

**The American Language and Culture Institute
Educational Representative Information Sheet**

The American Language and Culture Institute's goal is to establish long-term collaborative relationships with selected professional educational advisors in diverse regions of the world. We are seeking representatives who maintain a high standard of professional conduct and client service. We ask you to please answer the following questions in order to help us learn about your organization.

Name of Organization:

Contact Person(s) and Title(s):

Mailing Address:

City/Postal Code/Country:

Telephone Number:

Fax Number:

E-mail:

How long has your agency been providing education and/or travel services?

Please provide 2 schools, contact names (with email or phone numbers) that we may contact for references: _____

What types of clients do you advise? Please mark all that apply.

- university students travelers
 teachers professionals (specify) _____
 other (please specify) _____

AMERICAN LANGUAGE AND CULTURE INSTITUTE
California State University San Marcos UARSC

*American Language and Culture Institute
California State University San Marcos
333 South Twin Oaks Valley Road
San Marcos, California 92096-0001 USA
Tel: 760 750-3200; Fax: 760 750-3779
alci@csusm.edu
www.csusm.edu/alci*

What types of programs are most of your clients interested in? (Mark all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> intensive academic preparation | <input type="checkbox"/> conversation and culture (4-16 weeks) |
| <input type="checkbox"/> language travel (3-4 weeks) | <input type="checkbox"/> teaching English as a Foreign Language |
| <input type="checkbox"/> professional English | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> university semester abroad | _____ |

What factors do your counselors consider when helping students select a language program?

How do you advertise your services?

- Do you interview clients on their return to your country? Yes No
If yes, do you ask clients to evaluate the programs they have attended? Yes No
If yes, do you share this information with the program? Yes No

Do you charge clients for your services? Yes No
If yes, what services do you provide and what do you charge?

Services: _____

Charges: _____

List professional associations you / your agency are members of:

Additional information about your agency: