ACC Fulbright-Hays GPA
K-12 Teachers Institute
Handbook
2014

Everything you need to know to prepare for living and studying in China.
# Table of Contents

**Part 1 – Program Information**

A Sincere Welcome! ..............................................................1

General Information ................................................................1

Associated Colleges in China ..................................................1
  Faculty and Staff, 2014-2015.................................................1

Academic Program ................................................................1
  Pre-Departure Schedule .......................................................2
  K-12: 2014 Summer Program Tentative Schedule ..............3
  Introduction to the Program .................................................9
  Definition of Terms ..............................................................9
  K-12: A Unique Program ....................................................9
  Program Objective and Anticipated Results .......................9
  Expected Learning Outcomes .............................................10
  Program Classes and Activities ........................................11
    Chinese Language Classes ............................................11
    Professional Development Workshops .............................12
    Participant Led Group Discussions ...............................13
    Teaching Demonstration ..............................................15
    Meeting with Hanban Volunteers ....................................16
  K-12 Educational Conferences Speech (Final 5 Min. Speech) .18
  Social Issue Discussion ....................................................20
  Visiting Local Schools .....................................................21
  Culture Workshops .........................................................22
  Cultural Excursions ..........................................................23
  Other Cultural Experience Activities ...............................23
  Office Hours .................................................................24
  Chinese Table .................................................................24
  Participant Responsibilities ..............................................24
  Class Preparation and Participation ...................................26
  Building Comprehensive Language Skills ........................27
  Learning Strategies ........................................................28
  Listening Comp. Strategies and Pre-Departure Listening Activities ...............................28
  Good Speaking Strategies and Pre-Departure Listening Activities ........29

ACC Rules and Regulations ..................................................29
  Language Pledge .............................................................29
  Honor Code ...................................................................30
  Miscellaneous Information Regarding Class Behavior .......30
  Absences and Tardiness ......................................................31

Host Institution ....................................................................32
  Mailing Address ............................................................33
  Contact Person ................................................................33
A SINCERE WELCOME!

It is a great pleasure to welcome you to the Associated Colleges in China (ACC) & Fulbright-Hays GPA K-12 Chinese Language Teachers Institute, administered by Hamilton College and hosted by Minzu University of China (MUC). Established in 2008, the K-12 Teachers Institute offers unique programming, designed with three equally important goals in mind: to improve each participant’s respective language skills, develop a greater awareness and sensitivity to cultural knowledge and issues, and strengthen one’s pedagogical experience and training. Each aspect is equally important, and the daily schedule is carefully crafted so that each goal is given balanced attention. This handbook contains a great deal of information, which we hope you will find helpful as you prepare for the Institute this summer. We ask that you read these pages very carefully and follow all instructions. If you have any questions or concerns, please do contact us.

ASSOCIATED COLLEGES IN CHINA (ACC)

Faculty and Staff 2014-2015

Hong Gang Jin, Ph.D., ACC General Director, Field Director 1996-1999 and Summer 2004, ACC General Director from 1996 to now and Professor of Chinese, East Asian Languages and Literatures Program, Hamilton College. Also has teaching experience at the Chinese Summer School of Middlebury College and at the University of Illinois at Champaign-Urbana.


Qu Zhou, ACC K-12 Program Coordinator, Instructor of Chinese, M.A. in Chinese Pedagogy. Instructor of Chinese, Associated Colleges in China (ACC)

Kevin Fedewa, ACC K-12 Associate Coordinator, M.A. in Chinese Studies. Assistant Prof. of Chinese Studies, Wisconsin Lutheran College.

Shannon Jones, ACC Program Coordinator, Hamilton College, M.S. Information Design Technology, State University of New York Institute of Technology.

Nitsa Weld, ACC Program Coordinator, Hamilton College, B.A. in English, Lynchburg College. Eleven years at Hamilton, four years at ACC.

Local Chinese Language Instructors. ACC carefully recruits and trains local Chinese instructors with B.A. and M.A. degrees in various fields.

ACADEMIC PROGRAM

K-12: 2014 SUMMER PROGRAM TENATIVE SCHEDULE:

The next six pages provide a detailed daily schedule for this year’s program; however, it is only a tentative schedule and is subject to change.

Please note that participants should arrive in Beijing on or before the 20th of June and should schedule their return flight after 4 pm on Friday August 1st or later.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre</td>
<td>3/9 – 4/5</td>
<td>Participants Preview the 2014 Handbook</td>
</tr>
<tr>
<td>Week 1</td>
<td>4/6 – 4/12</td>
<td>学员自我介绍，互相认识，Participant Introductions</td>
</tr>
<tr>
<td>Week 2</td>
<td>4/13 – 4/19</td>
<td>完成调查表，Complete Pre-program Survey</td>
</tr>
<tr>
<td>Week 3</td>
<td>4/20 – 4/26</td>
<td>阅读手册，答疑，2014 Handbook Q&amp;A Discussion</td>
</tr>
<tr>
<td>Week 4</td>
<td>4/27 – 5/3</td>
<td>熟悉课本，Preview Textbook</td>
</tr>
<tr>
<td>Week 5</td>
<td>5/4 – 5/10</td>
<td>完成期中教案设计，Complete Mid-term Teaching Demonstration’s Lesson Plan</td>
</tr>
<tr>
<td>Week 6</td>
<td>5/11 – 5/17</td>
<td>准备期中教学示范，Continue Preparation for Mid-term Teaching Demonstration</td>
</tr>
<tr>
<td>Week 7</td>
<td>5/18 – 5/24</td>
<td>开始准备 K-12 教学论坛五分钟演讲的选题，Select Topic and Begin Preparation for K-12 Educational Conference 5 Minute Final Speech</td>
</tr>
<tr>
<td>Week 8</td>
<td>5/25 – 5/31</td>
<td>汉办志愿者交流会分组选题，Group Selection/Topic Selection for Hanban Volunteer Meeting at Beijing Normal University</td>
</tr>
<tr>
<td>Week 9</td>
<td>6/1 – 6/7</td>
<td>汉办志愿者交流会分组讨论，Group Work for Hanban Volunteer Meeting at Beijing Normal University</td>
</tr>
<tr>
<td>Week 10</td>
<td>6/8 – 6/14</td>
<td>Skype 说明会，Skype Meetings</td>
</tr>
<tr>
<td>Week 11</td>
<td>6/15 – 6/22</td>
<td>Sun. 15 Mon. 16 Tues. 17 Wed. 18 Thurs. 19 Fri. 20 Sat. 21 Sun. 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All participants arrive before 3pm, Campus Tour and Ice Breakers, Opening Ceremony, Entrance Exam, and Interviews</td>
</tr>
</tbody>
</table>

Schedule is tentative and subject to change.
## 2014 K-12 Chinese Language Teachers Institute for Non-Native Speakers of Chinese
### Week 1

<table>
<thead>
<tr>
<th>GOALS</th>
<th>8:00-8:50</th>
<th>9:00-9:50</th>
<th>10:00-10:50</th>
<th>11:00-11:50</th>
<th>12:00-1:20</th>
<th>1:30-3:00</th>
<th>ASSIGNMENTS (due following day)</th>
</tr>
</thead>
</table>
| **Mon. 6/23** | 1. List the 5 C’s & 3 Modes of Communication.  
2. Negotiate the meaning of 5 C’s & 3 Modes of Communication.  
3. Introduce Thematic Unit & Backwards Design. | 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Lunch | Teaching Lecture 1: Standards |
| **Tues. 6/24** | 1. Explain briefly the current state of Chinese Education.  
2. Evaluate American Education system.  
3. Compare American and Chinese Education Systems | 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Lunch | Cultural Lecture 1: Calligraphy |
| **Wed. 6/25** | 1. Discuss observed classes in regards to the 5 C’s & 3 Modes of Communication.  
2. Discuss with local teachers the problems they face in education.  
3. Compare observed class with one’s own class. | Observation of Public Primary School | Notes: Experiences have varied from year to year; however, participants should:  
1. Prepare an English lesson. (More details and example lesson plans will be provided.)  
2. Prepare questions to ask the local teachers.  
3. Record local teachers’ responses and prepare to share on Friday. | Chinese Table 1 | Visit to BLCU's Bookstore |
| **Thur. 6/26** | 1. Discuss observed classes in regards to the 5 C’s & 3 Modes of Communication.  
2. Discuss with local teachers the problems they face in education.  
3. Compare observed class with one’s own class. | Observation of Private Primary School | Notes: Experiences have varied from year to year; however, participants should:  
1. Prepare an English lesson.  
2. Prepare questions to ask the local teachers.  
3. Record local teachers’ responses and prepare to share on Friday. | Lunch | Introduction to Participant Led Group Discussions and Selection of Group Topics |
| **Fri. 6/27** | 1. Describe the principles of backwards design, list thematic unit designs steps.  
2. Select themes & sub-topics.  
3. Use proper email format when composing a formal email. | 1-on-1 Training | 1-on-1 Training | Large Class | Social Issue Discussion 1: State of Education in China | Lunch | Teaching Lecture 2: Backwards Curriculum Design |

Schedule is tentative and subject to change.
<table>
<thead>
<tr>
<th>GOALS</th>
<th>8:00-8:50</th>
<th>9:00-9:50</th>
<th>10:00-10:50</th>
<th>11:00-11:50</th>
<th>12:00-1:20</th>
<th>1:30-3:00</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain the positive effects of corrective feedback in SLA.</td>
<td>1-on-1 Training</td>
<td>1-on-1 Training</td>
<td>Large Class</td>
<td>Drill Class</td>
<td>Lunch</td>
<td>Individual Meetings with Coordinator</td>
<td></td>
</tr>
<tr>
<td>2. List principles &amp; techniques of providing correction.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Use techniques to correct.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Use formal language to give a presentation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Make simple Chinese knots.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon. 6/30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Introduce and list various park activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstrate and participate in a couple park activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues. 7/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Host or actively participate in formal discussion on a professional topic.</td>
<td>Participant Led Group Discussion 1 and Hanban Volunteer Meeting Presentation Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Express opinions and share opinions on professional topic.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Use, share and discover useful classroom expressions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed. 7/2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. List strategies for benefits of using the target language in class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Introduce comprehensible input.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Make simple Chinese paper cuts and understand their place in Chinese culture.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Judge correct &amp; incorrect pronunciation.</td>
<td>1-on-1 Training</td>
<td>1-on-1 Training</td>
<td>Large Class</td>
<td>Drill Class</td>
<td>Lunch</td>
<td>Teaching Lecture 2: Tones and Pronunciation</td>
<td></td>
</tr>
<tr>
<td>2. Use technical language to talk about pronunciation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Describe common difficulties, their reasons, and teaching strategies.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Schedule is tentative and subject to change.
### 2014 K-12 Chinese Language Teachers Institute for Non-Native Speakers of Chinese

