch</p> <p>1:30-5 pm: Curriculum Leadership with Kathleen Norris in Boyd 001</p> <p>5:30-6:30 pm: Dinner</p>

Pakistani Educational Leadership Institute: July 2011

Institute Calendar: Draft

Monday, July 11 th	<p>7:30-8:30 am: Breakfast</p> <p>8:30-11:30 am: Conflict Resolution with Leo Sandy; Hyde 120, Break-out room Hyde 115</p> <p>12-1 pm: Lunch</p> <p>1:30-4 pm: Conflict Resolution continues; Hyde 120</p> <p>4:15-5:30 pm: Intercultural Leadership Dialogue with Gary Goodnough & doctoral cohort: Bradford Room</p> <p>5:30-6:00 pm: Dinner</p> <p>6:00-7:30 pm: shared session with Plymouth Writing Project educators</p>
Tuesday, July 12 th	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Educational Leadership with Christie Sweeney; Hyde 120; Break-out room Hyde 115</p> <p>12-1 pm: Lunch</p> <p>1:30-4 pm: Educational Leadership continues; Hyde 120</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: MAP session; Lamson 102 and 030</p>
Wednesday, July 13 th	<p>7:30-8:30 am: Breakfast</p> <p>Full day field trip: exploring New Hampshire's historic landscape, cultural heritage, and hidden treasures: from Plymouth to the 17th c. maritime city of Portsmouth</p> <p>7-9 pm: MAP session; Lamson 102 and 030</p>
Thursday, July 14 th	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Arts in Education Institute; Drerup Gallery</p> <p>12-1 pm: Lunch with NH educators</p> <p>1:30-4 pm: Arts in Education Institute; Drerup Gallery</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: MAP session; Lamson 102 and 030</p>
Friday, July 15 th	<p>7:30-8:30 am: Breakfast</p> <p>External Evaluators arrive</p> <p>9-11:30 am: Conflict Resolution with Leo Sandy wraps up; Hyde 120; Break-out room Hyde 115</p> <p>12-1 pm: doctoral cohort luncheon and directed discourse</p> <p>1:30-4 pm: Educational Leadership with Christie Sweeney wraps up; Hyde 120</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: KAT Integrated Arts Workshop with Trish Lindberg; Bradford Room</p>
Saturday, July 16 th	<p>7:30-8:30 am: Breakfast</p> <p>External Evaluators interview Pakistani educators</p> <p>12-1 pm: Lunch</p> <p>2-8 pm: Stinson Lake Community Pot Luck Dinner to welcome Pakistani guests – arrival post luncheon</p>
Sunday, July 17 th	<p>7:30-8:30 am: Breakfast</p> <p>12-1 pm: Lunch</p> <p>1:30-4 pm: Shuttle available for local shopping trip (optional)</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: Introduction and Orientation to Environmental Education sessions with Science Education faculty in Boyd 001</p>
Monday, July 18 th	<p>7:30-8:30 am: Breakfast</p> <p>9am-4 pm: Environmental Education sessions begin; Boyd 001; Field trip with box lunch</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: MAP session; Boyd 102 and 030</p>

Pakistani Educational Leadership Institute: July 2011

Institute Calendar: Draft

Tuesday, July 19 th	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Environmental Education walking tour</p> <p>12-1 pm: Ed.D. Cohort Luncheon and Directed Discourse</p> <p>1:30-4 pm: Environmental Education continues with dessert at Madame Director's 19th century farmhouse on the Baker River</p> <p>5:30-6:00 pm: Dinner</p> <p>6:00-7:30 pm: shared session with Plymouth Writing Project educators</p>
Wednesday, July 20 th	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Environmental Education session continues; Boyd 001</p> <p>12-1 pm: Lunch: Summer fest @ PSU</p> <p>1:30-4 pm: Environmental Education session continues; Boyd 001</p> <p>4:30-6 pm: Reception hosted by PSU President Steen, Heritage Commons Blake Allen and Riffat Ayesha to speak</p> <p>7-9pm: MAP session; Lamson 102 and 030</p>
Thursday, July 21 st	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Environmental Education; Boyd 001</p> <p>12-1 pm: Lunch</p> <p>1-4:30 pm: Environmental Education; Boyd 001</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: MAP session: Lamson 102 and 030</p>
Friday, July 22 nd	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: TBD: possible Environmental Ed session w/guest lecturer</p> <p>12-1 pm: Lunch</p> <p>1-5 pm: MAP Boot Camp</p> <p>5:30-6:30 pm: Dinner</p> <p>7-9 pm: Formal presentation for campus and community and Cultural Night</p>
Saturday, July 23 rd	<p>7:30-8:30 am: Breakfast</p> <p>12-1 pm: Lunch</p> <p>1:30-4 pm: Shuttle available for local shopping trip (optional)</p> <p>5:30-6:30 pm: Dinner</p>
Sunday, July 24 th	<p>7:30-8:30 am: Breakfast</p> <p>10-11 am: Washington, DC pre-departure orientation with Project Director, RD and CAs in residence hall</p> <p>12-1 pm: Lunch</p> <p>Prep for Washington and pack: * carry-on only</p> <p>Possible community event</p> <p>5:30-6:30 pm: Dinner</p>
Monday, July 25 th	<p>7-7:45 am: Breakfast in residence hall</p> <p>8 am: Board bus to Manchester Airport for 10:55 am departure to Washington, DC & Radisson Hotel, Crystal City</p> <p>Afternoon: TBA</p> <p>7:30 pm: Washington, DC Trolley Tour "Monuments by Moonlight" or Duck Tour</p>
Tuesday, July 26 th	<p>Full day: Washington, DC, meetings. Meetings will take place at State Department. Delegation also will be hosted by the Embassy of Pakistan.</p>
Wednesday, July 27 th	<p>Morning: Washington, D.C., meetings</p> <p>1:30 pm: Depart Radisson Hotel for BWI Airport</p> <p>5:55 pm: Depart BWI for return to PSU</p>

