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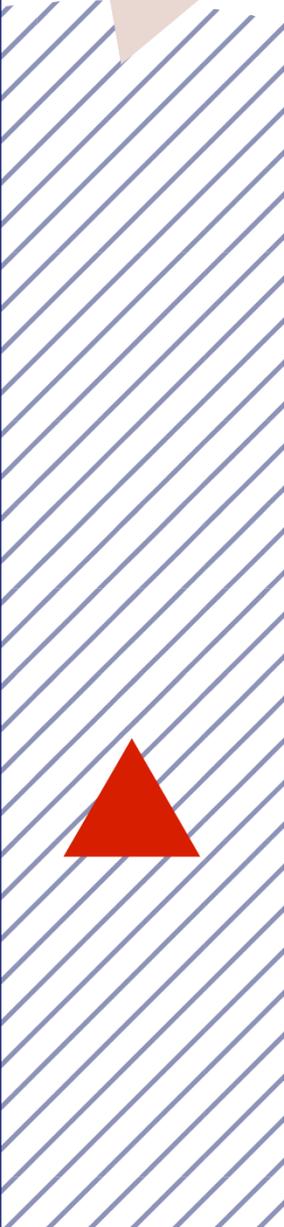
# DEPARTURE HANDBOOK

**For US Teaching Assistants in  
Austria**

**July 2022**



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(AAEC Austrian-American Educational  
Commission) 2022–23



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## FOREWORD

The purpose of this handbook is to provide you with useful advice and information, which you may need before leaving the United States, while preparing for your arrival in Austria, and during your stay in Austria.

**The material is general in nature.** It is illustrative and by no means comprehensive. Some opinions contained in this document may seem colored by personal experiences of former teaching assistants from whose reports we draw. **No two experiences as an English-language assistant are alike**, and you should bear that in mind when reading this handbook.

The midyear survey reports and final reports you complete during the year will offer a good opportunity for constructive comments on the materials provided and your experience as an English-language assistant. These reports will be used to periodically update the information included in this handbook.

If the handbook proves to be helpful in preparing you for your year in Austria, it will have served its purpose.

Please bring it with you to Austria and refer to it as needed throughout your stay.

### Security Issues

The US government publishes official travel directives and advisories for US citizens abroad, accessible on the [Department of State website](#).

For relevant news releases and statements with a more “local” or Austrian focus, [the website of the US embassy in Austria](#) has good resources.

Fulbright Austria is in regular touch with the US embassy in Vienna and informs USTAs on an equally regular basis if there are any warnings, alerts, or specific issues of concern. Please note, however, that Fulbright Austria has no additional sources of information on security issues outside of the official sources listed above.

### Registering with the US Consulate in Vienna

US citizens staying in Austria for more than three months are encouraged to register with the US consulate in Austria and to inform them of your arrival, address in Austria, and eventual departure. The relevant form can be completed online using the US embassy’s [Smart Traveler Enrollment Program](#).

US consulate in Vienna:

Parkring 12A (in the same building as the Marriott Hotel), 1010 Vienna

Tel: (01) 313 39

Email: [ViennaUSEmbassy@state.gov](mailto:ViennaUSEmbassy@state.gov)

Web: <https://at.usembassy.gov/>

Those who register with the embassy will also receive relevant email updates regarding security concerns and events of interest throughout their stay.

# Teaching Assistant Handbook for Americans in Austria, 2022–23

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## 1. INTRODUCTION

Since 1962, more than 4,000 US college and university graduates have served as English-language teaching assistants in Austria under the auspices of a program that Fulbright Austria (Austrian-American-Educational Commission) administers for the [Austrian Ministry of Education, Science and Research](#) (BMBWF). Although the majority of US teaching assistants are not officially Fulbright grantees, Fulbright Austria’s management of this program falls under the Fulbright Program’s mandate to “promote further mutual understanding between the peoples of Austria and the United States through educational and cultural contacts.” Article 2 (10) of the bilateral agreement that established the commission in 1962 also listed such activities as part of the commission’s mandate: “[to] administer or assist in administrating or otherwise facilitate educational and cultural programs and activities that further the purposes of the present Agreement but are not financed by funds made available under this Agreement.”

The US teaching assistantship program started small—initially with six positions—and has expanded throughout recent years. Approximately 150 US teaching assistants will be placed in Austrian secondary schools in all nine Austrian federal provinces (*Bundesländer*) and in communities large and small during the 2022–23 academic year. They will work at some 260 schools with 1,900 different classes and have contact with an estimated 40,000 Austrian students between the ages of 10 and 18.

The mutually beneficial nature of this program is obvious: it contributes substantially to the quality of foreign-language instruction in Austria—for teachers and students alike—and is also a fine opportunity for US teaching assistants, who not only serve as linguistic and cultural ambassadors in the Austrian classroom but also, upon returning to the US, are truly assets for and advocates of Austria. Given the nature of their work and the number of people with whom they have contact in an educational setting, US teaching assistants make a considerable contribution to the promotion of mutual understanding.

Working in a foreign institution is just as challenging as living in a foreign culture. The purpose of this [Handbook for US English-Language Teaching Assistants in Austria](#) is to provide incoming teaching assistants with background information on the Austrian school system, to inform them of the obligations of teaching assistants, and to share pragmatic tips and resources for instruction. It is based on surveys completed by former US teaching assistants in Austria. The bulk of the text was drafted by Ms. Joan Riegert, who taught English for two years in Austria as a US teaching assistant as well as German in the White Bear Lake School system (in a suburb of St. Paul, Minnesota). Major revisions and editions were made in 2010 by Mr. John Andy Brunner-Brown, who taught German at California State University Long Beach before teaching English for one year as a US teaching assistant. The Fulbright Austria staff edits, revises, and updates the handbook on an annual basis.

## 2. GETTING STARTED: CHECK LISTS

Proper planning will greatly improve your transition to your position as a teaching assistant. Generally, this list follows a chronological order. Also see this helpful [checklist from weltweit unterrichten](#) for important affairs that you might need to take care of before departure to Austria.

### Before Departure

- **Housing** is of great importance: try to arrange housing before departure. With university students returning to the big cities in September, finding housing gets increasingly difficult the longer you wait
- **Start saving money now!** You will receive your first paycheck in **mid-November (if your residency permit is issued at the beginning of October)**. Also, do not forget about domestic financial obligations (student loans, etc.) – email your Fulbright Austria program officer for loan deferment signatures at the beginning of October
- Contact your school(s) in a brief email to let them know a little bit about you before you depart for Europe
- **Submit your residency permit application in the US, and collect a receipt for your fees**
- Pack (winter clothing, medical documents, etc.) – see section 8 for more information
- **Photocopy ALL important documents** AND save them electronically and easily accessible
- Arrive early enough (mid-September) to have a few days to settle in before your official contract starts. This also allows for ample time to take care of housing or residency permit issues and to attend orientation (for first years)
- Share your experience with us: [Like us on Facebook](#) to keep up with the latest news and events! You can also [friend us on Instagram](#) and [follow us on Twitter](#). Use the hashtag [#fulbrightaustria](#) to be featured!

### After arrival:

- Housing: if you have not arranged housing before arriving, please plan on arriving early. Searching for housing once teaching begins can be very difficult
- Register at the *Meldeamt* ([Meldezettel](#)) within three business days!
  - Submit your fingerprints to the immigration authorities. Please find the immigration authorities in your area using [this link](#) – reach out to your authority to schedule an appointment after submitting your permit application
- Pick up your residency permit card after fingerprinting at your local authority
- Open a bank account – your salary can only be transferred to an Austrian bank account
- Report to your schools on the first day of work and sign the *Dienstantrittsmeldung* after having been issued your permit card

### Before May 2023/ your individual departure:

- File both US and Austrian taxes
- Give your landlord proper notice that you are leaving
- De-register at the *Meldeamt*
- If applicable: Cancel your cell phone and internet contracts ahead of time (1–3 months)

## 3. IMPORTANT DATES

In order to plan ahead for the upcoming year, here are some important dates to keep in mind:

- 26 September–30 September: orientation seminar
- 3 October: first day of work (if residency permit has been issued before this date)
- 15 November: first payday if you started in October with your residency permit card in hand
- 31 May: last day of contract

#### Austrian Holidays and School Breaks

General Austrian Holidays	2022	2023
New Year's Day (Neujahr)		1 January
Epiphany (Heilige Drei Könige)		6 January
Easter Monday (Ostermontag)		10 April
May Day/Labor Day (Tag der Arbeit)		1 May
Ascension Thursday (Christi Himmelfahrt)		18 May
Pentecost Monday (Whit Monday) (Pfingstmontag)		29 May
Corpus Christi (Fronleichnam)		8 June
Assumption Day (Mariä Himmelfahrt)	15 August	15 August
National Holiday (Nationalfeiertag)	26 October	26 October
All Saint's Day (Allerheiligen)	1 November	1 November
Immaculate Conception of Mary (Mariä Empfängnis)	8 December	8 December
Christmas (Weihnachten)	25 December	25 December
St. Stephen's Day (Stefanitag)	26 December	26 December

Please check your individual province's breaks (Ferien) [here](#). Schools with a focus on tourism may have a different schedule for school breaks, please check with your mentor teacher.

Each school also has several vacation days (*schulautonome freie Tage*) to use at its discretion. Be sure to confirm the dates of school breaks with each school to which you have been assigned, as school calendars can vary from school to school. Also communicate travel plans early with your school. You are expected to teach and be available until 31 May since that is the period your contract covers.

#### 4. INITIAL EXPENSES

Please keep in mind that the first month of the program will require **higher expenses** than the rest of the year. Before the **first (possible) payday on 15 November**, USTAs will likely pay for their trip to Austria as well as two months' rent, living expenses, and a housing security deposit (Kautio).