#### Week 3

<table>
<thead>
<tr>
<th>GOALS</th>
<th>8:00-8:50</th>
<th>9:00-9:50</th>
<th>10:00-10:50</th>
<th>11:00-11:50</th>
<th>12:00-1:20</th>
<th>1:30-3:00</th>
<th>ASSIGNMENTS (due following day)</th>
</tr>
</thead>
</table>
| **Mon. 7/7**
1. List 5 Chinese taboos and their origins.
2. Explain and express opinion on taboos in American (or native) culture. |
| 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Lunch | Hanban Volunteer Meeting at Beijing Normal University |
| **Tues. 7/8**
1. Introduce pushed-output & its three functions.
2. Describe ways to encourage pushed-output.
3. Host or actively participate in formal discussion on a professional topic.
4. Express opinions and share opinions on professional topic. |
| 1-on-1 Training | 1-on-1 Training | Participant Led Group Discussion 2 | Lunch | | |
| **Wed. 7/9**
1. Discuss observed classes’ successes and failures in teaching tones & pronouns.
2. Evaluate observed classes’ use of pushed-output.
3. Compare observed class with one’s own class. |
| Visit School Year Abroad (SYA) | Note: Experiences have varied from year to year; however, participants should:
1. Prepare questions to ask the local teachers.
2. Record local teachers’ responses and prepare to share on Friday. | Lunch | |
| **Thur. 7/10**
1. Summarize TPRS & compare it with traditional teaching methods.
2. List TPRS steps & methods.
3. Use circular questions in lesson.
4. Create a framework for a TPRS story.
5. Present & express opinion on a social issue. |
| 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Lunch | Social Issue Discussion 2: |
| **Fri. 7/11**
1. Teach a class.
2. Use professional language to provide feedback on fellow participant’s Teaching Demonstration.
3. Share teaching experiences. |
| Mid-Term Teaching Demonstration | Note: (8:30-5:00) Participants should:
1. Prepare for demonstration according to the directions on the Lesson Plan Template. | | | | Chinese Table 3 |

Schedule is tentative and subject to change.
<table>
<thead>
<tr>
<th>GOALS</th>
<th>8:00-8:50</th>
<th>9:00-9:50</th>
<th>10:00-10:50</th>
<th>11:00-11:50</th>
<th>12:00-1:20</th>
<th>1:30-3:00</th>
<th>ASSIGNMENTS (due following day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 7/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. Explain teaching characters' importance.  
2. Compare methods of studying characters.  
3. List steps & strategies to study characters. | 第十课 汉字教学 | 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Lunch | Teaching Lecture 4: Characters |
| Tues. 7/15 |            |           |             |             |            |      |                               |
| 1. Continue to improve formal speech.  
2. Host or actively participate in formal discussion on a professional topic.  
2. Prepare for Participant Led Group Discussion 3.  
3. Complete Daily Self-Assessment (see email). |
| Wed. 7/16 |            |           |             |             |            |      |                               |
| 1. Understand a technical user's guide.  
2. Describe how to operate an app.  
3. Compare and contrast American and Chinese social media apps. | 第十一课 随时随地交流与分享 | 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Chinese Table 1 | Children's Games |
| Thurs. 7/17 |            |           |             |             |            |      |                               |
| 1. Use set phrases while presenting.  
2. Define and list reading strategies.  
4. Point out common misunderstandings. | 第十二课 第二语言阅读策略：以中文为例 | 1-on-1 Training | 1-on-1 Training | Large Class | Social Issue Discussion: Chinese Table 4 | Teaching Lecture 5: Reading | 1. Check Daily Assignments.  
2. Prepare for Participant Led Group Discussion 3.  
3. Prepare Final 5 Minute Speech.  
4. Complete Daily Self-Assessment (see email). |
| Fri. 7/18 |            |           |             |             |            |      |                               |
| 1. Host or actively participate in formal discussion on a professional topic.  
2. Express opinions and share opinions on professional topic.  
2. Last preparations for Final 5 Minute Speech. |

*MOVIE NIGHT 3*

Schedule is tentative and subject to change.
<table>
<thead>
<tr>
<th>Schedule is tentative and subject to change.</th>
</tr>
</thead>
</table>

### 2014 K-12 Chinese Language Teachers Institute for Non-Native Speakers of Chinese  
#### Week 5

<table>
<thead>
<tr>
<th>GOALS</th>
<th>8:00-8:50</th>
<th>9:00-9:50</th>
<th>10:00-10:50</th>
<th>11:00-11:50</th>
<th>12:00-1:20</th>
<th>1:30-3:00</th>
<th>ASSIGNMENTS (due following day)</th>
</tr>
</thead>
</table>
| Mon. 7/21 | 1. Use studied texts, set phrases, vocabulary, etc., to present a formal speech on teaching Chinese.  
2. Introduce a speaker. | K-12 Educational Conference, Final 5 Minute Speeches | Notes: Participants will:  
1. Participants will introduce fellow participants.  
2. Present.  
3. Answer questions from the audience. | Lunch | 1. Check Daily Assignments.  
3. Complete Daily Self-Assessment (see email). |
| Tues. 7/22 | 1. Explain the 3 steps of task-based instruction.  
2. List task-based instruction’s 5 essential parts.  
3. Analyze and create tasks. | 第十三课 任务教学设计 | 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Lunch | Cultural Lecture 3: Chinese Knots | 1. Check Daily Assignments.  
3. Complete Daily Self-Assessment (see email). |
| Wed. 7/23 | 1. Explain new words from the text.  
2. Guess new word’s meanings.  
3. Describe relationships between pop culture, new words, and the internet.  
4. Use new words.  
5. Sing pop songs. | 第十四课 中国流行新词 | 1-on-1 Training | 1-on-1 Training | Large Class | Drill Class | Lunch | Cultural Lecture 4: Pop Songs | 1. Check Daily Assignments.  
2. Prepare Final Teaching Demonstration.  
4. Complete Daily Self-Assessment (see email). |
| Thur. 7/24 | 1. Host or actively participate in formal discussion on a professional topic.  
2. Express opinions and share opinions on professional topic.  
| Fri. 7/25 | 1. Teach a class.  
2. Use professional language to provide feedback on fellow participant’s Teaching Demonstration.  
3. Share teaching experiences. | Final Teaching Demonstration | Notes: (8:30-5:00) Participants should:  
1. Prepare for demonstration according to the directions on the Lesson Plan Template. | Chinese Table 5 | 1. Last preparation for Final Teaching Demonstration. |
### 2014 K-12 Chinese Language Teachers Institute for Non-Native Speakers of Chinese

#### Week 6

<table>
<thead>
<tr>
<th>GOALS</th>
<th>8:00-8:50</th>
<th>9:00-9:50</th>
<th>10:00-10:50</th>
<th>11:00-11:50</th>
<th>12:00-1:20</th>
<th>1:30-3:00</th>
<th>ASSIGNMENTS (due following day)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mon. 7/28</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. Teach a class.  
2. Use professional language to provide feedback on fellow participant’s Teaching Demonstration.  
3. Share teaching experiences | Final Teaching Demonstration | | | | | | |
| Notes: (8:30-5:00) Participants should:  
1. Prepare for demonstration according to the directions on the Lesson Plan Template. | | | | | Lunch | | 1. US Dept. of Ed. IRIS Assessment (done online, check for emails)  
2. Program Evaluations |
| **Tues. 7/29** | | | | | | | |
| | Commencement | | | | | | |
| | Exit Exam | Individual Talks with Coordinator | Lunch | | End of Term Cultural Excursion | | |
| **Wed. 7/30** | | | | | | | |
| | End of Term Cultural Excursion | | | | | | |
| **Thur. 7/31** | | | | | | | |
| | End of Term Cultural Excursion | | | | | | |
| **Fri. 8/1** | | | | | | | |
| | End of Term Cultural Excursion | Return from Cultural Excursion | | | | | |

Schedule is tentative and subject to change.
INTRODUCTION TO THE PROGRAM:

Definition of Terms

The language of any new cultural situation will likely have and use varying shades of meaning of shared terms. The very definition of the K-12 Teachers Institute presents such a cultural quandary. In the Chinese classroom, the teacher-student relationship is clearly delineated; yet the K-12 participants who assume the role of student, i.e. you, are often experienced teachers themselves. This brings to the fore the question of professional address. In China, all students refer to their teachers as 老师; yet to the newly appointed ACC staff instructor, who may very well be years younger than his/her students and possess less teaching experience, this can be an exceedingly uncomfortable proposition. The natural tendency may be for that teacher to refer to you as 老师. We have decided on the terms of 老师 for the teachers who instruct you in the classroom and 学员 for the participants, i.e. you. While your teacher will refer to you by name in class; outside this prescribed setting, you may be directly addressed as 老师, depending upon the level of comfort of your teachers.

K-12: A Unique Program

The K-12 Institute shares many similarities with the longstanding ACC program for college students and the more recent Field Studies (FS) program: commitment to high quality teaching and programming with a low teacher-student ratio, strict adherence to the language pledge, optimization of the immersion experience, to name a few. The three summer ACC programs are all housed at Minzu University concurrently, and use many of the same resources. We share dorm facilities, language resources, classroom space and have the opportunity to participate in some extracurricular activities together. All program participants are expected to adhere strictly to their respective language pledges. As such, this manual contains information that applies to all ACC programs.

There are, however, a number of differences that define the K-12 Institute as a unique program. While our paths may cross regularly with other program members, we are on completely different schedules. In general terms, our language classes are held in the morning, workshops, lectures, presentations and discussion groups in the afternoon, and pronunciation classes and office hours in the evenings. The weekends tend to be less structured, though no less demanding, as there is always preparatory work to do. The following pages provide an introduction to the classes and activities for this summer. Please reference the tentative schedule for class times. Information regarding classrooms will be provided upon arrival.

PROGRAM OBJECTIVES AND ANTICIPATED RESULTS

Objectives目标：K-12教师培训项目的目标是：The objectives of the K-12 Chinese Language Teachers Institute are to:

- Refresh and expand participants’ Chinese language skills through highly interactive and task-based courses.
- 帮助学员进一步提高汉语教学水平
• Improve and further develop participants' knowledge and skills in Chinese language instruction.

• 通过一系列的参观活动、文化讲座、文化活动以及文化旅行，丰富学员对中国文化及中国社会现状的了解和认识

• Further participants' knowledge about Chinese culture and education practice through a series of well-organized lectures and tours.

**Expected Learning Outcomes 预期结果：**

By the end of the program, we expect that all participants will make gains in the following areas:

• 学员能用目标语对各种相关专业话题阐述观点、发表演讲、进行讨论。Participants will be able to use the target language to express opinions, present speeches, and participate in discussions on a variety of professional topics.

• 学员能进行以标准为本的主题单元设计，创造有意义的课堂教学与活动；并能根据课文设计多种任务，以此评估学生的习得情况。Participants will be able to design and deliver standards-based thematic-units, to create meaningful lessons and activities, and design various tasks to assess language performance of students.

• 学员能用目标语介绍当前中国的社会热点话题、文化活动以及文化现象， 并能在非正式场合运用目标语就这些话题发表看法，交流意见、进行讨论。Participants will be able to present current hot button issues in Chinese society, cultural movements and cultural phenomenon. Furthermore, participants will be able to use the target language to express their own opinions, exchange ideas, and engage in discussion about these topics in an informal setting.

• 学员能够介绍中国学校的课堂情况以及中国的教育制度与现状。Participants will be able to introduce the state of Chinese elementary schools as well as the current condition of Chinese education.

• 学员能创作相关中国传统文化艺术作品，能在今后课堂教学中运用了解的相关艺术。Participants will be able to create traditional Chinese art and craft works and be able to use or introduce these works in future classroom activities.
PROGRAM CLASSES AND ACTIVITIES 项目活动简介:
K-12项目为期6周的学习不但有语言课的学习，还有各种专业教学工作坊、教师自行组织的教学活动和文化体验活动，各项活动的设计、组织与安排，都是围绕5个C（交际功能、文化学习、文化比较、社区运用、学科联系）为中心，以提高学员在理解诠释、人际交流及表达演说三方面的的能力为出发点。以下是各项主要活动的介绍。

The six week K-12 program will not only provide Chinese language training, but will also include a variety of professional development workshops, instructor organized educational activities and cultural immersion activities. All activities have been designed, organized and planned with the 5 C’s as defined by the National Standards for Foreign Language Teaching (Communications, Cultures, Connections, Comparisons and Connections) as their core and use enhancing the participants’ abilities in the three modes of communication (Interpersonal, Interpretative and Presentational) as their foundation. Below are introductions for each of the program’s activities.

1. Chinese Language Classes 语言学习课

简介Introduction：学期共学习14篇课文（其中十篇教学篇，四篇文化篇），每周 3 次语言学习课。上课形式：单班课、大班课、小班课或讨论课。A total of 14 texts will be covered during the six-week summer term (ten of which are focus on pedagogy, four focus on culture.) Every week will have three days of language training and will be divided into three class styles: 1-on-1 training, large class, and drill class or small group discussion.

表2

<table>
<thead>
<tr>
<th>教学篇 On Pedagogy:</th>
<th>文化篇 On Chinese Culture:</th>
</tr>
</thead>
<tbody>
<tr>
<td>以标准为本的语言教学</td>
<td>中国流行新词</td>
</tr>
<tr>
<td>目标语教学与可理解输入</td>
<td>华人禁忌</td>
</tr>
<tr>
<td>反向课程设计与主题单元</td>
<td>中国教育之现状</td>
</tr>
<tr>
<td>语音与声调教学</td>
<td>教你如何玩转微信</td>
</tr>
<tr>
<td>第二语言教学中的纠错反馈</td>
<td></td>
</tr>
<tr>
<td>故事情景教学法</td>
<td></td>
</tr>
<tr>
<td>任务教学设计</td>
<td></td>
</tr>
<tr>
<td>第二语言阅读策略</td>
<td></td>
</tr>
<tr>
<td>汉字教学</td>
<td></td>
</tr>
<tr>
<td>教学互动策略及有效输出</td>
<td></td>
</tr>
</tbody>
</table>
目标 Objectives:

- 通过不同形式的语言课，从多方面培养学员在理解诠释、人际交流、表达演说三方面的能力。Through different classroom styles of language training, enhance the participants’ interpersonal, interpretative and presentational communication abilities.
- 丰富学员在教学理论方面的知识，加深学员对于当前中国文化的认识。Strengthen and expand participants’ knowledge of pedagogical theories and practices and deepen the participants’ understanding of current Chinese culture.

预期结果Expected Learning Outcomes:

- 学员能提升目标语的理解诠释、人际交流、表达演说三方面的能力。Participants’ interpersonal, interpretative and presentational communicative abilities will improve.
- 学员能用目标语介绍某一教学理论，阐述自己的认识，并能在自己的教学中运用该理论。Participants will be able to introduce a pedagogical theory, expand personal understanding of the theory and use the theory in future classroom instruction.
- 学员能介绍和所学课文有关的文化现象，发表自己的看法，并能在今后的教学中有效利用相关材料。Participants will be able to introduce the cultural phenomenon discussed in the four texts, express their opinion about the phenomenon and be able to use or introduce related material in future classes.

要求 Requirements:

- 认真预习课文，完成单班课，讨论课作业。Diligently preview the assigned text, complete assigned homework for both 1-on-1 class and small group discussion class.
- 积极参与，配合老师完成教学任务。Actively participate to the best of one’s abilities, work with the instructors to complete assigned tasks. 根据 Can Do Statements 反思当日学习结果。According to each day’s “Can Do Statements” evaluate and reflect on one’s own abilities.

2. 专业教学工作坊 Professional Development Workshops

简介：项目会组织8次讲座5次教学讲座，3次文化讲座，一般从下午1:30开始，每次1个半小时。Introduction: The program will organize 6-8 lectures: five pedagogically focused and three culturally focused. Lectures will be an hour and a half in length and will begin at 1:30 p.m.
教学讲座 Pedagogical Workshop Topics:

- 教学标准简述
- 反向课程设计与主题单元
- 阅读策略
- 语音与声调教学
- 汉字教学

目标 Objectives：通过教学讲座让学员能更深入了解相关教学理论。Through pedagogical lectures, participants will be able to deepen their understanding of a variety of pedagogical theories.

预期结果 Expected Learning Outcomes：学员能阐释与当天讲座相关的话题。Participates will be able to explain and discuss each lecture’s topic.

要求 Requirements：讲座以前认真阅读讲义，讲座时认真参与，积极讨论。Before each lecture, read and consider the provided materials. During class diligently participate and discuss.

表3 教育讲座时间安排 Workshop Schedule（暂定）

<table>
<thead>
<tr>
<th>时间</th>
<th>教学讲座主题</th>
<th>演讲者</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/23</td>
<td>以标准为本</td>
<td>Former CLASS President 竹露茜</td>
</tr>
<tr>
<td>6/27</td>
<td>反向课程设计</td>
<td>竹露茜</td>
</tr>
<tr>
<td>7/4</td>
<td>语音</td>
<td>BLCU 金晓达</td>
</tr>
<tr>
<td>7/14</td>
<td>汉字教学</td>
<td>Hamilton College 靳洪刚</td>
</tr>
<tr>
<td>7/17</td>
<td>阅读策略</td>
<td>Univ. of Iowa 麦文贤</td>
</tr>
</tbody>
</table>

3. 集体讨论会 Participant Led Group Discussions

简介 Introduction：学员与老师一起就某些在教学过程中大家都感兴趣的，实用性高的话题发表意见，进行讨论。

Group discussions will provide an opportunity for participants and instructors express ideas on useful, interesting topics in Chinese Pedagogy and engage in discussion. Group discussion
classes will be held in two separate formats.

集体讨论：学期初选择4个大家在教学过程中最感兴趣，实用性最高的话题作为讨论课主题，三位学员一组负责一个讨论会的主持工作。每次讨论会，主持人提前准备讨论会内容，生词表，安排讨论会流程。讨论会过程中带动大家一起参与讨论，提供意见，讨论会以后主持人汇总讨论会的讨论结果。做书面总结。学期结束讨论会的汇总资料作为教学资源分享给每位学员。每次讨论会时长1个小时20分钟。往年讨论会话题参考：如何设计课堂任务与活动、教学评估方法、课堂内外多媒体的使用、如果营造课堂气氛、如果进行课堂管理。Participant Led Group Discussions: Participants will select four useful and interesting topics within the field of Chinese Pedagogy. Groups of three participants will be responsible for organizing and hosting a 1 and ½ hour-long group discussion. For each discussion, the hosting group of three participants will also be responsible for preparing the content of the discussion, creating a vocabulary list, and planning the discussions organization and procedure. During the discussion the hosting group will lead and facilitate discussion and the group’s members should present their opinions. After the discussion, the hosting group will write a brief summary of its results, which will be shared with all participants upon completion of the program. The past years’ discussion topics included: “Classroom Task and Activity Design”, “Assessment”, “Multi-media in the Classroom”, “Creating Classroom Atmosphere”, “Classroom Management”.

分组讨论：三位学员一位老师一组，就大家在教学过程中共同感兴趣的话题展开讨论。Small Group Discussion: Three participants along with one instructor will make up a group. The group will discuss a pedagogical issue that is of interest to the group.

目标Objectives:

- 培养学员在正式场合就专业问题进行理解诠释, 人际交流, 表达演说的能力。Train participants’ abilities in the three modes of communication within in a formal setting.
- 帮助学员解决在日常教学中常见的问题。Help students to solve daily pedagogical problems that arise in the classroom.

预期结果Expected Learning Outcomes: 学员能在正式场合就某个与课堂教学有关的专业话题发表看法，分享经验，展开讨论。Participants will be able to express their opinions, share experiences, and lead discussions in a formal setting.

要求Requirements: 主持人积极安排组织讨论会，参与者在讨论会时积极发言，并分享自己的经验。Hosting group actively organizes and plans the group discussion. Discussion participants actively speak their opinions and share their experiences.
4. 教学示范 Teaching Demonstration

简介 Introduction：每位学员在学期中和学期末要进行两次模拟真实课堂的教学示范。教学示范流程为：3分钟示范介绍，30分钟教学演示，7分钟集体点评讨论。Every participant will prepare and present two authentic teaching demonstrations, once at mid term and once at the end of the semester. The teaching demonstrations will follow the basic procedure: Three minutes of introduction, thirty minutes of demonstration, and seven minutes of group feedback and discussion.

期中教学示范 Mid-term Teaching Demonstration：学员根据学期前设计的教案完成一堂30分钟的教学示范。学员可以在示范过程中呈现并分享一些自己认为有用的教学技巧。每位同学展示完以后，其他同学要对该位同学的示范进行点评、提供建议。Participants will demonstrate the lesson which they began preparing during the preprogram period. Participant should share and present the techniques that they have used successfully in the classroom. After each demonstration, those observing will immediately provide feedback and suggestions.

期末教学示范 End of Term Teaching Demonstration：两到三位同学一组进行主题单元设计，每个组选择一个主题，每位组员负责主题下的一个子题，从教学设计到教学过程，运用学期所学的教学理论和教学策略。期末展示完以后，其他同学要对该组同学的示范进行点评、提供建议。Three participants will form one group. Each group will select a theme and each participant will select a relevant subtheme, design, and present a lesson. Participants should take into consideration all of the material learned during the K-12 program. After each demonstration, those observing will immediately provide feedback and suggestions.
目标Objectives:

- 为学员提供一个互相交流、学习的机会。Provide an opportunity for each participant to exchange ideas with other participants and study from each other.
- 让学员通过教学示范，进一步加深对所学教学理论与教学策略的理解，帮助学员为今后的教学作准备。Through the teaching demonstration, deepen the participants’ understanding of teaching strategies and theories in order to improve preparation of future classes.
- 让学员通过观摩其他学员的教学示范，了解更多教学技巧和教学活动。Through the observation of fellow participants’ teaching demonstrations, expand participants’ knowledge of teaching strategies and in class activities.
- 评估学员对所学理论的掌握程度。Evaluate the participants’ grasp of the pedagogical theories.

预期结果Expected Learning Outcomes:

- 学员能在教学过程中能运用所学教学理论和教学策略。Participants will be able to use studied theories and strategies in the classroom.
- 学员能在正式场合用目标语对课堂教学行为进行描述、评价和讨论。Participants will be able to use the target language to describe, evaluate and discuss an observed lesson within a formal setting.
- 学员能提高目标语教学的各项技能。Participants will be able to improve a variety of language abilities in the target language.

要求 Requirements:

- 示范前认真准备教案。尽量把所学教学理论贯穿到示范中。Before the teaching demonstration, diligently prepare for class and do one’s utmost to include the studied theories in the design of the teaching demonstration.
- 其他学员示范时，认真观摩。While other participants are presenting their teaching demonstration, thoughtfully observe.
- 观摩以后积极给予意见反馈，参与集体讨论。After the observation of the teaching demonstration, provide feedback and participate in discussion.

5.汉办志愿者交流会Meeting with Hanban Volunteer CFL Teachers

简介Introduction：学员为150位即将赴美的汉办志愿者（母语为中文的汉语教师）介绍美国中小学的教课情况，帮助汉办志愿者了解美国中小学教学环境，与汉办志愿者交
流中文教学的心得。Participants will present their personal experience with American elementary and middle schools to a group of approximately 150 Han Ban (Confucius Institute) volunteers. Participants will aid the volunteer’s understanding of American elementary and middle school classroom culture and environment as well as present what they have learned from teaching Chinese in the US.

目标Objectives:

- 为学员提供在正式场合用目标语进行表达演说的机会。Provide a formal setting in which to present a speech in the target language.
- 为学员创造与母语者就专业问题进行交流的机会。Provide an opportunity to discuss professional topics with native speakers.
- 评估学员的理解诠释、人际交流、表达演说的综合能力。Evaluate the participants’ abilities within the three modes of communication.

预期结果Expected Learning Outcomes：学员能在正式场合用目标语就专业问题发表看法,进行交流和讨论。Participants will be able to engage in discussions about professional topics in the target language within a formal setting.

要求Requirements:

- 交流会以前每位学员认真准备。Diligently prepare group speeches before the meeting.
- 交流会时把握难得的与同行交流的机会，主动与母语为中文的汉语教师交流。Take advantage of the opportunity to share aides with the volunteers, actively discussion Chinese pedagogy with native speakers.

表5 汉办志愿者交流会时间安排Schedule:（时间暂定）

<table>
<thead>
<tr>
<th>时间</th>
<th>任务</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/25-6/7</td>
<td>学员三人为一组，开始准备汉办志愿者交流会的报告（2013年报告内容参见表6）</td>
</tr>
<tr>
<td>6/30</td>
<td>交演讲稿</td>
</tr>
<tr>
<td>7/2</td>
<td>小组展示</td>
</tr>
<tr>
<td>7/7</td>
<td>北师大交流会</td>
</tr>
</tbody>
</table>
表6 2013汉办志愿者交流会流程

<table>
<thead>
<tr>
<th>时间</th>
<th>活动</th>
<th>具体安排</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 分钟</td>
<td></td>
<td>项目主任为汉办志愿者介绍 K12 项目</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director introduces ACC Summer Institute</td>
</tr>
<tr>
<td>6~10 分钟</td>
<td>学员每人做 30 秒钟的自我介绍</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brief individual participant introductions</td>
</tr>
<tr>
<td>15 分钟</td>
<td></td>
<td>全体学员通过小品的形式为汉办志愿者展示美国中小学真实的课堂</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participants Skit: the American classroom</td>
</tr>
<tr>
<td>25 分钟</td>
<td></td>
<td>学员分小组进行报告展示：</td>
</tr>
<tr>
<td></td>
<td>1 组报告内容： 课堂管理</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participant Group 1: Presentation - Classroom Management</td>
</tr>
<tr>
<td></td>
<td>2 组报告内容： 活动设计</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participant Group 2: Presentation - Creating Classroom Activities</td>
</tr>
<tr>
<td></td>
<td>3 组报告内容： 测试法</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participant Group 3: Presentation – Assessment</td>
</tr>
<tr>
<td></td>
<td>4 组报告内容： 多媒体运用</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participant Group 4: Presentation – Multimedia</td>
</tr>
<tr>
<td>60 分钟</td>
<td></td>
<td>学员分小组与志愿者自由交流座谈</td>
</tr>
<tr>
<td></td>
<td></td>
<td>break out into group discussion</td>
</tr>
</tbody>
</table>

6. K-12教学论坛演讲K-12 Educational Conference Speech (Final 5 Minute Speech)

简介Introduction：学期第五周，K-12会模拟一个中文教学会议，在会议上每位学员选择一个和中文作为第二语言教学有关的话题，发表5分钟的正式演讲，每位学员进行演讲以前，需要由另外一个学员作为主持人主持会议。每位学员演讲完，有三分钟的提问时间，老师和学员可以根据该学员演讲的内容进行提问。During the fifth week of the term, the program will simulate a Chinese Teachers Conference. During the simulation every participant will select one topic from within the realm of teaching Chinese as a second language, and present a five-minute formal speech. Before each speech, each participant will have an opportunity to introduce a fellow participant and act as the MC for their speech.
After each participant’s speech, the instructors and participants will engage in a Q and A session about the content of the speech.

目标Objectives:

- 为学员提供在正式场合用目标语主持会议，进行表达演说的机会。Provide an opportunity for participants to use the target language to host and present a formal speech.
- 评估学员的理解诠释、人际交流、表达演说的能力，评估学员对所学理论的掌握程度。Evaluate the participants’ abilities in the three modes of communication, and evaluate the participants understanding of the studied theories.

预期结果Expected Learning Outcomes:

- 学员能运用学期所学教学理论就某一与教学有关的话题进行正式的专业演讲。Participants will be able to use the studied theories and topics from the semester to present a formal speech.
- 学员能用目标语主持一场专业会议。Participants will be able to use the target language to serve as an MC for a speaker at a professional conference.

要求Requirements：交流会以前每位学员认真准备。Diligently prepare speeches before the simulation conference.

表7 K12 教学论坛演讲 时间安排Schedule:

<table>
<thead>
<tr>
<th>时间</th>
<th>任务</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/18-5/24</td>
<td>考虑演讲话题(2013年K12教学论坛演讲话题参见表8)</td>
</tr>
<tr>
<td>7/3</td>
<td>初稿（400字）</td>
</tr>
<tr>
<td>7/4</td>
<td>修改演讲稿</td>
</tr>
<tr>
<td>7/6</td>
<td>二稿+主持人介绍语，主持人总结语（600-700字）</td>
</tr>
<tr>
<td>7/14</td>
<td>终稿（800-1000字）</td>
</tr>
<tr>
<td>7/18</td>
<td>小组演</td>
</tr>
<tr>
<td>7/21</td>
<td>五分钟正式演讲</td>
</tr>
</tbody>
</table>
7. **Social Issue Discussion**

简介Introduction：学期共四次社会热点话题讨论，每次讨论会以前学员需要通过上网、采访等途径提前调查了解当前中国社会的热点话题，讨论会时，每位学员需要向别人介绍一个社会热点现象、一个社会热门事件或者热门新词。学员和老师一块就这些涉及的现象或者话题进行讨论。Within the six-week semester there will be four group discussions about current social issues in China. Before each of these discussions, participants should use Internet or interviews to investigate a current issue in China. Every participant will informally introduce current phenomenon, hot button issue or new slang/words. After the introduction, participants and instructors will discuss the topic.
目标Objectives:

- 通过社会热点讨论会，让学员了解当前中国社会热点，更新对于中国当前社会文化的认识。Through the discussion of hot button issues, help participants to understand current Chinese society and culture.
- 培养学员运用目标语搜集信息的能力。Improve the participants’ abilities to search out and collect information in the target language.
- 培养学员在非正式场合运用目标语就社会问题进行交流、讨论的能力。Improve the participants’ abilities to use the target language in an informal discussion.

预期结果Expected Learning Outcomes:

- 学员能运用目标语通过各种途径了解目标语国家的文化及社会情况。Participants will be able to use a variety of tools within the target language to improve their understanding of current society and culture.
- 学员能介绍当前中国的社会热点话题，并能在非正式场合运用目标语就这些话题发表看法，交流意见，进行讨论。Participants will be able to introduce a current hot button issue in Chinese society. In addition, participants will be able to express their opinions, exchange ideas and engage in discussion in an informal setting.

要求Requirements:

- 每次讨论会以前每位学员都应该认真搜集材料。Before each discussion, participants should diligently search out and collect material about the issue that they wish to discuss.
- 讨论会时大家都积极参与讨论。Participate actively during the discussion.
- 讨论会以后反思如何把讨论会时涉及的话题或者材料运用到今后的教学中。After each discussion, reflect on how to put knowledge of the discussed topic or material collected during the investigation of the discussed topic into future lessons.

8. 参观活动Visiting Local Schools:

简介Introduction: 学期有三次参观活动分别是：参观北京当地私立、公立学校、美国在京中文语言项目，观摩真实课堂，与学校老师与领导深入交流。Within the six-week term, there will be three trips to observe classes in local Chinese schools. Participants will observe authentic classes at a local public school, a private school and an American Chinese
language program. Participants will also have an opportunity to interact with local teachers and school administrators.

目标 Objectives:

- 为学员提供亲身体验中国学校语言课堂教学的机会。Provide opportunities for participants to personally experience a Chinese language class in a Chinese school.
- 通过观摩课堂、与当地教师交流让学员深入了解中国学校教育制度。Through the observation of classes and interaction with local teachers, deepen personal understanding of the Chinese educational system.

预期结果 Expected Learning Outcomes:

- 学员能够介绍中国的教育制度与现状。Participants will be able to introduce the current Chinese educational system and the state of Chinese education.
- 学员能够判断当天旁听的课在教学上的成败。Participants will be able to assess the success or failure of activities within the observed classes.
- 学员能够详细阐述旁听的课与自己课的异同。Participants will be able to provide a detailed comparison of the observed class with their own classes.

要求 Requirements:

- 观摩前，认真准备讨论问题。Before observation, diligently prepare questions for local schoolteachers and administrators.
- 旁听课时，注意课堂上的老师的教学方法。While observing classes, thoughtfully consider the teaching methods used by the local teacher.
- 旁听课后，利用难得的与当地同行交流的机会，主动发言，积极参与讨论。After observation, take advantage of the opportunity to interact with local teachers and actively engage in discussion with them.

9. 文化工作坊 Culture Workshops

文化讲座 Cultural Lectures:

- 中国剪纸
目标Objectives：让学员深入了解中国传统文化艺术，为今后的课堂教学搜集材料。Deepen the participants understanding of Chinese traditional arts and crafts and provide an opportunity to collect material for future classes.

预期结果Expected Learning Results：学员能创作相关中国传统文化艺术作品，能在今后课堂教学中运用了解的相关艺术。Participants will be able to create traditional Chinese arts and crafts, and use their understanding of the arts and crafts in future classes.

要求Requirements：认真参与 Diligently participate.

10. 文化旅行 Cultural Excursions:

简介Introduction：学期两次文化旅行，期中旅行会去北京近郊民俗文化村——爨底下，体验当地民风民俗。期末旅行会去一个中国有名的城市或者风景名胜区，进一步体验当地的文化，领略当地秀美山水。Within the six-week term participants and instructors will embark on two cultural excursions. During the middle of the semester, participants will travel to Chuan Di Xia, a small village on the outskirts of Beijing, to experience local culture and customs. At the end of the semester, participants and instructors will travel to another location outside of Beijing. Both excursions will provide a chance to relax and escape to crowded city life of Beijing.

目标Objectives:

- 让学员更深入的体验当地文化，领略秀美山水。Allow participants to experience first-hand local culture and enjoy natural beauty
- 让学员在紧张的六周学习时间里，能有机会到大自然放松心情。Allow participants to relax and recover from the intensive six-week program.
- 给学员提供另外一种搜集课堂材料的机会。Give participants another chance to search and collect material for future Chinese classes.

11. 其他文化体验活动 Other Cultural Experience Activities:

简介Introduction：项目会组织各种各样的文化体验活动，如：去公园遛早、观看中国传统杂技和现代话剧、每周一次的中国电影晚会，项目也会开设各种课外文化兴趣课，如：太极剑、麻将、流行歌曲课等。As part of the six-week program, there will be various activities aimed at experiencing local Beijing and Chinese culture. For example:
observing “early morning strolls”, Chinese Traditional Acrobatics, Modern Chinese Theatre, Weekly Movie Nights. In additional there will be additional opportunities to study Tai Qi, Ma Jiang, and pop songs.

目标 Objectives:

- 为学员提供尽可能多的接触、了解、体验中国文化的机会。Provide participants with as many opportunities as possible to come into contact with, understand, and experience Chinese culture.

- 给学员提供另外一种搜集课堂教学材料的机会 Provide participants with additional opportunities to collect material for future classes.

预期结果Expected Learning Results：学员能够介绍、讨论相关中国文化。Participants will be able to introduce and discuss the aspects of Chinese culture which they experienced and learned about.

12. 值班时间 Office Hours

Office Hours are held every evening from 7:00-9:00pm, with the exception of Friday and Saturday. Office Hours are designed to offer additional assistance with homework, presentations, and any other help that may be needed. This is a wonderful opportunity to receive individualized assistance, address specific questions, and further chat with faculty, one on one.

This tends to be a well-utilized resource, so there is often a line of students waiting for additional help. Please prepare your questions in advance so that everyone can be helped in a timely manner. If students are waiting to be seen, visits need to be limited to ten minutes, so that others know how long they will need to wait. Additionally, due to the intensity of the program, Office Hours do need to conclude at 9:00pm, so please plan accordingly.

13. 中文桌子 Chinese Table

While most meals are the responsibility of each individual participant, each week we will meet as a group for a communal luncheon, amongst ourselves or on occasion with other ACC community members. While it is an informal gathering, we may discuss a specific topic and/or share pedagogical materials.

PARTICIPANT RESPONSIBILITIES: Before, During, and After the Program

Good preparation always ensures that a given program will run more smoothly. To that end, we will actively use an online forum to prepare for the summer: to get acquainted, share materials and ideas, discuss issues and questions of mutual interest. Any issue or question you have will be a good one and can be raised at any time. While the weeks of spring are busy, please try to keep abreast of the online communication by checking for messages every few days and
participating as actively as possible. The online discussion forum is only as effective as its participants are engaged.

To make the most of your time in Beijing, please give careful thought now to exactly what you would like to glean from your experience. Are you hoping to enhance your knowledge of a specific field? Are you desiring to purchase a specific kind of material? Ask other teachers what goals they may have. Begin to plan now so that you can find ample time to pursue specific projects you may have in mind. We can discuss this as a group online, of course; everyone’s goals, however, will be slightly different, and it is good to think in concrete terms about your own now.

As you see from the tentative schedule, the weeks are full. Please think now about specific goals you would like to accomplish and how you may go about working to achieve them. Once the program gets underway, participants have found it difficult to pursue individual goals without the benefit of having preplanned. Additionally, we will have many opportunities once in Beijing to share pedagogical ideas and materials. Please give some thought now to sharing 4 or 5 concrete ideas, mini-lessons, if you will, that worked well for you. Do you have a good 1st Day activity? Do you employ particularly effective ways of teaching pinyin? How do you redirect inattentive students? Please bring all of these ideas, ready to share, and demonstrate. There will be ample opportunity throughout the program to do so!

We understand that teachers are very protective of their time, particularly during the summer. We would like every activity to be an edifying opportunity. Sometimes you may feel that a certain program or workshop does not directly apply to your own teaching situation. This may even be an inevitable reaction, given the fact that the group is expressly chosen for the diversity and richness in experience and background that each member brings to the group. The beauty of an immersion experience is that every activity is a cultural and language lesson in some form; content may vary in value from one person to the next. This is why reflection and evaluation after each activity are so vital. You may find, at the outset, that an activity does not relate directly to your own teaching experience and setting; yet in discussing and reflecting with others, you may derive value you had not thought of previously.

Some teachers have returned to the States upon completion of the program, wishing they had thought more about how to incorporate various areas of interest into their curricula, and realizing, only too late, that those resources are difficult to come by in the States. Although mentioned already but worthy of reiteration, please give thought to what resources you might want to gather while in China. As you can see from the schedule, it is both full and demanding. Give conscientious thought now to specific goals you may have so that they can be planned for while you are in Beijing. Once you arrive and the program begins, it is very difficult to find time to do other things. But if you have a plan in place, the possibility for its realization is far greater. Do you want to learn more about pop music? Do you want to learn more about morning park activities? Is cuisine a topic you’d like to develop in your curriculum? These are good things to be thinking about right now.

This is also a good time to mention another schedule-related issue. You may or may not know that daily tasks can be much more difficult to accomplish in China than the US. The schedule is tightly packed and neatly arranged, and it seems offers very little room for error. But it can and does creep in. A school may suddenly need to reschedule a visit; perhaps a classroom is suddenly no longer available for a lecture; or the photocopier stops functioning, just as you are printing copies for a presentation in a few minutes. All of these things have happened,
requiring an additional level of flexibility, understanding, and good planning. Combined with living in another culture and conversing in another language, mustering the understanding needed can be a daunting challenge. We are a small group; if everyone remains flexible and open-minded about change and adjustment, it will benefit the entire group. It is a tall order, but please try to expect and prepare for the unprepared.

The ACC staff does expect full attendance and active participation in all classes and pedagogical activities. In addition, in order to fulfill the terms of your scholarship, you will be required to complete evaluation forms at program’s end and offer assistance with program promotion. We will discuss this in more detail at program’s end.

Because the K-12 schedule is carefully designed to optimize the time together in Beijing, efficiency is key. Keep in mind that different classes are designed for different functions and purposes. Not all classes are designed for questions, but that does not mean ACC does not welcome them.