Pakistani Educational Leadership Institute: July 2011
Institute Calendar: Draft

Thursday, July 28 th	<p>7:30-8:30 am: Breakfast</p> <p>Morning: wrap up session, open to all institute staff & instructors</p> <p>12-1 pm: Lunch</p> <p>Afternoon: Open Share Session & Anonymous Exit interviews</p> <p>5:30-6:30 pm: Dinner</p> <p>Informal Campus and Community Farewell</p>
Friday, July 29 th	<p>7:30-8:30 am: Breakfast</p> <p>9-11:30 am: Pre-Departure orientation in Mary Lyon</p> <p>12-1 pm: Lunch</p> <p>Informal reflection, review, and feedback on institute for the teams and Pakistani delegates: the way forward for sustainability in Pakistan.</p> <p>Pack and weigh luggage</p> <p>5:30-6:30 pm: Dinner</p>
Saturday, July 30 th	<p>7:30-8:30 am: Breakfast</p> <p>12-1 pm: Lunch</p> <p>3 pm: Board bus for Logan International Airport and return to Pakistan</p>

An Opportunity to Earn Graduate Credit Hours

The PELI participants who wish to earn academic credit and/or the IEL Certificate.

Options the On-Campus work:

- EP 5400 – Educational leadership and Planning (3 cr) – This will be the on-campus MAP course, for which Kim would be the instructor of record (i.e., the person who can enter grades).
- EP 5430 – Intercultural Human Relations (3 cr) – This will be the work done with Christie, Kathleen, and Leo. Christie would be the instructor of record.
- EP 5430 – Environmental Stewardship and Intercultural Collaboration (3 cr) – Faculty will be Mary Ann, Warren and Marguerite; Mary Ann will be the instructor of record.

Options MAP – Master Action Plans – Post Summer Institute in Pakistan

- EP 5440, The work completed after the return to Pakistan (the full MAP) would be worth 6 credits. If it is allowed by the way the course was set up and approved, participants would register for 6 credits of EP 5440,
- EP 5410 Capstone Experience. If that is not permitted, they would register for 3 credits of EP 5410, Special Topics in Intercultural Education, as well as 3 credits of EP 5440.

George Tuthill would be the instructor of record, and grades would be entered after the final MAPs are received and evaluated by a team of faculty here at PSU.

There would be no credit specifically assigned to the technology piece, led by JoAnn and Norm, but it would be infused throughout, and support all other parts of the curriculum.

Dr. George Tuthill
College of Graduate Studies (CoGS) PSU June 2011

Program Itinerary

Pakistan International Airline (PIA) & American Airline

Group A					
Airline	Flight No.	Date	From	Time of Departure	Time of Arrival
PK	PK 785	03 July	ISB-LONDON	09:45	14:00
AA	AA 115	03 July	LONDON-BOSTON	18:05	20:45
AA	AA 124	30 July	BOSTON-LONDON	22:55	10:35 (31 JULY)
PK	PK 786	31 July	LONDON-ISB	20:00	07:40 (01 AUG)
Group B					
Airline	Flight No.	Date	From	Time of Departure	Time of Arrival
PK	PK 785	03 July	ISB-LONDON	09:45	14:00
* AA	AA 6176	03 July	LONDON-BOSTON	19:30	21:45
AA	AA 124	30 July	BOSTON-LONDON	22:55	10:35 (31 JULY)
PK	PK 786	31 July	LONDON-ISB	20:00	07:40 (01AUG)

* One Hour and 25 Minutes difference from London–Boston Flight

All domestic flight tickets will be handed over to the participants for their onward journeys