#### 5. FINANCIAL OBLIGATIONS AT HOME

Look into the status of your **student loans**. The teaching assistantship is not a graduate fellowship or scholarship, and you will not be considered a "full-time student" during this time. It is, however, a legitimate full-time educational pursuit (analogous to student teaching in the US), and program participants have successfully deferred loan payments in the past. **In some cases, it suffices to provide the lending organizations with a copy of the letter of appointment you initially received outlining the dates and the nature of your teaching assistantship.** Once you have arrived in Austria at the beginning of October, the Fulbright Austria program officer can also issue a confirmation that you are participating in the program as a teaching assistant, which should suffice for the purpose of loan deferrals.

#### 6. PHOTOCOPIES FOR SAFETY

For safety purposes, **photocopy ALL important documents and materials**, such as your passport, plane tickets, driver's license, birth certificate, etc., and keep the copies in a separate place for reference in case the originals are lost. Photocopy your Austrian residency permit and the Meldezettel as well once you receive it. Also make sure to upload all these documents where you can easily access them even in case you lose your phone.

## 7. DRIVING

If you plan to drive a car in Europe, according to the ÖAMTC, a foreign driver's license is valid for six months in Austria if the driver is a resident of Austria and over 18 years old AND if the license is written in German or accompanied by an international license (available through AAA) or a translation (which the ÖAMTC can provide if you show them your *Meldezettel* and pay roughly €20).

Within six months, foreigners from outside the European Economic Area who are residents of Austria would need to have their license re-issued for Austria at any drivers licensing authority in order to drive. There are numerous documents required for this, as well as a fee; please inform yourself about the requirements if you are interested.

**You are advised to consult with the local motor vehicle licensing authorities before driving and encouraged to investigate insurance issues in particular.** Local Austrian automobile clubs can also advise you on legal and insurance issues ([www.oeamtc.at](http://www.oeamtc.at) and [www.arboe.at](http://www.arboe.at)).

## 8. ATTIRE AND PACKING

Do not take too much with you: you may add to your wardrobe while in Austria, shipping can be expensive, and airlines usually have luggage restrictions. However, in some cases it might be cheaper to pay for excess baggage than to have items shipped separately (and running the risk of shipped goods getting confiscated in customs). Be sure to also bring [authentic materials](#) for teaching.

- Consider bringing hassle-free, wash-and-wear clothes.
- Semi-casual is the appropriate dress for teachers (dress shirts, blouses, khaki pants, nice jeans, skirts, and sweaters). However, it is always a good idea to bring along some formal attire as well. In some schools, especially tourism schools, business attire is expected of students and teachers alike. Please contact your *BetreuungslehrerIn* about this or consult the school's website.
- The weather in Austria can vary greatly within a day but is generally very cold in winter with rain and snow yet warm and pleasant in summer. Layering with a variety of light and thick sweaters and jackets is a key element to comfort. Warm winter clothing, rain gear and **good footwear** will dramatically improve your comfort in and enjoyment of Austria.
- **You may also walk more than in the US** but should still bring comfortable dress shoes for daily wear.
- Indoors, the Austrian standard of comfortable temperature may be somewhat below that of the American; slippers and warm lounge clothing are recommended (but can also be easily bought in Austria).
- Over-the-counter medications that you know, and trust are good to have on hand, such as ibuprofen and anti-histamines. You'll not get them in supermarkets in Austria – all medications are sold at pharmacies.
- Many past USTAs have taken advantage of the opportunity for athletic pursuits in Austria. Consider packing for both winter and summer sports, as sports apparel and equipment can seem expensive compared to American standards.
- Shopping in Europe is generally more expensive than shopping in the USA.

Previous USTAs suggest bringing the following items: reference books; favorite toiletries, specific medicine for your annual cold, vitamins, contact lens supplies; an American cookbook, perhaps some of your favorite **spices** or **flavorings**, some of your other favorite kitchen gadgets, measuring cups and spoons – baking and cooking measuring works differently in Austria.

## 9. HOUSING INFORMATION

Teaching assistants are responsible for arranging their own housing. **N.B. It is recommended that you do NOT use Craigslist. You might also want to check the [list by weltweit unterrichten](#) in the section “Wohnungssuche”.**

**Do not pay for anything online in advance if you have not seen the location, have not met the owner or agent personally, or do not have the recommendation of a trustworthy source, such as a current or past renter who is familiar with the location and/or parties involved.**

NOTE: USTAs are advised to either plan in advance or arrive early to arrange housing. The closer you get to the beginning of the academic year in Austria (1 October), the tighter the market for student housing gets in university cities. **It is generally advisable to contact schools or previous USTAs first when inquiring about housing opportunities.**

Past USTAs have lived in dormitory rooms, single apartments or apartments shared with other students, and rooms rented in a private home, each with positive and negative aspects in terms of cost, privacy, comfort, and opportunities for German language use. For example, renting a room in a private home usually imposes certain restrictions on privacy and the use of kitchen and bathroom facilities. However, it may also offer you more opportunities to use the German language and experience Austrian culture. Teaching assistants frequently have preferred to rent small apartments, to share an apartment with one or more subtenants, or to live in a dormitory. The latter does not put many rules and regulations on its occupants and is the most inexpensive type of accommodation. However, dorm rooms must be booked in advance and frequently entail contracts that cannot be terminated on short notice.

Rent in Austria generally ranges between 200 and 600 euros for a room or a very small apartment, depending on the size and type of housing, the size of the city, and the location within the city. Many Austrian residential buildings are old—over 50% of the buildings in Vienna were built before World War I—and have been adapted to meet modern standards but are generally built with smaller bedrooms and living spaces than American apartments. Austrians might consider an apartment sufficient or even spacious that may be small by American standards.

Keep in mind:

- Avoid engaging a realtor or other agents: **fees** will amount to up to three months' rent.
- Dishwashers are not nearly as common as in the US, and refrigerators are small with correspondingly small freezing compartments.
- Do not expect a microwave.
- Some apartments may be furnished with a washing machine for clothing, but a dryer is rare. Laundromats and dry cleaning are expensive by American standards.
- Heating and utilities are checked and then averaged over every quarter. Whether they are included in your rent will depend on your rental agreement.
- You will be accountable for any damages. If something is damaged or out of order when you move in, inform the owner of the flat immediately so that there are no misunderstandings when you move out.
- Utilities are paid quarterly; monthly payments are based on the previous quarter.
- When shopping for furniture and household supplies, there are other options beyond Ikea, such as Mömax, and many supermarkets carry cookware (Hofer, Interspar, Müller, Billa Plus).

Most USTAs sign contractual rental agreements. A watertight contract written by a lawyer and/or notary may prevent unpleasant surprises but will involve additional expenses.

**NOTE: You will be required to submit written documentation that you have secured housing in order to have your residency permit processed in some provinces.**

The relationship between you and the owner of your flat will be a matter of mutual trust. However, it is best to be as specific and as clear as possible about expectations and obligations. When moving in,

make it clear you will give notice at least one month before moving out (*Kündigungsfrist*); most contracts require at least three months' notice. Try to keep the period of notice (*Kündigungsfrist*) down to one month as set by law in the absence of a special agreement and do not sign a contract that may force you to remain in an apartment for a specific length of time. Most people who rent out their flats ask for two or three months' rent as a deposit (*Kaution*) in addition to the rent for the first month. The deposit will be refunded in full if it is not needed for damages or unexpected utility charges.

## 9.2 Orientation Seminar

The BMBWF (Austrian Federal Ministry of Education, Science, and Research) organizes orientation sessions for incoming teaching assistants in conjunction with the provincial boards of education (*Bildungsdirektionen*). The orientations provide important information on the Austrian educational system, explain your duties as a teaching assistant, and offer an opportunity to meet fellow teaching assistants.

These orientation sessions—one for USTAs in **eastern Austria** (Vienna, Lower Austria, Burgenland, and Styria) and another for USTAs in **western Austria** (Vorarlberg, Tirol, Salzburg, Carinthia, and Upper Austria)—will be conducted in-person this year from 26 September to 30 September.

## 10. ONCE YOU ARRIVE

### 10.1 Fulbright Austria Services

Fulbright Austria sends you valuable administrative information throughout the year and helps maintain contact with the teaching assistants in Austria. We will inform you of online events, administrative announcements, report on matters of general interest, and publish occasional articles about Austrian customs or about your experience. Your contributions are welcome and appreciated!

### 10.2 Registration with the local Austrian authorities: *Meldezettel*

**Please note: [Registering with the Austrian authorities](#) and securing your residency permit are two separate procedures!**

Within three business days of entering Austria, you (and your dependents) are **required to register** with the appropriate authorities. The *Meldezettel* is an important document for identification purposes. Furthermore, you are **required to deregister** with the authorities **at the end of your stay in Austria**.

In Vienna: register with the *Magistratisches Bezirksamt*; consult [this Austrian government website](#) for addresses and office hours.

Elsewhere in Austria: register with the local *Magistrat* or *Gemeindeamt*. Consult [this government website](#) to identify the appropriate office in your area with the *Behördenadresse-Abfrage*: choose *Gemeindeamt/Magistrat* for *Behördentyp* and type in your *Postleitzahl* (postal code).

You will need:

- A completed *Meldezettel* registration form **with the landlord's signature**
- The *Meldezettel* is available at your local registration office and [online](#)
- Passport, supporting documents if applicable (e.g. marriage license for spouses)

The authorities will record your personal data, passport number, and current and permanent addresses and assign you a twelve-digit "central registration number" (*Zentrale Melderegister-Zahl* or *ZMR-Zahl*), which you will use to identify yourself in any further official business. They also record the expiration date of your residency permit to track the length of your legal residency in Austria. Therefore, it is imperative to deregister before leaving Austria, three days before or after moving out.

**Please keep Fulbright Austria informed of your contact details.** As soon as you are settled, please inform the Fulbright program officer of your address, telephone number, and current email address via the Emergency Contact Google Form. Please also notify Fulbright Austria should any of your contact information change over the course of the year, and don't forget to update your weltweit unterrichten profile accordingly.

### 10.3 Residency Permit: Aufenthaltstitel

Contact the immigration authorities after you have arrived in Austria to submit your fingerprints and any other additional documents they might require. You should be able to pick up your residency permit at your province's *Bezirkshauptmannschaft* or *Magistrat* within a week of having submitted your fingerprints. Locate the immigration authority responsible for handling your residency permit application [on this Austrian government website](#).