Listed below are the classes in which you should and should not ask questions:

- 大班 (dàbān) YES
- 小班 (xiǎobān) NO; write down your questions.
- 单班 (dānbān) YES

CLASS PARTICIPATION AND PREPARATION

One day of study at ACC is equal to approximately one week of study at your home institution. As such, preparation for the next day’s classes should be your top priority. Arriving to class late not only hinders your learning, but also is disrespectful toward your teachers and peers.

Though the ACC program is academically rigorous, we do not want you to spend all of your time studying and preparing for class. You are abroad, after all, and should take advantage of the many things China has to offer. Therefore, as with most other things at ACC, you must manage your time well. You can expect to spend 4-6 hours on preparation and homework in addition to the time you spend in class.

We will be up front and tell you that the first week at ACC may be tough because you have not yet become accustomed to the program. Afterwards, though, studying should come more easily as you develop the routine that works best for you. Listed below are 6 tips that will help you focus on what to prepare as well as how to study more effectively and efficiently:

1. Go over the lesson and familiarize yourself with the “story” before moving on to the vocabulary list.

2. Learn your vocabulary in context.

3. Listen to the digitized text at least two to three times before class. Try listening to the MP3s a few times right before you go to sleep.
4. Connect new words with their meanings and usage in the text.

5. Highlight the key sentence patterns in the text.

6. Practice characters in phrases and sentences. Since there are at least 60 new words daily, we do not recommend using flashcards because it takes too long to write the flashcards.

To reiterate, we strongly recommend that you start by reading the text first and looking up and highlighting the text’s 生词 (shēng cí – new vocabulary) as you go along. After reading the text, doing the homework is often helpful as it allows you to identify and practice the text’s important terms. It is best to practice the characters last. Language-learning success is the result of good preparation, a positive attitude, a sense of humor, and most importantly: active participation both in and out of class.

BUILDING COMPREHENSIVE LANGUAGE SKILLS

Listening comprehension is NOT sufficient, in and of itself – you must know how to express yourself and should therefore seek and exploit as many opportunities as possible to practice these skills. Talk with teachers and staff in the ACC building as well as other native speakers of Mandarin.

Experimentation is the key. You are a student of this language so don’t be afraid to use phrases or vocabulary with which you are unfamiliar. Your conversation partner will understand if you have made an error and will kindly correct you. In fact, you should always be prepared to have your speech corrected. This is not meant to intimidate or discourage you but rather to help improve your Chinese. Think of a correction as a gift that enriches your language life.

If you are unsure of how to say something, use simpler Chinese to describe what you want to say so that your teacher or friend can help you express yourself. Do not use avoidance strategies like employing the ever-awkward “Chinglish.” Try to make conversation, even when it is not “necessary” or “true.” Don’t say things like “我不知道” or “我不了解.”

When you are unsure about what other people are saying – Beijingers do speak with speed and with their own accent – use the context of the situation, original topic of conversation, etc. to make an educated guess as to what was said. Also, take care to observe where, when, to whom and how an expression is used and initiate questions. For example: “请再说” or “请教一个问题.”

Additionally, when expressing yourself aloud, remember: “Measure twice, cut once.” Take time and effort to express your thoughts in Chinese by using the right tones and pronunciation. Answer in complete sentences that include as many target vocabulary and sentence patterns as possible. This will not only increase your likelihood for success, but will also earn you an enthusiastic and genuine “很好！” from your 老师!

In any class, but particularly so in the K-12 program because all are or aspire to be Chinese teachers, there may be a sensitivity to individual language level. Always remember that your level of Chinese will differ from that of everyone else at ACC. Thus, you should be patient and
supportive of each other in class. Be accommodating of each other’s learning styles as well as ways of speaking and thinking. Since ACC students are often involved in team work or group projects, being a good conversation partner who respects others’ opinions is crucial to preserving a healthy and harmonious learning and living environment. If you should disagree with your conversation partner or teacher, try to redirect the conversation and focus on language use rather than opinions.

**Final point:** Carry a small notepad at all times. Use it to record any questions you have and any new words or phrases you pick up throughout the day (especially helpful in remembering slang).

---

**LEARNING STRATEGIES**

Language strategies are the steps or actions you consciously take to improve your ability to learn a second language. Thinking in terms of strategies for dealing with different elements of language (listening, speaking, reading and writing) helps to make language learning a more manageable process.

First, you must use Good Language Learners’ Strategies (Rubin and Thompson, 1982). This means you should be proactive – take charge of your own learning. Additionally, you should develop a “语感” (feel) for the language by experimenting with its grammar and words. To accomplish this, create your own opportunities for practicing the language both within and outside the classroom. Speak as much as possible and whenever you can. Moreover, you should learn to live with uncertainty by not getting flustered. Continue to talk or listen even if you do not understand everything at hand. Learn to make intelligent guesses and pay attention to contextual clues. To better recall what you have learned, employ mnemonics and other memory strategies. Lastly, make errors work for you rather than against you. Learn from them and welcome others’ corrections.

Second, it is crucial stay positive. Frustration in an intensive environment is a perfectly normal feeling and important to experience and work through. Anticipate language shock and fatigue, which may manifest itself in a number of different ways: getting angry, not caring, giving up, and avoiding things. ACC suggests the following activities, should you feel yourself suffering from language shock and/or fatigue: work out, take a break, talk to your parents and friends via e-mail, read less difficult language materials as a reminder of your accomplishments and hard work, listen to your favorite music, take a walk, keep a journal, or discuss your situation with the Director.

**Good Listening Comprehension Strategies and Pre-Departure Listening Activities:**

- Strategies:
  - Comprehend the message without understanding every word
  - Listen for key words
  - Play the game of probabilities, inference, and educated guessing
• Try to predict what the speaker will say

Activities:
• Listen to recordings from China over the internet
• Check out movies in Chinese
• Go to a Chinese restaurant and chat with the waiter/waitress
• Find TV programs, CDs, and songs in Chinese and try to understand what is said

Good Speaking Strategies and Pre-Departure Listening Activities:

Strategies:
• Keep the conversation going
• Overcome the fear to speak by reading aloud
• Read both easy and more challenging materials
• Borrow words
• Elaborate with the words you know
• Use descriptions
• Act out or draw the word
• Ask for help
• Be persistent about making new friends

Activities:
• Set a time to speak with your classmates
• Spend a day with a native speaker, if possible
• Go to a Chinese restaurant and chat with servers
• Offer language exchange with someone from China

Reading and writing: Use your textbooks and the Internet for readings and write in Chinese what you do and how you feel in the pre-departure period.

ACC RULES AND REGULATIONS

Every organization needs some regulations in order to function effectively. The administration of the ACC program has tried to minimize these because we plan to treat you as serious and mature adults who do not need a written rule for every occasion. Nevertheless, for your own protection, and to support the goals of the program, some guidelines are necessary. We include these here so that you fully understand in advance the intensity of our program and what our regulations are. While these regulations are written for the ACC programs as a whole, we do feel they should be included for K-12 participants, as well. They will help you better understand the ACC program as a whole; and it is important to know that, while you may not feel they directly affect you, the rules that apply to ACC apply to K-12, as well.

Language Pledge

Only Chinese will be spoken, especially with other members of the group, roommates, teachers and staff as well as other people you may encounter while you are an ACC participant. This is the Program’s most important regulation and constitutes the very backbone of its philosophy. The purpose of the Language Pledge is to help you become immersed in the
language and to encourage you not only to speak Chinese but to think in Chinese, as well. When participants speak English, full immersion into the language is not possible and the learning process is impeded.

You should not consider reverting to English or any other language other than Mandarin Chinese at any time during the program unless you really must speak to someone who doesn’t understand Chinese or are faced with emergency situations. Failure to adhere to the Language Pledge will result in disciplinary action:

**First offense:** written warning  
**Second offense:** one full grade reduction for a course taken in that term  
**Third offense:** expulsion from the program

Participants who are unable to observe this rule faithfully should not be with our Program. The ACC Committee is charged with confirming the expulsion of any student who does not conform to the Language Pledge.

The Language Pledge becomes effective immediately proceeding the ACC orientation meeting at the start of each term. Participants are asked to sign a pledge at that time. Because the Pledge is such an integral part of the program, we include a copy on page 36 for your reference so that you can have a full understanding to what you commit.

**Honor Code**

Any form of academic dishonesty—cheating, falsification, misrepresentation, forgery, or plagiarism—is a serious offense in any academic community. In the ACC program, such dishonesty will normally result in removal from the course, expulsion from the Program, or both. It is essential, therefore, that every student understands the standards of academic honesty.

Plagiarism is a violation of intellectual honesty. The practice of intellectual honesty is the foundation of an academic community. Effective evaluation of student work and helpful instruction can take place only in an environment where intellectual honesty is respected. Plagiarism represents a failure to acknowledge the source of ideas or language gained from another person when used in any paper, exercise, or project submitted in a course. All participants will sign an Honor Code upon arrival.

In all cases, the Field Director reserves the right to suspend a student whose academic work or social conduct warrants such an action.

**Miscellaneous Information Regarding Class Behavior**

Please be culturally sensitive and respectful. For example: do not bring breakfast to class; turn off your mobile phone; do not rest your feet on desks or tables; knock on the door before entering a space that is not your own room (especially the office); and use both hands to submit and receive an assignment or gift. Please remember that what one culture values, another culture may not value as much (or at all).
Also, try not to be overly sensitive. In China, it is acceptable to ask people about their family life and wages, among other topics. You may also be asked questions like: “Are you considered fat in the US?” You will probably hear conversation about topics western cultures deem inappropriate, such as 拉肚子 (lādùzi – diarrhea). On the other hand, your Chinese acquaintances may not be as enamored as you to discuss the politics of the day. When in conversation, remember: “When in Rome…” (入境随俗 rùjìng suísú). The powers of observation when experiencing another culture are exceedingly instructive.

Be cooperative, even when you are not fully prepared, interested in a topic, or in a good mood. Always be active and energetic in class, and participate in discussion. Be realistic about the goals you set for yourself. Try not to disrupt the harmony of the learning environment. If you have to leave the classroom, ask politely to excuse yourself. Exit and re-enter as quietly as possible.