Group A Participants

1. MIAN/HAMID HASSAN MR
2. RIFFAT/AYESHA MS
3. NASREEN/FEROZ MS
4. KHURSHID/ARSHIA MS
5. SAADIA/NUZHAT MS
6. SIRHINDI/RIZWANA MS
7. ZAINAB/HIFZAH MS
8. KAUSAR/FARZANA MS
9. NAZ/ASIFA MS
10. NASEEM/NAZ MS
11. KHASKHELI/AZRA MS
12. SHAHEEN/ASMA MS
13. KAUSAR/SAMINA MS
14. NAWAZ/FOUZIA MS
15. SIDDIQUI/SHABANA NAZ MS
16. AGHA/QASIMA MS
17. MUHAMMAD/TUFAIL MR
18. BIBI/NAZRA MS
19. IJAZ/SANA MS
20. GUL NARGIS
21. KAYANI/TANVIR

Group B Participants



1. ZAHID/ SEEMA MS
2. AKHTER/ MUMTAZ MS
3. KHOSA/ DURDANA MS
4. BATOOL/ HUMA MS
5. FATIMA/ KANEEZ MS
6. AWAN/ TAHIR ALAM MR
7. BARTHOLOMEW/ DAVID MR
8. JANAN/ ABDUL MR
9. REBA/ AMJAD MR
10. SHAH/ ZEENAT MR
11. TAJ/ GUL MS
12. NAZ/TAHIRA MS
13. JAMIL/FARHANA MS
14. SYED/ ASHRAF UD DIN MR
15. AZRA/ FNU MR
16. MUHAMMAD/SHER MR

Group C Participants

1. ABBAS/ZAHID MR
2. NASEEM/MUHAMMAD MR
3. KHAN/SANIA RAUF MS

Annexure

Sample Agreement of Master Action Plan (MAP) 2011

Agreement with PSU Alumni – Class of 2011 for the Implementation of the Master Action Plan (MAP) 2011-2012

I/We: Ms/Mr./Dr. Farzana Kausar Designation SSC & HSSC Biology Teacher Science Coordinator

& Ms/ Mr. / _____ Designation _____

have read and agreed to the following conditions, regarding the implementation of the Master Action Plan (MAP) developed during the Pakistani Educational Leadership Institute (PELI), 2011 at Plymouth State University (PSU), entitled, “Leadership in the Climate of Change”

The title of my/our specific MAP is: e.g. “Awareness about some Environmental issues and their solutions”.

The duration of my Action Plan is from: 01/09/11 to 28/02/12 (mm/dd/yy)

I/We understand that the specific MAP developed during PELI 2011 at PSU is a requirement in partial fulfillment of the Summer Institute.

A grant of maximum US \$ 450 – US \$ 500 per PELI alumni 2011 will be made available for implementation in favour of the parent/focal institution.

Disbursement in Two Installments: This amount will be released in two installments, viz. i) 60 % of the total amount immediately after the signing of this contract in triplicate by both parties: ITA and the PELI Alumni-Institutional partner, and ii) the remaining amount when the Master Action Plan has concluded its implementation according to the given timeline.

I, We agree to undertake the following:

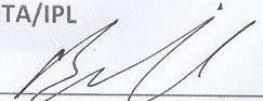
1. To implement the above MAP according to the time line and processes as per the plan approved.
2. To ensure that the MAP, its implementation plan and reports/work plans are fully accessible by all concerned at my/our institution and also the institution where it is being implemented (if the two are different entities) by all concerned.
3. To ensure that the progress and all feedback regarding the implementation at various stages will be shared and/or uploaded by me/us on the website, e-learning forum/blog of PSU and ITA.

4. To provide visual and written documentation of the above MAP to all concerned at regular intervals.
5. To write two reports regarding the MAP a) at mid-point of implementation and b) at the end of the implementation period, submitted to ITA /PSU jointly.
6. To write two articles (not more than 600 words) and engage with the local media and concerned groups on the above MAP, its purpose, process and outcomes.
7. To be accessible and open to visitors including ITA/PSU and/or US State Departments' Representatives for monitoring and evaluation.
8. To render simple accounts of the grant spent as per the format provided by ITA shortly after the signing of the contract.
9. In case of delays and extension required to the originally submitted plan, to inform the PELI /ITA/IPL Coordinator immediately and obtain a written consent for the extension requested.

For any support /information regarding the above Ms. Riffat Ayesha, PSU Coordinator can be accessed at (email: riffat.psu1@gmail.com & mobile number 0300-9492856, Office # 0092-051-2824838, 0092-051- 9244159).

Agreed to and Signed by:

ITA/IPL



Baela Raza Jamil

Director Programs ITA/IPL

Dated:

Institutional Partner & PSU Alumni

Institution: SNPETHSS

Name PSU Alumni: Farzana Kausar

Head of the Institution/ Department:

FAIZA SHAHRUKH

Signature

Dated:

Jaiza Shahrugh
11-6-2011

Institutional Stamp:

SANJAN NAGAR PUBLIC EDUCATION TRUST
Higher Secondary School
117-A, Anam Street, Glaxo Town, Ferozpur Road,
Lahore. Tel: 042-35275648 Fax: 042-35275649

Attachments Required: The Final Master Action Plan (MAP).

Idara-e-Taleem-o-Aagahi (ITA), 26-B, Sawar Road, Lahore Cantt. Lahore, Tel #: 92-42-36689831-2