### 10.4 First Day at Work (3 October): Dienstantrittsmeldung

You are expected to report for work at your main school (*Stammschule*) on 3 October (since 1 October falls on a Saturday in 2022) if your permit has been issued before that date. Otherwise wait until your permit has been issued to go to your school – you should not enter school premises before having obtained your card due to liability issues. You may want to arrange a meeting time with your contact

teacher prior to your arrival, as they may or may not have a scheduled appointment/meeting at the time you arrive. On the first day, you should complete paperwork with the *Direktion* to inform the appropriate authorities that you have reported to fill the position to which you have been assigned (*Dienstantrittsmeldung*). This paperwork, among other things, is a prerequisite for your being paid. Your school should provide you with a “job description” (*Bestellung*).

You should provide your name, birthday, and address to the staff in the *Direktion* and make sure that they register you (and your dependents) for your health and accident insurance (*Kranken- und Unfallversicherung*). If you already have your bank details, you should give them to the staff in the *Direktion* as well. You may be asked to provide a written confirmation (*Bestätigung*) from the bank to verify your account information.

Be sure to provide:

- Your date of birth
- Your address
- Your bank account information including the routing code (IBAN)
- **A copy of your residency permit ID card** (the *Direktion* is required to check this to ensure you allowed to work and aren't working illegally)

Once you are registered, the authorities will issue you a *Sozialversicherungsnummer* (insurance number) and a corresponding green e-card, which should arrive within a month by post. This number is used to identify you to all physicians and health delivery systems. In case you didn't get the letter with the number or have issues with eCard, call the eCard serviceline at +43 50124 33 11.

## 10.5 Teaching Schedule

You should be introduced to your *BetreuungslehrerIn*, the teacher responsible for supervising you, and run through the details of your class schedule at this time. Sometimes, teaching assistants are asked to work with the supervising teacher to organize their schedules. You may be allowed to make small requests regarding your schedule for a day off or time to sit in on another class in your school but that is entirely at the discretion of your school. Also, keep in mind that your primary role in Austria is to serve your school as a teaching assistant.

Teaching assistants' work schedules vary from school to school based on the needs, schedules, and preferences of the teachers but generally follow these formats:

1. **Set schedule:** USTAs and the teachers agree on regular classes to teach in, resulting in a constant and known schedule.
2. **Fixed odd/even weeks (*ungerade/gerade*):** The contact teacher assigns a fixed timetable in which the teaching assistant has two class schedules, one for odd and one for even weeks. USTAs may also have a fixed one-, three-, or four-week plan depending on the number of classes he/she will be working with.
3. **Sign-up list:** Teachers sign up on a schedule posted for the USTA in the *Konferenzzimmer* based on their teaching needs and schedule. This means that the USTA will likely have a different schedule each week and work with classes on a less regular basis. However, it is reasonable to assume that the schedule for any given week will be communicated in advance in order to give you sufficient lead time to prepare for your classes.

Coordinating schedules between two assigned schools will largely depend on the location of the schools and class schedules, but schedules will probably follow these formats:

1. **Odd/even weeks:** 13 hours in one school every odd week and then 13 hours in the second school every even week.

2. **Alternating days:** Six hours in one school on two days of the week and for seven hours in the other school on two days of the week.
3. **Same-day switch:** If the schools are within close proximity to each other, it is possible to work in both schools on the same day, perhaps even in consecutive lessons.
4. **Semester/semester:** The USTA works at one school for one semester and the second school for the second semester.

Keep in mind that teachers may choose to deploy you in a variety of ways. You may be asked to teach lessons to whole classes (note that you are not supposed to teach entirely on your own), to half of the class (while the teacher works with the other half), or to small groups. Your role may include cultural, conversational, or topical lessons. You may also be asked to teach directly from the book or using materials that you have prepared. Maintaining flexibility is of utmost importance.

## 10.6 Opening a Bank Account: Gehaltskonto

Teaching assistants are salaried employees of the school board of the province in which they teach. Salaries are paid through direct deposit around the 15th of the month; including account information on your school's *Dienstantrittsmeldung* in the first week ensures a timely **first payment in November**. You can find a signed PDF participation confirmation to print from weltweit unterrichten for administrative affairs (like opening a bank account) on your weltweit unterrichten platform.

You should provide your *Stammschule* with the following information:

- Your account number (IBAN)
- The name of the bank
- The address of the bank

At a local bank, open a *Gehaltskonto* (salary account, sometimes called a *Girokonto*) with your passport and a few euros for an initial deposit; some banks will also require your *Meldezettel*. **Do not open a *Konto*** (account) or *Sparkonto* (savings account) or a US dollar account at an Austrian bank – they will be of no use to you and are very expensive.

**You will pay the bank for their services** on a quarterly basis, automatically deducted from your account at the end of each quarter (approx. €10-20 per quarter), and you will most likely not earn interest on your account. Those studying at an Austrian university will be able to open a student account, which costs less. **Inquire about this possibility at your local bank.**

Teaching assistants receive their salaries around the 15th of the month. **October's salary will arrive in mid-November** because it takes time for your information to get into the system – only if you legally worked with your permit card issued in October and November. **Please make sure to bring sufficient funds to cover your expenses in the first six to eight weeks of your employment.** Delays in opening an account or providing your *Stammschule* with your bank information may delay your first payment. If inordinate delays arise in connection with the payment of your salary, inform the *Direktion* of your *Stammschule*.

### Banking vocabulary

<i>Bankomat</i>	ATM; cash dispenser
<i>Bankomatkarte</i>	ATM/debit card for national and international withdrawals
BLZ = <i>Bankleitzahl</i>	Routing number; a five-digit numerical code for individual banks
<i>Dauerauftrag</i>	Customer order form for regular (recurring) payments (e.g. rent);
<i>Einziehungsauftrag</i>	Customer order form to regularly pay incoming bills from specific companies (e.g. phone, utilities, etc.)

<i>Erlagschein</i>	An invoice used to make payment via bank-to-bank transfer
<i>Gehalts-/ Girokonto</i>	Salary account, private checking account
IBAN	International Bank Account Number
<i>Konto</i>	Account
<i>Kontoauszug</i>	Account statement (printed from a machine in the bank foyer)
PIN	Personal Identification Number needed to use your ATM card
SWIFT or BIC	Bank Identification Code
<i>Sparbuch</i>	Savings account
<i>Spesen</i>	Bank charges
<i>Überziehungsrahmen</i>	Overdraft limit. Note: High interest is charged.
<i>Überweisung</i>	Bank-to-bank transfer (if possible, it is recommended to choose “SEPA Credit Transfer” or “SEPA Überweisung” to make sure there are no fees added to your transfers)

## 11. CURRENCY AND FINANCIAL MATTERS

The Austrian monetary unit is the euro (€, E or EUR). Please check current exchange rates online.

All teaching assistants are presumed to have sufficient financial resources to meet their annual income tax and other financial obligations in the US while abroad. It is advisable to keep some funds in an American bank or with a friend for the payment of such obligations. Transferring money between countries is possible but can be logistically difficult and include extra expenses, particularly through wire-transfer.

**Check with your American banks and credit card companies whether they charge for usage in Europe and if you need to do anything before departing for Europe.**

Many ATMs (Bankomaten) in Austria accept US ATM cards (Maestro, Cirrus) and withdraw the transactions directly from your account (at the exchange rate of the day of the transaction). However, beware of withdrawal fees charged by both the Austrian bank and your US bank.

Normal banking hours in Austria are Monday to Friday 8:00 a.m.–12:30 p.m. and 1:30–3:00 p.m. (Thursdays until 5:30 p.m.). This may vary considerably; check the opening hours of your local bank.

**The usual form of payment in Austria is with cash or debit/credit card**, or by payment order through a *Überweisung* (wire transfer) either online (online banking) or with a paper-based *Erlagschein/Zahlschein* (mind extra fees!). Many companies and supermarkets also accept and support contactless pay options (ApplePay/Google Pay).

More than two years into the Covid-19 pandemic, paying with cash is still very common throughout Austria. Especially in smaller restaurants or shops or when paying amounts of less than 10€ there may be no alternative to paying with cash.

There is no counterpart to the “personal check” in Austria, and the *Bankomatkarte* functions as a debit card. Therefore, you do not have to worry about opening a checking account. Traveler’s checks are increasingly difficult to find and are therefore not recommended.

If you have the PIN code for your credit card, you may withdraw cash at ATMs in Austria, but you should look into the charges your credit card carriers and some Austrian ATM companies impose before using this as a method of withdrawing funds.

## 12. LIVING STANDARD AND COSTS

All teaching assistants should expect to spend a significant amount of money before their first paycheck in the middle of November in order to pay for travel expenses, rent (October AND November), and a rental deposit (Kaution).

The differences between Austrian and American traditions, habits, income structures, and expectations make it difficult to compare the standards and costs of living. While some things (particularly services rendered and goods) cost more, other things cost less. When budgeting for and planning your stay in Austria, please remember running costs in the US (house, car payments, etc.), and that the USTA salary is designed for one person only.

Your teaching assistant salary should cover necessary day-to-day expenses for one person in Austria. USTAs with dependents must have sufficient extra funds and should not expect to finance their family's stay on one teaching assistant salary. Housing is a major expenditure for all teaching assistants, and clothing can be expensive by American standards. USTAs with babies or growing children are advised to purchase items for them in advance in the US and to ensure the items are large enough for the children to grow into while in Austria. There are discount markets and chain stores in all major Austrian cities.

Unlike in the US, price tags show prices including taxes.

### 12.1 Tipping

Tip modestly compared to American standards: tips to servers, taxi drivers, porters, hairdressers, etc., are usually 5–10 %. Instead of leaving the tip on the table, it is customary to round off the bill. Thus, if the bill were €12.50, you would say, “*Bitte auf 13 Euro.*” Some Austrians may also leave a few coins on the table for the person who served them if the money for the bill was collected by a different server/employee - *Ober (Zahlkellner)*.

Musicians (e.g., at *Heurigen*) expect tips, too. They usually set up a plate or basket in a strategic place near the door into which you can drop money on your way out. It is usually hard to miss.

## 13. TELEPHONE, CELL PHONE, AND TV MATTERS

For a comprehensive listing of Austrian providers and respective rates, please consult [this website](#).

Former USTAs recommend buying an Austrian prepaid SIM card (“Wertkarte”) because contracts typically require a two-year commitment. Austrian cell phone providers include: [A1](#), [Drei](#), [Magenta](#), amongst others. Discounted rates can be found at those providers: [Hot](#), [Bob](#), [Spusu](#), and [Yesss](#). It's best talk to your RAs and other second-year USTAs in your province for their experiences.

[Important numbers](#) such as the **fire department (122)**, **police (133)**, **ambulance (144)**, long-distance codes, and various service numbers are good to have saved in your contacts. The landline is called “Festnetz” in Austria, cell phones are known as “Handys”.

In Austria, you are required by law to register and purchase a license from GIS if you have any devices with a receiver in your accommodations (e.g., a TV or radio) capable of receiving Austrian public broadcasts. The GIS license is not required for mobile devices (e.g., smartphones, tablets, laptops, etc.), even if you use the mobile devices to watch or listen to Austrian public broadcasts. GIS personal may randomly knock at your door to verify whether your household has a GIS license, so if you are planning on having a TV or radio in your accommodations, you will want to acquire a license. More information can be found on [the GIS website](#).

## 14. PUBLIC TRANSPORTATION

Austria's modern public transportation systems provide for easy travel within local areas and around Austria. While tickets are reasonably priced, there are heavy fines for riding without a ticket (*Schwarzfahren*) on public transportation (over €100 for the first offense).

For any sort of commute, it is highly recommended to ask transportation services about weekly, monthly or annual tickets which entail significant savings. Weekly tickets are particularly valuable when holidays reduce the number of working weeks within a month. Purchasing "Semester-Tickets" in case you are matriculated at an Austrian university could save you lots of money too.

Please take a look at the following list of public transport companies per *Bundesland* (province) and for provincial capital cities of Austria. You might also think about downloading the app for your local public transport provider and the ÖBB app from your app store.

### Bundesländer

Vorarlberg:	<a href="https://www.vmobil.at/">https://www.vmobil.at/</a>
Tirol:	<a href="https://www.vvt.at/page.cfm?vpath=index">https://www.vvt.at/page.cfm?vpath=index</a>
Kärnten:	<a href="https://www.kaerntner-linien.at/">https://www.kaerntner-linien.at/</a>
Steiermark:	<a href="https://www.verbundlinie.at/en/">https://www.verbundlinie.at/en/</a>
Salzburg:	<a href="https://salzburg-verkehr.at/">https://salzburg-verkehr.at/</a>
Oberösterreich:	<a href="https://www.ooevv.at/">https://www.ooevv.at/</a>
Niederösterreich:	<a href="https://www.vor.at/">https://www.vor.at/</a>
Burgenland:	<a href="https://www.vor.at/">https://www.vor.at/</a>
Wien:	<a href="https://www.wienerlinien.at/web/wl-en">https://www.wienerlinien.at/web/wl-en</a>

### Cities

Innsbruck (Tirol):	<a href="https://www.vvt.at/page.cfm?vpath=index">https://www.vvt.at/page.cfm?vpath=index</a>
Klagenfurt (Kärnten):	<a href="https://www.stw.at/privat/mobilitaet/">https://www.stw.at/privat/mobilitaet/</a>
Graz (Steiermark):	<a href="https://www.holding-graz.at/en/mobilitaet/">https://www.holding-graz.at/en/mobilitaet/</a>
Salzburg:	<a href="https://www.salzburg-ag.at/bus-bahn/stadtverkehr/obus-albus.html">https://www.salzburg-ag.at/bus-bahn/stadtverkehr/obus-albus.html</a>
Linz (OÖ):	<a href="https://www.linzag.at/portal/de/privatkunden/unterwegs/">https://www.linzag.at/portal/de/privatkunden/unterwegs/</a>
Bregenz (Vorarlberg):	<a href="https://www.vmobil.at/">https://www.vmobil.at/</a>
Eisenstadt (Burgenland):	<a href="http://www.stadtbuseisenstadt.at/index.php/stadtbus-eisenstadt-97.html#tickets">http://www.stadtbuseisenstadt.at/index.php/stadtbus-eisenstadt-97.html#tickets</a>
Wien:	<a href="https://www.wienerlinien.at/web/wl-en/wienmobil-app">https://www.wienerlinien.at/web/wl-en/wienmobil-app</a> and <a href="https://www.wienerlinien.at/web/wl-en/journey">https://www.wienerlinien.at/web/wl-en/journey</a>

### 14.1 Klimaticket

In fall 2021, the Austrian government presented its newest initiative for public transport: the [Klimaticket](#) (climate transport pass). Depending on which pass you choose, the Klimaticket allows you to either use 1) all regional public transport [within your province](#) (Klimaticket OÖ, Salzburg, etc.) or even within 2) all of Austria (Klimaticket Österreich) for a whole year (exceptions apply for some tourist attractions). It's currently [priced](#) at €821 for young adults aged 25 or younger and €1,095 for everyone aged 26 and older. You can purchase a Klimaticket either online or in public-transport service center (ÖBB centers and at your local public-transport service centers). Your RAs know about the Klimaticket and will be able to answer some questions about it as well.

### 14.2 ÖBB Vorteils card

If you don't need one of these passes but would still like to save on public transport: the [discount train card](#) (*Vorteils card*) issued by the Austrian Railway Company (ÖBB) is valid for one year and reduces the [costs of train rides by up to 50%](#). If you are under 26, the card costs €19; otherwise, it costs € 66. There is also the possibility of getting a 25% reduction when traveling to neighboring countries with your *Vorteilskarte*. Please remember to take an ID and a passport photo with you when applying for

the card. There are also a number of discount fares offered by the ÖBB to neighboring EU countries (sometimes as low as €29 for a seat on a night train). More information on the *Vorteilscard* and the ÖBB can be found on [the ÖBB site](#).

Also look into bus travel, which can be cheaper than taking a train – e.g. [Flixbus](#) operates throughout Europe.

## 15. STORE HOURS

Business opening hours in Austria are shorter than in the US, often closing at or before 7 p.m. Shops and restaurants are often closed on Sundays and national holidays. In smaller towns and villages, shops close at noon on Saturdays.

## 16. MEDICAL MATTERS

If you have a previous history of medical problems or are on a regular regime of medication you should definitely bring background information, prescriptions, or copies of relevant **medical records** with you. What former USTAs added: bring a long-time supply of birth control, migraine/allergy meds, a large bottle of ibuprofen will last you (and fellow pained TA's) throughout the year. Also check our separate information sheet (received by email) on healthcare in Austria and links.

### 16.1 Medical Coverage

**In case of a serious emergency, call an ambulance (Rettung, 144) or any other applicable [emergency number](#).**

Medical care in Austria is on par with the usual standards of highly developed, industrialized countries. Most medications are available; however, many require a doctor's prescription. For example, you cannot get over-the-counter antihistamines in Austria. Medications are only sold at pharmacies (*Apotheke*) where some medications for less serious illnesses such as the common cold can be prescribed on site. **If you need a specific medicine, bring it in sufficient quantity for the beginning of your stay and bring your doctor's prescription along with you.** Sending (even over-the-counter) medications through the mail can lead to problems with Austrian and/or US customs.

Some USTAs recommend immunization against the flu and the common cold. Wood ticks in Austria carry a serious viral infection similar to Lyme disease (which can result in meningitis in some cases), and tick immunization is strongly recommended.

If you are in need of a doctor, ask the person renting your accommodations to you, your colleagues, or the main office at school for the name of their family doctor, or choose one in your vicinity from you. You can also find doctors online using [this directory of doctors](#).

Large hospitals operate emergency rooms for accidents (*Unfallstationen*) on a 24-hour basis. Outpatient clinics (*Ambulanzen*) are open in the mornings on weekdays for the general public and are places where medical care and advice can be obtained for minimal fees or under Austrian insurance coverage. For thorough examinations, a consultation at a doctor's office (*Ordination*) is suggested.

The *Österreichische Ärztekammer* offers a great online tool for finding a physician. Some of the local *Ärztckammern* even let you limit your search to physicians who can speak English. Be sure to pick 'BVAEB' when selecting your *Krankenkasse*.

Burgenland:	<a href="https://www.aekbgld.at/arztuche">https://www.aekbgld.at/arztuche</a>
Kärnten:	<a href="https://www.aekkttn.at/arztuche">https://www.aekkttn.at/arztuche</a>
Niederösterreich:	<a href="https://www.arztnoe.at/arztuche">https://www.arztnoe.at/arztuche</a>
Oberösterreich:	<a href="https://arztuche.aeksbg.at/finder/search/land/SA,OO">https://arztuche.aeksbg.at/finder/search/land/SA,OO</a>
Salzburg:	<a href="https://arztuche.aeksbg.at/finder/search/land/SA,OO">https://arztuche.aeksbg.at/finder/search/land/SA,OO</a>

Steiermark: <https://www.aekstmk.or.at/>  
Tirol: <https://www.aektirol.at/arztuche>  
Vorarlberg: <https://www.medicus-online.at/>  
Wien: <https://www.praxisplan.at/>

## 16.2 Your Austrian Insurance: BVAEB

During the period of their assignments in Austria, teaching assistants are covered as employees by the health and accident insurance program of the *bvaeb – Versicherungsanstalt öffentlich Bediensteter, Eisenbahnen und Bergbau*. **You should receive a plastic mint-green insurance card – the so-called e-card – (Sozialversicherungskarte** containing all relevant data) with your insurance number (*Sozialversicherungsnummer*) from your insurance provider **via post approximately one month after you have started working**. Bring your e-card to all medical appointments and pharmacies. After your teaching assistantship ends and your insurance contract expires (i.e., after 31 May), you will still have limited coverage for a six-week grace period.