**Absences and Tardiness**

One day of study at ACC is equal to one week elsewhere, so you will always want to optimize class time. One missed class is enough to make you feel lost the following day. Adjust your lifestyle accordingly to manage your time so that you make the most of your experience here. Be punctual when attending class; if you are five minutes late, you will lose 1/3 of your attendance grade. If you are late three times, you will lose your entire attendance grade.

Only the most serious circumstances should prevent you from completing daily class preparations and attending every class and pedagogical activity. Our instructors have been told that you are an extremely hardworking group, so they will expect you to be serious and conscientious participants. We intend to enforce the regulations concerning attendance and class preparation strictly. Please note: any travel that entails missing classes will not be allowed.

If you are sick, please give advance notice of absence from class and make sure that your homework is completed and submitted on time. Make-up class may be arranged with your one-on-one teacher. Additional assignments will be given to accommodate any missed classes. If you have 4 or more unexcused absences from class sessions, you will lose your performance grade.

The Field Director in Beijing reserves the right to suspend a student whose academic work warrants such action.

Quizzes and dictations are not made up. Be sure to make up your missed work when you recover from your illness. Handing in *any* assignment late will result in the respective reduction of points from your grade. Lastly, read the weekly schedule carefully and plan your time accordingly.
HOST INSTITUTION

Minzu University of China (MUC) is one of China’s most important comprehensive universities, one of 38 key universities receiving direct development support from the Chinese government. The goal of MUC is to become ‘one of the first-class ethnic universities in the world.’ Minzu University is advantageously located in a bustling urban district of Beijing; transportation is exceedingly convenient. There are many buses and a subway line just outside the front gate of MUC. MUC is situated in the university district, near the National Library of China to its south, and the Chinese ‘Silicon Valley’-Zhongguancun High-Technology Industry Base to its north. The campus is lovely and gardenlike, an atmosphere rarely seen in northern China.

MUC boasts a comprehensive set of academic disciplines, and its ethnic influence, highly distinctive. Humanities is its main focus and ethnic studies, its defining specialization, with courses encompassing liberal arts, science, engineering, medical science, management, education, finance and economics, politics and law, physical education, art and so on. At present, MUC has 23 colleges and 5 departments, 55 bachelor’s degree programs, 64 master’s degree programs, and 25 doctoral degree programs. Its ethnology, Chinese ethnic minority language and literature, Chinese ethnic minority art programs rank among the best in China and are world renowned.

MUC is also one of the most well-known institutions for the teaching of Chinese as a foreign language in China. It is one of the first eight universities in China to enroll international students and begin teaching and researching Chinese as a foreign language. All majors at MUC are open to international students. Today, MUC has a faculty of 2,014 members, among them 1040 are full-time teachers, including 510 professors and associate professors.

At MUC, multiple cultures coexist harmoniously. Not only does it have high-quality, top-level faculty of many ethnic backgrounds, 60% of its 15,046 full-time students are ethnic minorities, as well. It is the only university in China where all of China’s 56 ethnic groups are represented in its faculty and student body; it is a university community that interacts harmoniously.

MUC’s College of International Education (CIE) is a special agency in charge of the recruitment of Chinese teaching and its oversight, as well as service to all international students at MUC. CIE is responsible for Chinese language programs, a bachelor’s degree program in Chinese for international students, a master’s degree program on Teaching Chinese to Speakers of Other Languages and a doctoral degree program on Globalization of Chinese Language (International Chinese Language Education). At present, there are more than 200 international students at CIE pursuing various programs. In recent years, the college has focused on diverse teaching methods such as ‘Great Wall Chinese’ multi-media teaching method, ‘Intensive Training’ and ‘Experiencing Teaching.’ There are 23 teachers engaged in teaching and research, including 10 professors and associate professors. For more than 10 years, well over half of the teaching faculty has experience in teaching Chinese as a foreign language.

The Chinese language program is conducted in small classes, each of which holds around 15 students. The college designates two after-class tutors for each class so as to help students reinforce what they have learned in class. Both the Chinese language program and the bachelor’s degree program in Chinese attach importance to international students’ skills in Chinese listening, speaking, reading and writing.
Mailing Address: ACC K-12
College of International Education
Minzu University of China
27 South Zhongguancun Street
Haidian District, Beijing 100081
Telephone: 86-10-65959258/68934344/68933263
Email: accbj2001@yahoo.com

ACC K-12 Program
中央民族大学国际教育学院
北京市海淀区中关村南大街27号（邮编：100081）
电话：86-10-65959258/68934344/68933263
Email: accbj2001@yahoo.com
传真：010-68933459
学院网站：http://cie.muc.edu.cn
学校网站：http://www.muc.edu.cn

Contact person: Lijing Zheng (accbj2001@yahoo.com)
Tele: 86-10-65959258 Fax: 86-10-65959258

Regulations of the Host Institution

All ACC participants are subject to the regulations of the Foreign Student Dormitory, which are posted, in English and Chinese, on the wall or in a brown folder inside each room. These regulations include – but are not limited to – rules pertaining to visitation hours and overnight guests. Failure to adhere to the “overnight guests” rule will result in fines by the host institution.

DOCUMENTS TO PREPARE FOR TRAVEL

Passport

If you already have a passport, please ensure that it is valid for at least 6 MONTHS AFTER your last day in China. If not, it must be renewed immediately. If you do not have a passport, the Blue Pages of your telephone book will indicate the location of the passport office nearest you. You may also visit www.state.gov for information about obtaining or renewing a passport.

In addition to the passport application form, you will need the original or a certified copy of the following:

a. Proof of Citizenship (one of the following)
   United States birth certificate
   Previously issued passport
   Proof of naturalization, if you are a naturalized citizen
b. Identification (one of the following)
   Driver’s license
   Government ID card
   Previously issued passport
c. Two photographs measuring 2” by 2”
The passport fees have risen in recent years. New passports are usually valid for 10 years. Again, please visit [http://travel.state.gov/passport](http://travel.state.gov/passport) for more information.

We will register as a group through the U.S. Embassy immediately upon arrival in China. **Please have a photocopy of your passport with you and at home in the US, as well as two additional passport photos.** These precautions will facilitate procurement of a new passport in the event that yours is lost or stolen.

**Important:** We must have your passport number as soon as possible after you have enrolled into the program. This is absolutely necessary for the processing of your visa forms.

**Chinese Visa**

You will be obtaining an “F” visa, which is valid for one entry into China within a period of up to six months. ACC cannot assist you in obtaining any type of visa other than the single entry “F” visa. Should you be remaining with ACC for longer than 6 months, the ACC staff in Beijing will assist you in having your visa renewed during your stay. You may also apply for a re-entry visa in Beijing if you need to leave China within your visa’s valid period.

The visa process is as follows:

1. ACC at Hamilton College will file for your preliminary visa papers (JW-202 and the Invitation to Study at MUC), which are issued from Beijing. These papers, with each individual student’s visa information, will be sent to the ACC office at Hamilton College. YOU CANNOT APPLY FOR YOUR VISA WITHOUT THESE PAPERS.

2. The ACC office at Hamilton College will then forward you these completed papers along with another form to be filled out by the student (Q1), with complete instructions as to how to go about applying for the F visa. These papers are sent via certified mail. You must sign for the packet personally (either at your home upon delivery) or at the post office. Please do not delay in picking up the papers, or they will be returned to the ACC office.

3. Once you have received the papers and filled out the necessary forms according to instruction, you may proceed in one of two ways: 1) If you live close to a Chinese consulate or the Chinese embassy, you may go directly there and use the walk-in service to obtain your visa. 2) If you are not near a consulate or embassy, you will need to use a visa agent to obtain your visa. Several agencies have online applications, and they can vary in price. We recommend [www.travisa.com](http://www.travisa.com). Applications can be printed and included in a packet you will need to mail to the visa agent; they will get your visa for you and then mail your passport, with visa, back to you. Chinese consulates in the US no longer permit mail-in applications from individuals.

You will be responsible for obtaining your visa. ACC cannot assume any responsibility for providing visas to students beyond securing the preliminary paperwork.

Please e-mail ACC once you have received your visa so that we may ensure that all participants have the necessary documentation to be able to travel to China ([accfsk12@hamilton.edu](mailto:accfsk12@hamilton.edu)).

**Monitoring Your Visa Status**
Most of you hold a single “F” visa with 180 days of permitted stay in the People’s Republic of China. You will need to leave the country before your visa expires. Your arriving date + 180 days = the visa expiring date. Please monitor your visa status carefully. You will be fined 5000 RMB at customs with an expired visa. A worse scenario is that you might be put on “the black list” and never be allowed to set foot in China again!

New Visa Regulations

According to the Chinese government, if you are issued an X visa instead of an F visa, you must change the X visa to a residence permit upon your arrival to China (within 29 days). Please make photocopies and bring with you to China all Chinese visa application documents (especially the JW202 form); failure to do so will mean paying an additional 200 RMB for a JW202 copy. The fee for a new residence permit is: health check: approximately 350 RMB; JW202: 200 RMB; permit: 400 RMB. This can total 750 or 950 RMB.

ARRIVING IN BEIJING

Participants are responsible for arranging their own transportation into Beijing (reminder that you should arrive on or before the 21 of June and depart on or after the afternoon of the 3 of August); you may phone or write the ACC office for recommendations on specific flights or travel agents. Because K-12 participants will arrive around the same day, we can try to coordinate transportation online from the airport to campus. Participants must notify the ACC office at Hamilton College of their travel plans at least two weeks before departure. Complete itineraries - including airline flight number, departing city, time and date of departure and arrival - must be e-mailed, faxed or mailed to the ACC office.

Participants wishing to arrive early should contact the ACC office at Hamilton College to make arrangements for dorm accommodations. The cost of any additional accommodations in the dorm will be the participant’s individual responsibility (and subject to availability). Fees generally range from $17-$27 per night.

Transportation to MUC

Traveling from the Airport: There are several ways to get to MUC from the airport. We list two major routes here for reference (see map below).

