

Harlaxton College
Steps for Preparation to Teach
(to be followed after you are chosen to teach at Harlaxton College)

Since Harlaxton College is owned by the University of Evansville, your main contact person will be Dr. Wesley Milner, Director of Study Abroad at the University of Evansville.

Email: wm23@evansville.edu

Phone: 812.488.2686

Courses:

Decide which course(s) in the University of Evansville catalogue would correspond to the course(s) you plan to teach. For example, EDU 250 Introduction to Education at WKU would be taught as EDUC 100 History and Foundations of American Education at Harlaxton College. Notify Earl of the course(s) you plan to teach and whether you will teach the first 8 weeks, second 8 weeks, or entire semester.

Textbooks:

The person who handles textbook orders at Harlaxton is Lesley Mees. You can reach her at lmees@harlaxton.ac.uk.

Syllabus:

There are certain pieces of information required in the syllabi for the courses you teach at Harlaxton. You must use the course description from the University of Evansville in your syllabus. Grading is typically done with a + and - system. Harlaxton College requires a statement about course attendance. Contact kay.gandy@wku.edu for a sample course syllabus.

Recruitment:

You are responsible to recruit students to go to Harlaxton. Work with the Honors College to host some informational sessions for students. If WKU cannot guarantee at least 10 students in the education course we offer, then this program will be disbanded.

Transportation:

Check arrival and departure dates with the Harlaxton College calendar for faculty. Book your flight early with a procard. You will be picked up in London and transported to Harlaxton Manor and returned to London on the last day at no charge.

Reserve an Airport Shuttle to take you to the Nashville airport in August /October and pick you up in October/December. The Airport Shuttle of Bowling Green (866-234-8705) charges \$145 round trip for WKU Faculty members and will accept a procard payment.

You may need to reserve a hotel in London for your return trip home. Typically, the faculty are shuttled to London the day before your flight home. Hotelbooking.com is a good site to use. You can be reimbursed for the hotel expense when you return.

Housing at Harlaxton:

Most faculty are housed in the State Bedrooms of Harlaxton Manor, except for those who need facilities for children. These rooms are beautiful, cozy and comfortable and overlook side gardens of the Manor. The rooms have a sink, but the bathroom is a few paces down the hall. Laundry facilities are available. You are expected to clean your room and buy your own supplies (e.g., toilet tissue). The manor is not a hotel.

If you plan to stay the whole semester, you may consider renting the WKU Gatehouse apartment. The one-bedroom apartment contains a kitchen/dining area, bathroom, and a top floor living room overlooking Harlaxton Manor itself. It is equipped with a new kitchen, washer/dryer, fireplace, broadband internet, television, and a private outdoor terrace. You can inquire with the WKU Honors College about Gatehouse pricing.

Meals:

Meals are provided in the Refectory at Harlaxton College at no cost.

Visas:

Visas are required for all members of a family if the family has dependent children who plan to attend a local state-supported British school. Earl Kirk will work with you to obtain the UK Immigration document you need. Any time you leave the UK for a trip during the semester, you will need to show the document each time you reenter the country. The cost of visas is paid by the faculty member directly to the British consulate. The typical cost is \$575 per person. If you are not taking your family, there is no cost to you.

You will need to carry with your passport a hard copy of the UK Immigration letter bearing Earl Kirk's signature and a letter signed by the Vice President of Academic Affairs at WKU acknowledging that you are not coming into the UK to seek full-time employment and will return to your job at WKU. You are there to accompany study abroad students as a Business Visitor. If you leave the UK to visit another country, you will not be allowed back into the UK without these documents.

Other Expenses:

The invoices for the use of the shuttle at Harlaxton and a health fee will be sent in June. The fees cannot be paid with a procard. The bill will come from the University of Evansville Student Accounts Office. Carleen Barnes at 812.488.2276 is the contact person. The shuttle cost is \$105 per adult per semester; \$35 per child age 11-17; no charge for age 10 and under. You will use the shuttle to go to the grocery store or to town, and of course to the airport. Families with school children can expect to pay for some transport to school. The fee for medical care is \$130 per person. You may be required to pay an additional shuttle fee as you will go with your students to the schools for observations. Personal expenses incurred that connect to the teaching experience at Harlaxton will be reimbursed.

Telephones: No Harlaxton rental charge. You will be billed at the end of the semester by the Harlaxton Business Office for the calls you make. The current telephone system

at Harlaxton is very good and very inexpensive. Calls to the USA cost 2.5 pence per minute—less than 5 cents! In fact, it is probably cheaper than using calling cards.

Critical Performances:

Work with Tony Kirchner to get up the Critical Performances for WKU students in the electronic portfolio. The CPs will be listed under the Evansville course names. For example, the CPs for EDU 250 are listed under EDUC 100. Only WKU students need to upload the Critical Performances. Note that in some cases a course a WKU may be listed as an elementary course, yet the course at Evansville may be a K-12 course. The Critical Performances would need to reflect both elementary and secondary requirements.

Course Pre-Requisites:

If you are teaching EDU 250 (EDUC 100), you will need to make sure that the WKU students attend an Orientation session and have on file their health form, TB form, and criminal background check before leaving the country. Coordinate activities with Fred Carter or Tammy McComb.

Field Experiences:

Linda Dawes (ldawes@harlaxton.ac.uk) will work to schedule field days with the local schools. Due to British visa restrictions, students are not allowed to teach in local schools. Students can observe in local schools, but only if the instructor is present. You will need to be prepared to have school observations on days that you do not teach. Currently we are working with several schools:

Harlaxton Primary and Denton Primary

Head Teacher: Sheri Edwards (Sheriden.Edwards@harlaxton.lincs.sch.uk)

Walton Girls' High School and Sixth Form

Principal: Chris Horrocks (chris.horrocks@walton.lincs.sch.uk)

Priory Ruskin Academy

Initial Teacher Training Coordinator: Catherine Ludlow

(ludlowc@prioryacademies.co.uk)

TIMELINE:

February:

- You will be assigned a Harlaxton ID number and password and should go to the website to enter required data. You will need to scan a copy of your passport.
- Your course syllabus is due in a word file. There are specific requirements from the Evansville side that must be included. Grades are figured by + and -. The course description must match the Evansville catalog description. The attendance policy must also be included. You will receive all of this information from Wesley Milner.

March: (materials to be sent to Wesley Milner)

- Photocopy of medical insurance card (proof of coverage outside the USA)
- Two passport-size photos in color
- Clear photo copy of passport

- Completed Harlaxton Health Form
- Contact EDUC 100 students from WKU to complete orientation, physical exam, TB test, and criminal background check.

May/June:

- Visa applications begin for those who need them
- Complete required WKU travel forms for international travel
- Reserve shuttle to airport
- Make sure Critical Performances are created in the Electronic Portfolio. Notify Tony Kirchner of the course(s) you will teach.
- Send textbook orders to Harlaxton.
- Pay all Fees

July:

- Airline arrangements due (note: you will have a specific day and time to arrive and leave. Wait for the information from Wesley Milner before booking your flight)
- Obtain letter from Provost.
- Make sure Field Days are scheduled

August:

- Arrive at Harlaxton and leave in December

Harlaxton Contact Information

Telephone: 011-44-1476-403000

Mail: Harlaxton College, Harlaxton Manor, Grantham, Lincs., NG32 1 AG, United Kingdom

Mark your mail "airmail."