**Coverage includes** treatment for illness and injuries, eye examinations, basic dental care, pregnancy, medication, therapeutic and laboratory services (if prescribed by a physician), medical supplies, hospitalization, partly coverage of psychological treatment, etc.

For detailed information on the conditions and extent of coverage, please consult [the BVAEB website](#) or call the *bvaeb hotline* at +43 5 04 050. If you have questions on your eCard, please call the eCard serviceline at +43 50124 33 11 or check out the [eCard website](#).

**If you haven't received your eCard in your mail by November but have already obtained your residency permit card, please call the eCard service line to inquire if a card was issued and where it was sent. Please state your name and birthday or your Sozialversicherungsnummer (if you have received that by mail).**

Many Austrian physicians or hospitals have contracts with the *BVAEB*. Make sure that the health care provider you consult has a *BVAEB* contract before going in for treatment. Health care providers bill the *BVAEB* directly for the costs of treatment, and the *BVAEB* bills you for 20% of the total. This insurance has a 20% deductible (*Selbstbehalt*) for outpatient treatment; in-patient treatment (hospitalization) is covered in full.

Austrian health insurance also covers medication. A prescription fee (*Rezeptgebühr*) of €6,65 (numbers as of 2022) is collected for each medication prescribed. The physician responsible for prescribing the medication must be consulted if additional medication is needed; in this case, the physician will issue another prescription [Note: birth control is not covered; the process is the same, but contraceptive pills will likely cost between €10 and €25 per month].

Traveling within the EU, you may request an [Urlaubskrankenschein](#) (also called *Auslandsbetreuungsschein*) so that you are covered in the event that you become ill while away from your place of residence. Austrian health and accident insurance is valid in EU countries as well as in Switzerland, Liechtenstein, Norway, and Iceland. You need to check that your e-card has "*Europäische Krankenversicherungskarte*" written on the backside (above the signature), **and always take your card with you while traveling**.

**NOTE: The insurance coverage for US teaching assistants does not apply to the United States.**

Contacting Austrian insurance companies can provide you with moderately priced travel insurance (*Reiseversicherung*). Before traveling outside of the European Union (e.g. in Eastern Europe), you should inquire if there are insurance reciprocity agreements between Austria and the countries you will be visiting.

## 16.3 If You Fall Ill

If you are ill and unable to work, it is important to **immediately** call in sick at your school(s) **on the first day of your illness** to let them know that you will not be coming to work. You might be required to get a note from your doctor (*Krankenstandsmeldung*) stating that you are ill, which has to be forwarded to the *BVAEB*. Please inquire at your school whether you are required to submit confirmation of your illness from a physician. For COVID-19 a *Krankenstandsmeldung* may or may not be required – check with your school what they need. If they would need your *Absonderungsbescheid*, please send it to them.

You can find a physician near you using [this website](#). If you are unsure where to go, it is always a good idea to ask around in your community, your RAs or among the teachers at your school(s).

### 16.3.1. Health insurance for accompanying dependents

Accompanying children can be insured free of charge under the auspices of parental insurance as long as they are under 18 and still in school. [Accompanying spouses](#) may be insured free of charge if they are exclusively engaged in childcare. Otherwise, additional insurance premiums must be paid to insure accompanying spouses. The premium rate is 3.4% of the primary insurance carrier's gross salary.

It is important that USTAs provide relevant documentation (birth certificate, *Meldezettel*) to the *BVAEB* if they want their dependents to be covered by their insurance.

## 17. YOUR SALARY AND TAXES

**Note: Teaching assistants are solely responsible for all taxes and tax declarations in Austria and the United States. Fulbright Austria does not advise teaching assistants on US or Austrian taxes.**

The relevant provincial board of education (*Bildungsdirektion*) or the *BMBWF* is responsible for disbursing your salary to you on a monthly basis. It takes a certain amount of time for the authorities to get your information into the system; October's salary is usually distributed a month late in mid-November. **It is important for you to bring enough personal funds to cover at least the costs of your first six to eight weeks.** Your expenses will be a bit higher in the first month to cover costs associated with setting up your household, travel expenses, residency permits, deposits, etc.

You will receive your [monthly pay slip](#) (*Gehaltszettel*) on the *Bildung Austria* online portal that records your gross income of approximately €1,600 with deductions for health insurance and income tax resulting in a net income of about €1,300. You should receive an official *Lohnzettel* in early March and in early June stating your gross and net earnings. Your colleagues or the secretary at your school(s) will be able to give you detailed information on your typical monthly deductions. You can also check the *weltweit unterrichten* [website section](#) "Anstellung und Bezahlung"

Although bilateral agreements exempt USTAs from certain European countries from Austrian income tax, this exemption does not exist for US citizens; therefore, income tax will be deducted from your salary. It is important for you to draw this to the attention of the *Direktion* at your school and confirm that *Lohnsteuer* is listed on your pay sheet.

Income tax in Austria is progressive and calculated upon the basis of an extrapolated annual income. In light of the fact that USTAs work only three months in one year (October–December) and five months in another (January–May), the income tax deducted is too high. Therefore, USTAs may apply for a tax refund at the beginning of the calendar year. This entails obtaining forms from a local tax office (*Finanzamt*) and submitting a formal request online called an *Erklärung zur Durchführung der Arbeitnehmerveranlagung*. Consult [the Finanzamt's website](#) to find the *Finanzamt* responsible for your *Arbeitnehmerveranlagung*. Also read the corresponding section in the *BMBWF's/OeAD's* handbook (*Leitfaden*), look [here](#) or ask the staff and faculty at your school for advice. You will receive

information about both Austrian and US taxes during the academic year. Normally we are hosting an online tax workshop in January that helps you gain insight into filing US taxes while living abroad. Information on US taxes and downloadable IRS forms for filing taxes are available on [the IRS website](#).

## 18. LIFE AND DUTIES AS A TEACHING ASSISTANT

It is important for you to recognize that you are expected to conduct yourself as an employee of your assigned school(s) and will be treated as such.

The status of foreign-language teaching assistants has been carefully circumscribed by law in Austria (*Erlass*, from the Ministry of Education), which outlines what you may and may not do. The details about your legal rights, duties and responsibilities, and salary are incorporated into the *Lehrbeauftragengesetz* (teacher's employment law).

As noted throughout this handbook, the OeAD also publishes a handbook for teaching assistants. It addresses many of the issues raised in this Fulbright Austria handbook in a more detailed manner. Most importantly, the OeAD handbook is an official document from the Federal Ministry of Education, Science and Research (BMBWF). **Read the BMBWF/OeAD handbook ("Leitfaden") carefully and bring it with you to Austria.** Individual teachers with whom you work may not be aware of your obligations or limitations, and you may want to show them the OeAD handbook so that they are informed. There is a [section](#) on the weltweit unterrichten website specifically for schools – please refer them to that if necessary.

The guidelines provided in the handbook are clear in theory, but practical application may sometimes be more difficult. This is certainly not an excuse to be uncooperative. Some teaching assistants in the past have also "violated" the guidelines because they wanted to assume more responsibility in the classroom than they were supposed to. It is important to use common sense and discretion in interpreting and following the guidelines. **Be sure to communicate with your mentor teacher in advance!**

Remember that you are an **employee of your Bildungsdirektion** and subject to the directives of your superiors: you are required to comply with requests made by your superiors within the framework of your employment as a teaching assistant. If you want to bring things to the attention of your superiors, always follow the [Dienstweg](#) – the official chain of command within Austrian bureaucracy.

### You Are Expected To:

- Carry out your teaching duties with the utmost dedication, prepare your lessons, and incorporate the advice given to you by your supervisory teachers.
- Teach 13 hours per week.
- Familiarize yourself with the rules and customs of your school. (Ask your contact teacher to introduce you to the peculiarities of your school's "institutional culture.")
- **Communicate and cooperate** with your teachers in all matters ranging from the preparation of lessons (e.g., with regard to what your teachers expect from you) to the solution to problems that might arise.
- Discuss any problems that arise with your contact teacher (first) and/or principal.
- Try to create real-life situations when repeating materials that have been previously covered by teachers (younger students might also enjoy playing games). Do not hesitate to enrich lessons by including your personal experiences.

Teaching assistants are not formally licensed to teach in Austria.

## Therefore, You MAY NOT:

- Teach on your own without supervision.
- Grade or correct work. If you are interested in doing so, ask the teachers if you can assist them. However, the final decision and responsibility always lies with the teacher.
- Provide corridor supervision (*Gangaufsicht*) on a regular basis.
- Perform administrative tasks.
- Teach new chapters of grammar.
- Go into the lesson unprepared.
- Be used for substitute teaching.

Only in exceptional cases may you be asked to substitute for another teacher, with the principal bearing full responsibility. Make sure you know exactly what is expected of you in the lesson. You have every right to respectfully decline; you have no obligation to teach alone or substitute.

It is important for all teaching assistants to recognize that they have a contractual relationship with the school authorities. If teaching assistants are negligent in the execution of their duties, the school authorities may terminate their contracts.

## 19. COMPLIANCE AND CONFIDENTIALITY

You are also required to be discreet. Any matters addressed in staff meetings or parent-teacher meetings are not to be discussed outside of school.

### Have Fun! Make the Most of Your Time at School!

- Join in on lessons in other subjects—it is always rewarding to watch your classes interact with other teachers.
- **Socialize with all the teachers at your school** (not just the English teachers).
- Join teachers during office hours; attend PTA meetings and similar events.
- Try attending the final oral exams (*Matura*), an excellent opportunity to witness the results of your efforts.
- Participate in extracurricular activities that the school offers (if COVID-19 permits). This is a great opportunity to interact with students and teachers and to be part of the local community.
- Join your class on day trips and remember that school tours (*Skikurs*) or parties (*Schulball*) are an excellent opportunity to get to know teachers and students in a relaxed atmosphere (if COVID-19 permits).

## 20. EXPECTATIONS AND ADJUSTMENTS

Your teaching position in Austria could be an experience of a lifetime. This opportunity is what you make of it. The cliché is true: you will get out of it what you put into it.

### 20.1 Accents and Colloquialisms

It is important for you to recognize that British English—in terms of pronunciation as well as spelling—is the generally recognized model in Europe. Therefore, some teachers may feel that you (as an American) do not pronounce English “correctly” or that you use some grammar improperly since they

were trained to use a different (“correct”) model. You may be confronted with this pro-British (or anti-American) bias. There is nothing you can do about it, so do not worry about it.

## 20.2 Adjusting

Most teaching assistants have previously lived and/or studied abroad, yet it is important to recognize that there are a number of differences “the second time around.” You will not be a student in a faculty-led program with other students; instead, you will have to fend for yourself while working in a different cultural and institutional environment, where the way things work may not clear in the beginning. Being a teaching assistant demands a considerable amount of flexibility and the capacity to solve problems.

You may be placed in a very small town or in a large city; **allow yourself time to adjust to your new settings.** In the words of one teaching assistant, “Don't despair if you don't get assigned to where you wanted to go. It may take a while to get used to your surroundings (i.e., from NYC to Wieselburg), but you may like it. It's a great experience.”

Another teaching assistant who had a hard time adjusting said, “I found that it was tougher for me to be stared at by the townspeople than to be overlooked by my colleagues. Until [December] most people didn't reply to my greetings, but all of a sudden, it's like they all agreed to embrace me with open arms! Just don't get discouraged with the small-town mentality. You'll find your own way soon enough.”

Some USTAs have found that it takes Austrians a bit to warm up to new people. Living and working in Austria is likely a great endeavor, one that could prove to be a life-changing experience. However, in some schools (particularly urban schools), you may be just one of many language assistants that the school has had over the past few decades.

## 21. THE WORKPLACE

Not only will you be learning how to adjust to a new living situation, you will also be adjusting to new working conditions. It may be difficult at first to learn how to work with many different teachers, each of whom has a different teaching style and different expectations of you and of their students. You will also be working with different ages of students with varied skill levels. As one assistant said, “Each teacher has a different 'style', and you need to adapt to each one's needs. After a few months, it is easy to understand what they expect from you. But again, this takes time.” Another assistant observed: “The tasks became clear only after I understood the expectations that each teacher had in class.”

As you will likely be working with many different teachers and classes throughout the year, a system to organize your weekly schedule and responsibilities will be very useful. **It will most likely be your responsibility to speak with teachers regarding the lesson plans. Try to do so at least a couple of days in advance so that you have ample time to gather materials and prepare the lesson.** You may also wish to request contact information for your teachers and provide them with yours if a class is canceled, or you fall ill.

Most problems teaching assistants have had in the past have been based on an insufficient understanding of the way things work or a lack of communication (or both). If you do not understand something or are unhappy about something, **you have to actively communicate** in order to address these problems. Your *BetreuungslehrerIn* or another teacher can help in times of need or complication. The next step on the official chain of commands at your school, the [\*Dienstweg\*](#), should be taken if the problem still exists after your initial communication with your mentor teacher (= first step on the *Dienstweg*).

Establish a good rapport with fellow teachers from the start of your assignment. Many times, you will be better off if you can find a teacher with whom you can connect and communicate openly about any problems that arise. A teaching assistant told us, “I receive support from many teachers, regardless of

the subject they teach. I have gone to a few teachers with some personal issues, and they have helped me."

It is important to be **proactive and open-minded** when communicating with your fellow teachers. It might be a good idea to talk to the English teachers you will be working with and find out what they expect from you. USTAs have also recommended doing the following things:

- Be proactive and ask what the English teachers expect you to do
- Conduct a survey among your students about topics of interest
- Keep track of your lessons especially if you have to switch to distance-learning for some weeks
- Try to be enthusiastic, friendly, and upbeat in your lessons
- Have an introductory lesson about yourself and the US prepared

**Another (very important and extremely helpful) resource you have is other teaching assistants.** Sharing difficulties and achievements with your colleagues in the [unofficial Fulbright Austria Facebook group](#) can give you new perspectives on your work as a language assistant as well as strategies to address potential problems. Fellow USTAs can also provide you with information about events and travel in Austria. As one USTA said, "Get to know other assistants in other areas. I have friends in Linz, Salzburg, and Tirol I have visited." Be sure to clarify sensitive and official matters with the program officer! And stay in touch with your regional advisor!

Teaching assistants maintain an **intermediate position** between teachers and students, a representative of an educational institution yet often just a few years older than the students. You should try to maintain a healthy, balanced relationship with both teachers and students, and it is important that one group does not feel like you are taking the other's side. As one teaching assistant observed: "We assistants are definitely in the middle: we aren't teachers or students. I say, take advantage of the situation and use it to everyone's benefit." Avoid situations where you publicly disagree with your teachers, thereby creating a situation where they (or you) may lose face. If a teacher corrects you in the classroom situation, deal with the correction graciously and with humor.

Although you are "not a teacher and not a student," it is important for you to establish a certain amount of authority. Teaching assistants who are too chummy with students ultimately have great problems (not only with the students, but also with the teachers) because they are not taken seriously. It is also important for you to dress appropriately when you are in the classroom ("faculty dress codes" may vary widely from school to school).

## 21.1 Workplace Relationships

It is a great idea to socialize with both students and teachers outside of the school and to participate in extracurricular activities, like school excursions or ski trips. However, it is equally important to remember to establish and maintain **personal and professional boundaries**. Amorous or sexual relations with teachers usually create problems (regardless of the "consenting adults" argument). **Amorous or sexual relations with students are an abuse of position and incompatible with the responsibilities USTAs have by virtue of their positions.** If you experience sexual harassment, please talk to someone you trust or contact [www.gewaltinfo.at](http://www.gewaltinfo.at) or [www.frauenhelpline.at](http://www.frauenhelpline.at).

## 21.2 Classroom Discipline

Classroom discipline is an issue that teaching assistants frequently find difficult because they have observed that—by American standards—there is less discipline in the classroom in general and fewer school-wide disciplinary policies and systems at the teacher's disposal (detention, demerits, etc.) When you start teaching, it is therefore necessary to establish authority in the classroom. Be friendly but clear about what behavior you will and will not accept. Do not be afraid to ask your teachers for help with discipline if you need it. Here is some advice from past assistants: "Students are excited to have someone new, but it's important to show that you can really teach something. If they see that you are nervous, they will heckle you" and "Don't put up with unruly students. They learn fast who is in control and it is hard to regain control once you lose it."

Remember, respect is not something that a classroom of teenagers is going to give you automatically. You have to expect it and command it. Furthermore, if you structure the material you wish to present, you are structuring the classroom environment as well. If you come poorly prepared or unprepared and students recognize this immediately, you will create a disciplinary problem because you do not know how to keep students' attention or structure their time and expectations.

## 22. TIPS FROM FORMER TEACHING ASSISTANTS

It is important to recognize the individual nature of the teaching assistant experience. No two teaching assistants will be in the same situation. Teaching assistants assigned to the same school have different experiences from one year to the next. A tremendous amount of your success depends on your flexibility and attitude as well as your general approach to interaction with students and teachers.

We asked former teaching assistants what general advice they would give incoming assistants in order to help them have a successful and effective year. Here is what they reported:

### General advice:

- "Ask a lot of questions at the beginning." (Pädag. Hochschule, Steiermark)
- "Above all, make a conscious effort not to spend too much time with other Americans, as this is a convenient trap at the beginning that severely limits the potential of your experience abroad." (HAK, Vienna)
- "This is a year for growing and experimenting. Throw yourself into every activity 100%, and the rewards will astound you. If you mess up, laugh it off; the teachers know that everything is new for you, and they love a good laugh, too! That having been said, you can try out things you never would have back home, with nothing to lose. Opportunities like this don't come around very often, so grab it while you can. You'll be glad you did." (HAK, Upper Austria)
- "Keep talking to people, eventually it will be more than '*Grüß Gott*', so hang in there! Don't be afraid to say you don't understand something and ask for help when you need it. Always be prepared and be flexible." (BORG, Upper Austria)
- "Dive in! Become involved in different groups or organizations, take classes at a local university or VHS (*Volkshochschule*), and really explore your community. You feel so much more at home and successful when you actually exert yourself to fit in and experience new things." (HTL, Tirol)
- "Explore! Don't ask why a particular part of the culture is how it is and think our American way is better. I found if I accept the culture I am living in, I am much happier for it. I have so much fun when I actually take part in the traditions and don't just watch. See with an unbiased eye and you get to learn so many cool parts of Austrian culture!" (BHAK, Vienna)
- "Join a *Verein* or something fun to meet people, especially if you are in a small town." (BG, Graz)
- "German! Brush up your German, especially if you are placed in a small town!" (BORG, Styria)

### Materials, lesson plans, and other school issues:

- "Establish clear guidelines with your teachers from the start. Make absolutely sure that it is known what is expected of you and also what you expect from them. You will be working very closely, but one of the hardest parts of my job was coordinating lessons." (HIB, Graz-Liebenau)
- "I have a folder of last-minute lessons and games, which has been very helpful." (BORG, Vorarlberg)
- "Be open, honest, and persistent. If you have a problem, or don't understand something, ask until you do. If you don't speak up right away, it will be much harder to change something later, and you don't want to be roped into doing something that makes you uncomfortable just because you

didn't speak up. Austrians are used to people who say their opinions clearly and will expect you to do so." (HAK, Styria)

- "Be very flexible! Some days things won't go like you planned. Don't gossip - leave that to the teachers. And just relax." (HLTW, Vienna)
- "Be open to change and be ready to think on your feet. Whenever you plan a lesson, have a back-up plan and a back-up, back-up plan." (HGBL, Vienna)
- "Always remember to talk slower and more clearly than you normally would." (HTL, Vienna)
- "Things you might bring: If you are an AAA member, go get their free guidebooks and maps for big US cities like New York, San Francisco, etc. NY and SF are units in the textbooks, and you can give out the guidebooks as 'authentic materials' to groups of students and have them plan a few days in their particular city. Bring along a few pictures, brochures, and newspapers from home, maybe including some job classifieds. Also, everyone wanted me to talk about the American school system. So if you have a yearbook or can bring along a copy of your class schedule from middle/high school, or some pictures of Homecoming, etc., that is helpful." (Gymnasium, Vienna)
- "The more assertive I was about taking communication into my own hands, the better my experience got. The more the assistant shows that he or she is independent and willing to take on (limited) responsibility, the better the interactive experience becomes." (HAK, Vienna)
- "Don't listen to comparisons from/to previous USTAs. Each teacher has their own story. Just do your job as best you can, and enjoy the unique position you're in." (Gymnasium, Tirol)
- "Do not prepare lectures. Prepare interactive worksheets where students can have small tasks to complete toward understanding a topic. With this worksheet as a tool in hand, they are able to form and express their opinions for a discussion 100 % more easily. I did this form for topics from restaurants to violence to teen interests." (HBLA, Lower Austria)
- "Don't be afraid to present interesting and unusual topics, and maintain healthy lines of communication with your teachers." (Gymnasium, Lower Austria)
- "My advice would be to have fun, don't be so serious all the time. [The students'] school lives are stressful and although you should teach them and actually work, use the time to be a treat for them ... This is an amazing experience, use it!" (HAK, Tirol)
- "Don't be shy! If you need something or don't understand something, ASK! Ask your teachers what their expectations are. Establish a system for feedback. Speak slowly and clearly. Jump right in and have fun!" (BHAS, Lower Austria)
- "My advice is to make your experience the way you want it to be and not to rely on your school to know what you want. If the teachers don't approach you at least a day in advance, then approach them! Smile and be friendly to all if they don't initiate it. People are friendly and nice but just have a different manner in which they express themselves. In class you are on stage, performing, try to make them laugh at least once in every class! Be prepared - they will respect you for this!" (Gymnasium, Tirol)
- "Be yourself - make jokes and talk about things you think are funny. A sense of humor in a second language is a little different, so laugh at your own jokes and the class will eventually "learn" how to laugh." (BRG, Steiermark)

### **Advice for distance-/online-teaching (in times of COVID-19):**

- "I would encourage other teaching assistants to be flexible, but also to come in with a plan. I was expecting to get a lot of guidance and instruction from teachers, but I found that it usually worked better if I came in with an idea of what I wanted to do.  
With regard to distance learning, I would suggest focusing on a format that works well, since you're so limited with what you can do online. Also, calling kids names helps with participation!"
- "It's always a good idea to find new tools to utilize in the classroom (things like Padlet, Mentimeter, online games, etc.). It's easy to fall into a structure that you know works, but eventually that structure will get old with students."

- “I think it’s important to not take yourself too seriously or be worried if some lessons just don’t go super well. It happens and you learn from it!”
- “#1 advice I would give is to have immense patience on yourself especially the first few weeks of online learning because it is a lot tougher to motivate the students. Also to not get upset or take it too personally if your class isn't as receptive to a lesson or lesson idea than you had expected, especially if it took you a while to prepare the lesson for that day. In time, you can prepare less because you are more confident to be able to just hold a conversation and get the students to TALK! That is the most important part of our job.”
- “Be kind to yourself and don't worry if your students are a bit quiet, call them by name to bring out participation if it's a particularly quiet group, try not to be too lecture-driven especially during distance learning, provide engaging activities wherever possible”
- “There are going to be weird moments where no one says anything. Try not to dwell too much on that. If no one is answering you, say an absolute to the question and that’ll get the students talking.”
- “Communication with your colleagues is both absolutely imperative as well as not always as straightforward as one might imagine or prefer. One should be proactive from the very beginning and establish whatever lines of communication are necessary with your various colleagues, as they may not all regularly use the same means or methods of communication. This is especially pertinent in regard to scheduling. Establishing mutual expectations and boundaries from the beginning is likewise important. Knowing what your colleagues expect from you and communicating your preferences and such to them often helps to head off a lot of friction and misunderstandings. In my experience, being reasonably flexible (in all matters, really) is a key component of success in this position, especially in these uncertain times. Understanding your colleagues' (and students') needs and adapting your schedule/lesson/teaching style accordingly maximizes the efficacy of your efforts and is almost always greatly appreciated. This is exactly where clear and effective communication is paramount. It can't really be emphasized enough how important actually knowing German is to one's overall success in teaching and living in Austria. While it definitely can be a major challenge, don't let that discourage you. Knowing the language allows one to experience so much more outside of the confines of the English-speaking community and, perhaps most importantly, enables you to actually know what your students are saying about you in front of your face (as they almost always seem to assume that you don't understand them).”
- “Make sure to write down whether the class is online or in person! And always have a useful game or educational activity on hand (and on topic). Sometimes you plan a lesson and you think it will last 50 minutes, but it lasts way less or way more time than that.”
- “Have a good game that can kill time in your back pocket. Games like 20 questions, Boggle, heads up, etc.”
- “Always have a backup plan if one part of the online lesson doesn’t work. And make sure to double check that you have the date and time right for the lesson.”
- “Be organized! I had a google sheets document, where I recorded every lesson I had with my classes. I wrote down names that I mispronounced often, notes from the class, and I wrote down the corresponding teacher to the classes. I wrote down everything I talked about with a teacher for the following lessons because it was very difficult to keep it all in my head. I set up my google calendar with the specific schedule so I always was on it instead of relying on the teachers to know when I am with their class. It is a lot of busy work but saves both you and your teachers time in the long run. Also, have a flash drive with your presentations or material on it to hook up to the school computers. For the hybrid format, I ended up only using my computer in school because the school computers were very unreliable. If you bring your own computer, prepare to need an adaptor to hook up to the projectors (HDMI and VGA). Online, I found it fun to get my students up and active by playing searching games and show and tell games.”
- “Do your best, and ask veteran teachers for advice. The ones who don't lose hope or spirits in times like these have the students' best interests at heart. Look to them for help. It's important to remain hopeful and encouraging for them when appearing online. Attitude is contagious.”

- “I think being adaptable is the most important thing both online and in class. The pandemic wasn’t something anyone planned for. But that definitely wasn’t the only surprise. Sometimes, too your lessons won’t go as planned. You have to be able to adapt to the situation and what is available. Online teaching isn’t so bad. It’s still a matter of trying to find ways to keep the students engaged. A lot of times, it’s just a matter of listening to the students.”
- “You are not alone! Make use of the Facebook groups and use the Google Drive to get ideas. Outside the classroom, say yes! Go visit teachers in their homes, go on walks with them. Make Austrian friends.”

## 23. LANGUAGE

The importance of knowing German for the success of your stay in Austria cannot be sufficiently stressed. A person's enjoyment and profit from their year in this country are almost proportional to the degree to which they know the language. If you become dependent on English-speaking Austrians and the American community in Austria, much of the benefit of your stay abroad will be lost. Many USTAs who have extensive experience in Germany have trouble with language in Austria: keep in mind that Austrian German not only includes many regional accents, but also dialects with vocabulary significantly different from High German (e.g. in [Tirol](#) and [Vorarlberg](#))

It is strongly recommended that you use the time before arrival to brush up on verbal communication. Try to work at the language lab at your school, enlarge your vocabulary, sign up for a conversation course, or attend activities organized by the local German club to practice your German.

Dependents accompanying you should also make every effort to get a start in German before their arrival. Children attending Austrian schools will likely receive instruction exclusively in German, though bilingual schools are established in larger urban centers. Try to speak German with them before departure - even a little familiarity with the language will make it easier for them.

There are a number of possibilities to learn German in Austria throughout the whole year, including Berlitz and many others – just use Google to get an overview and find one close to your location. Courses are also available at *Volkshochschulen* ([www.vhs.at](http://www.vhs.at)), *Berufsförderungsinstitute* (<http://www.bfi.at>), and universities. You can start your search at [Campus Austria](#).

## 24. PERSONAL AUSTRIAN-AMERICAN RELATIONSHIPS

Personal relationships with Austrians are not only vital to your personal enjoyment of your year here but are also **essential to the basic aims of the teaching assistantship program**. Making friends is usually not difficult; you will have plenty of opportunities if you have a snack or drink coffee in the teacher’s lounge, eat at the school buffets, or participate in the activities of student and binational organizations as well as the programs offered by your school(s) or local sports clubs. Austrians, however, may seem more reserved, maintaining fewer but closer friendships compared to Americans.

Social patterns are more formal in Austria; greeting colleagues and friends in the hallway or entering and exiting the *Konferenzzimmer*, greeting employees when entering or leaving an office or shop, using appropriate titles, etc. While students now use the *du* form among themselves, the older generation continues to address colleagues with *Kollege* or *Kollegin*. A woman is addressed as *Frau* whether she is married or not. It is customary to take along flowers, a bottle of wine, or a small gift when invited to private homes. Austrians are also more likely to follow up on that invitation for a coffee that you might have casually mentioned recently.

## 25. BOOKS AND INFORMATION ON AUSTRIA

The more you know before arrival, the more rewarding your experience will be. To maximize your experience, try learning about the country where you will spend a full year, either by reading a guidebook, such as Grieben's, Fodor's, Baedeker's or Michelin (emphasizing art) or by perusing the

histories of Austria and Vienna. At the same time, you should be prepared to have to answer questions about your own country and review your own cultural history before arriving in Austria.

Recommended literature:

- Dr. Lonnie Johnson's Introducing Austria: A Short History (Riverside: Ariadne Press, 1987) provides a short survey of Austrian history.
- Former USTA Adam Brock has written the book My Song to Sing on his time as a USTA in Austria, published with New Degree Press.
- American Ways, edited by Gary Althen, et.al. (Intercultural Press: 2nd edition, 2002) is helpful for preparing to teach and live in Europe. With its 22 chapters, this paperback attempts to introduce people coming to the United States to the peculiarities of the "American way of life" and has received both accolades for its insight and criticism for reproducing stereotypes.
- In a more scholarly and historical vein, Richard Pells wrote an interesting and multi-faceted book on European-American perceptions and transatlantic relations: Not Like Us: How Europeans Have Loved, Hated, and Transformed American Culture Since World War II (Basic Books: 1997). This book is a treasure chest of information that reaches from the historical analysis of the concept of "Americanization" or the impact of the Marshall Plan to reasons for the popularity of US sitcoms in Europe.
- A good start for a general introduction to Austrian customs and etiquette: Culture Shock! Austria by Susan Roraff and Julie Krejci (London: Kuperard, 2001).

The following websites may also be helpful in obtaining information about Austria:

<a href="http://www.bmeia.gv.at">http://www.bmeia.gv.at</a>	Federal Ministry of European and International Affairs
<a href="http://www.wien.gv.at">http://www.wien.gv.at</a>	City of Vienna
<a href="http://www.austria.gv.at">http://www.austria.gv.at</a>	Austrian Federal Press Service: Federal Chancellery
<a href="http://www.austria.org">http://www.austria.org</a>	Austrian Press and Information Service
<a href="https://www.austriatourism.com">https://www.austriatourism.com</a>	Austrian National Tourist Office
<a href="https://apa.at/">https://apa.at/</a>	Austria Press Agency
<a href="http://www.acfn.org">http://www.acfn.org</a>	Austrian Cultural Forum, New York
<a href="http://www.cas.umn.edu">http://www.cas.umn.edu</a>	Center for Austrian Studies, University of Minnesota
<a href="http://www.virtualvienna.net">http://www.virtualvienna.net</a>	Online community of English speakers in Austria

General information on Austria as well as maps and brochures may be obtained from the Austrian Cultural Institute in New York, the Austrian consulates and the Austrian National Tourist Office in the US (for addresses see Appendices 12.5 and 12.6). Furthermore, many Austrian cities and towns also have websites.

In addition to your specific reference books and dictionaries, you may wish to acquire the Duden paperback *Wie sagt man in Österreich?* A small Webster's English-language dictionary and a German-language dictionary might also come in handy.

## 26. AMERICAN GOODWILL AMBASSADOR

### 26.1 International Role

The teaching assistant program is about more than improving students' English: USTAs are representatives of the United States and thus facilitate **cultural exchange in both directions**. This is an important aspect of the program given that the American perspective of the United States is different from the European perspective. Transatlantic relations and cross-cultural perceptions are topics that will repeatedly come up. In many ways—including geographically, politically, and socially—the United States is very large and very complex. It is impossible to know everything, and occasionally teachers and students may expect you to know more about the US than you actually do.

You will also inevitably be asked about current affairs. In recent years, topics of great interest have included how the Electoral College functions, current US presidents, the Black Lives Matter movement, 9/11, gun control, popular culture, the death penalty, gender equality, and the economic crisis. Direct questions are not always meant to be confrontational or a judgment on your character.

On occasion, however, you may be confronted with a certain amount of anti-Americanism. It is important for you to recognize that you are not personally responsible for American foreign policy since World War I, Hiroshima, the Vietnam War, poverty, crime, drugs, or racism in the United States. Your job is not to defend the United States, but to try and explain it to your students. This is not always an easy job but keeping this difference in mind always helps.

As former teaching assistants have observed:

- "Most of my students' knowledge of America comes directly from television."
- "The questions that the students have are usually based on what they've seen on TV."
- "I have been able to dispel certain myths about the US just by talking to the students and answering their questions. My being there has given them a better understanding of America and the American way of life."
- "I've made a difference by providing students with a real example."

These comments reflect the acquired knowledge of Austrians about America from American movies, TV shows and the Media, such as *Wag the Dog*, Michael Moore's documentary works, *OC California*, *Sex and the City*, *Desperate Housewives*, *The Simpsons*, CNN, and MTV. These represent America just as poorly as the few stereotypes of Austria that penetrate the American collective knowledge—Austria offers more than just Lederhosen, Arnold Schwarzenegger, *The Sound of Music*, and skiing.

Therefore, it is important to have an opportunity like this, as one assistant said, "to open up the minds of students to things they never knew about the US by telling them how it really is at home." You will be able to do this by covering certain topics that are of interest to the students.

Most of your teaching time will be spent generating discussions, answering questions about America, and presenting material. **Your job is to engage the students**, to lower their apprehension about using a foreign language, and to get them to talk.

There are some very useful internet resources that deal with the culture shock many people experience when studying or living in another country:

<https://www.gooverseas.com/>

## 26.2 Bring Authentic Materials

[Authentic materials](#) provide a more genuine use of the language and more motivation for students to learn the language. While bringing these materials in your luggage may be difficult, shipping them from the US can be costly. The internet provides a great alternative; a list of internet resources is included in the appendix. Keep in mind that many schools also have subscriptions to English-language publications.

Consider asking your school for advice about which materials you should bring, but some general ideas are:

Films, videos of talk shows, news clips, baseball games, commercials, etc. (Note: European videos do not operate on the NTSC, but rather the PAL format. Due to different regional encoding, you may also encounter problems with American DVDs.)

Pictures or slides of your home and town/city

Newspaper articles from home

Tourist brochures/pamphlets

Short stories

US history book	Advertisements - housing, jobs
Grammar book	Restaurant menus
Yearbooks and lesson plans	Music
Teen magazines	Maps or atlas of the US
Comic books	TV guides
A "bag of tricks" – spur-of-the-moment lessons and games	
Magazines: Newsweek, The Economist, Time, Rolling Stone, Spotlight, World and Press	

## 27. EXTENDING YOUR TEACHING ASSISTANTSHIP FOR A SECOND YEAR

Some teaching assistants wish to continue their stay in Austria. **Provided that their performance merits an extension for a second year**, USTAs may apply to have their teaching assistantships extended for a second year, either at their current locations or at another location in Austria. Applicants for extensions are required to pay a processing fee of €60 to Fulbright Austria at the time of the application to help defray administrative costs. Notification of acceptance status is usually sent out at the beginning of April.

It is important to note that teaching assistants are not *entitled* to an extension of their assignments. The number of extensions granted is contingent upon the number of applications for extension, their relative quality and merits, the size of the “first-time” applicant pool, and the number of teaching assistant positions available the following school year.

### Deadline

The deadline for the BMBWF and Fulbright Austria to receive extension applications is usually in mid-February. Applying for an extension requires the online submission of the following items:

- *Antrag auf Verlängerung* (in the online application system of the BMBWF)
- A written recommendation from your school(s).
- Statement answering the question: “Why do you want to stay a second year?”

**Note:** Fulbright Austria will send you updated and detailed instructions about the extension procedure. Applicants are responsible for ensuring that the school officials forward these materials. All of the abovementioned conditions and deadlines must be met or your request will not be reviewed. It is particularly important for your application to be submitted via the *Dienstweg* to the BMBWF. Sending in your application via the *Dienstweg* means that your school forwards your application to the relevant city or provincial school board, which in turn sends it on to BMBWF. Late applications will not be considered.

### Note for TA's at Green schools:

If you are teaching at one of the Green schools that are administered by the BMLRT (Austrian Ministry of Agriculture, Regions and Tourism) rather than the BMBWF your extension application process is different to the one from other TA's. You will receive a separate email from the USTA program officer by early December explaining how you can apply for your extension. You will have to do so directly via the USTA website and won't receive an email from *weltweitunterrichten.at*. This is regardless of whether you want to extend at the same school or you wish to be placed at another school in the following year.

## 28. ADDRESSES IN THE UNITED STATES OF AMERICA

Austrian consular offices and the Austrian embassy in Washington, DC: (Consult <http://www.austria.org/> for details)

<p><b>Embassy of Austria</b>  <a href="http://www.austria.org">http://www.austria.org</a>          3524 International Court, NW          Washington, DC 20008-3027          Consular District: Alabama, Arkansas, Delaware, Florida, Georgia, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, West Virginia, US-Virgin-Islands, Commonwealth of the Bahamas          Tel: (202) 895-6700 Fax: (202) 895-6750          Email: <a href="mailto:washington-ob@bmeia.gv.at">washington-ob@bmeia.gv.at</a></p>	<p><b>Consular Section</b>          Tel: (202) 895-6711, 895-6743          Fax: (202) 895-6773          Email: <a href="mailto:consularsection@austria.org">consularsection@austria.org</a></p>

## 29. ADDRESSES IN AUSTRIA

<p>Fulbright Austria          Austrian-American Educational Commission)          quartier 21/MQ, Museumsplatz 1, A-1070 Wien,          Tel: (01) 236 7878-11, international access code plus country code 43 and city code 1          (Europe/Austria/Vienna)          Website: <a href="https://www.fulbright.at/">https://www.fulbright.at/</a></p>	<p>American Embassy          Boltzmanngasse 16, A-1091 Wien,          Tel. (01) 313 39          Website: <a href="http://www.usembassy.at/">http://www.usembassy.at/</a></p> <p>American Consulate          Parkring 12A          A-1010 Wien, (Hotel Marriott)          US-Bürger in Notfällen rufen bitte (+43 1) 313 39 7535          Außerhalb der Bürozeiten kontaktieren Sie bitte:          (+43 1) 31339 0          Außerhalb von Österreich: (+43 1) 31339 0</p> <p>Für Anrufe aus den USA, Tel.: 1 (703) 520 2562          Montag – Freitag, 7:00 – 15:00 Uhr EST</p>
<p>Austrian Student Union (Österreichische Hochschülerschaft)          E-Mail: <a href="mailto:oeht@oeht.ac.at">oeht@oeht.ac.at</a>          Website: <a href="http://www.oeht.ac.at">www.oeht.ac.at</a>          Branche in all university cities          Branch office University of Vienna          Website: <a href="http://www.oeht.univie.ac.at/">http://www.oeht.univie.ac.at/</a>          E-Mail: <a href="mailto:sozialreferat@oeht.univie.ac.at">sozialreferat@oeht.univie.ac.at</a>          (social issues, jobs, housing)</p>	
<p>Austrian Agency for Education and Internationalisation (OeAD)          Website: <a href="https://oead.at/">https://oead.at/</a> for information on all branch offices</p>	