1) The easiest way is to take a taxi directly to MUC. It costs about RMB 150.
2) You can also take the Airport Shuttle Line 4 to Friendship Hotel (友谊宾馆). Next, take Subway Line 4 at 人民大学 Station for one stop, get off at 魏公村 Station and walk to MUC. Another option is to take Bus 320 (697, 运通 105, 运通 106, etc.) at 人民大学 Station to 魏公村 Station or 民族大学 Station and walk to MUC.

*We suggest students take a taxi from the Friendship Hotel to MUC directly in case students have luggage with them. The taxi fare for this leg is around RMB 10.
HEALTH CARE

Medical Insurance

All participants of the program must submit proof of proper medical insurance coverage for their stay in Beijing. If you are currently insured and have ascertained that your coverage extends to Asia, this should be indicated on the health insurance form that is sent in the acceptance packet.

If you need to purchase insurance or need additional coverage, we recommend HTH Worldwide Insurance Services. For more information, you may refer to the HTH brochure that was included in your acceptance packet. Alternatively, you can find HTH on the web at www.hthstudents.com. Be sure to mention that you are a participant of the Associated Colleges in China program at Hamilton College.

Inoculations

In the packet you have received, there is a recent report from the Centers for Disease Control and Prevention that addresses the issue of inoculations as well as a variety of health matters. You should read this report carefully. At this time, no immunizations are required for travel to the People’s Republic of China from the United States. If you are traveling to China from an infected area (many Southeast Asian and African locations are considered infected areas), immunizations may be required.

Although inoculations are not mandatory for travel from the United States, ACC strongly recommends the following vaccinations:

- Hepatitis A, and booster upon return
- Hepatitis B, if students do not already have it
- Japanese Encephalitis
- Tetanus, if recent shot has not been given
- Typhoid Fever
- Polio booster
- Rabies vaccine
- Anti-malarias can be purchased and taken in China once students are made aware of field trip destinations

Please be sure to schedule the vaccinations as early as possible since many of them are administered in a series with three to six months between shots. Also, some immunizations may have slight side effects.

You should also ask your doctor for advice regarding immunizations, including tetanus and flu shots. You may also call the Centers for Disease Control in Atlanta (404-639-3311), log on to their web site at http://www.cdc.gov for the most current information, or call the U.S. Department of Public Health Disease Control in Maryland (301-443-2610).

To minimize your chances of suffering from diarrhea (拉肚子 lá dùzi), you must take a few precautions. Stay away from raw vegetables, choose fruits that can be peeled, eat cooked meat, and never drink tap water (it is absolutely okay to brush your teeth with tap water as long as you do not swallow it). Instead, use bottled or boiled water. As for eating the skin off fruit, it is best to wait at least one week. Allow your stomach to adjust to Beijing’s food. Many participants decide to take nutritional supplements, like vitamins, while they are in China and begin the regimen a few days before departure.

You should bring a copy of your immunization record with you as well as an adequate supply of any prescription or non-prescription medications (Pepto-Bismol, cough syrup, various pain relievers, etc.) that you might require. Any pre-existing medical condition, especially upper respiratory and gastro-intestinal problems, may be exacerbated by life in China. If you become ill, you should seek medical attention immediately. It is a good idea to find out if you are allergic to penicillin, as it is often prescribed.

**Local Clinics and Hospitals for Emergencies**

Medical services on par with international standards – at costs comparable to the U.S. – are now widely available. Some of these clinics and hospitals will bill certain foreign medical insurance companies directly, however, it is more common that the participant pay for medical procedures up front and submit claims to his or her insurance company at a later date. Participants should be prepared to pay by cash or credit card for medical services at the time of service. The following clinics and hospitals are recommended:

**Clinics & Hospitals**

**Within campus: Campus Clinic (校内: 校医院)**

**Outside campus (校外):**

Beijing University Dental Hospital (Opposite campus’s small East Gate)  
No. 22 Zhongguancun South Street  
Haidian District, Beijing  
Tel: 6217-9977  
北大口腔医院  
北京市海淀区中关村南大街 22 号 (学校小东门对面)
Important things to keep in mind, regardless of which hospital you choose: Generally speaking, ACC students cannot use direct billing in Beijing because they are considered to be in China for a "short" period of time. Please use a credit card to pay the bill (cash is fine, too). Always register with your English name in the hospital for the sake of reimbursement. Ask for a written diagnosis or certificate and keep the receipts in a safe place. In order to be reimbursed by an insurance company, you must either enlist help from your parents or wait until you are back home. Therefore, you absolutely MUST know your insurance company's reimbursement policy well. Remember to ask a parent or guardian to notify the insurance company of this hospital visit and send all appropriate documents. The ACC office will help make copies of these documents in case they are lost.

** In case of an emergency, you or the authorities should call the ACC office at MUC (6595-9258) or the Field Director (6597-6260, 13910020019) after hours. Family members who have concerns or wish to get more information should call the ACC office or the Field Director. **

**Mental Stress**

Students with a history of mental illness of any kind should make sure that they are emotionally prepared and sufficiently stable to join the program. Such problems are inevitably aggravated by the new demands and personal responsibilities of a foreign setting. The Field Director, with the approval of the ACC Board, reserves the right to withdraw a student with mental problems from the program.

**LIVING IN CHINA**

**Pre-departure online discussion and On-site Orientation**

The orientation program is divided in two parts. One is the pre-departure online discussion, the other an on-site orientation upon your arrival in Beijing. Please follow the online group discussions that take place in April until departure day. Here you will get to know the other K-12 participants and your program coordinator. You will have discussions regarding your travel preparations and will be given pre-program assignments.

The on-site orientation includes an informational meeting and campus and city tour. In addition, short excursions are made to neighborhood restaurants, the post office, bank, medical facilities and shopping centers. The two- three hour informational meeting covers studying, eating, living,
health care, some safety tips, transportation, travel, and study. Of course, there will also be opportunities for participants to ask questions and bring up individual concerns (in English, before the pledge is signed at the conclusion of the orientation session).

**Notify the Program Coordinator Whenever You Leave Beijing**

So that we may provide you with assistance in an emergency, we ask that you notify the Field Director whenever you leave Beijing for any reason.

The Coordinator and Program Director reserve the right to expel from the program any participant who does not comply with the aforementioned rules, is physically aggressive or destructive of property, violates the dignity or rights of others, disrupts the educational function of the Program, is otherwise harmful to its operation or its relation with the host country and affiliated institutions, or demonstrates the inability to participate constructively in the Program.

**Currency and Money Management**

Renminbi (RMB), the basic unit of Chinese currency, is also called “yuán” or “kuài”, which is divided into ten “jiǎo” or “máo”, which is in turn divided into ten “fēn”. The average rate of exchange over the past several years has been on a gradual decline, from 7.0 to approximately 6.3 RMB to the dollar.

**Currency upon arrival and departure:** You cannot secure Chinese currency outside of China, but you will be able to exchange currency in the airport lobby (at either an ATM or a bank window) upon arrival. Exchange kiosks at the airport, in particular, do level a service charge. You should be mindful of the amount before you commence the transaction. When you leave China, your excess Chinese currency may be reconverted to U.S., Canadian, or Hong Kong currency, or you may take it out of the country with you (for use in a future trip to China). To reconvert Chinese currency into foreign currency, you must present receipts for the original exchange from foreign to Chinese currency, so be sure to keep these receipts in case you need them upon departure.

**Access to funds in China:** Master Card and Visa can be used at nearly any ATM. Be sure to check with your local bank or card carrier and notify them that you will be traveling abroad, in order to avoid complications. If you have an American Express card plus an American or Hong Kong checking account, you may get cash (U.S. dollars or RMB) or purchase traveler’s checks for up to that company’s limit (currently $1,500 each 21-day period) at the Bank of China in the China World Trade Center (国贸, with easy subway access) or the Citic Bank. ATMs are becoming more common in China, but not all foreign ATM cards work on these machines (even when the banks at home insist that they would) so be sure to check before leaving the U.S. There is an ATM in the Bank of China branch, located near ACC. We recommend that you use Master Card or Visa, as they are widely accepted throughout China.

**Western Union Services and Other Ways to Transfer Money**

If you ever find yourself in financial need, e.g. surviving the very last two weeks of ACC on but 50 kuai or the like, phone someone and ask for a Western Union money transfer. Simply give them the ACC address and you should be able to pick it up at the larger post office two bus stops from the school. Make sure you:
1. Bring proper identification, i.e. passport;
2. Record the transfer’s transaction number; and
3. Know exactly how the sender has written out his or her name, including middle initial.

Otherwise, the Western Union agent will not give you the transfer. It usually takes a day or two for wired money to clear, but approximately three weeks to a month for international money orders.

Another method for transfer: Money may also be wired through a bank, or it can be sent as an international money order (available at most post offices in the U.S.).

We recommend bringing adequate funds with you in order to avoid this emergency. The best way to do this is to bring extra money in the form of traveler’s checks (the unused portion may be re-deposited into an account upon your return to the United States), or bring a Visa, Master Card, or American Express along with personal checks.

**Spending Money**

As stated in the previous section, we suggest that you travel to China with an adequate supply of money in the form of traveler’s checks and/or cash. Although all room, tuition, textbooks, and travel costs have been included in the Program fee schedule, participants are responsible for paying for most meals and all incidental costs, e.g., personal entertainment, shopping, etc. Each dorm room is equipped with a safe so that any unused traveler’s checks and valuables may be stored safely until needed.

Please keep in mind that it is wiser to buy gifts for family and friends back home later during your stay in China. It may be tempting to start shopping right away, but most participants find that they are able to spend money more wisely as they become more accustomed to their surroundings, and more familiar with price ranges, quality of products and store locations.

The amount of spending money you should bring depends on the amount of shopping and independent travel you wish to do in China. Prices have been rising steadily over the past several years, and higher-quality goods and services, as well as more convenient travel opportunities are becoming increasingly available. It is a good idea to bring more money than you think you will need. Participants from last year’s program reported spending anywhere from $600-2000 (US dollars). Participants who plan on doing extensive travel upon the program’s conclusion or who plan on more significant purchases, particularly in the area of teaching materials and resources, may wish to bring a larger amount. Please be watchful of the exchange rate; it continues to fluctuate!

**Food and Meals**

The amount of money you spend on food varies greatly depending on the kind of restaurant you choose. As of this writing, we have found that an average of $8-$10 is the typical expense for three simple meals a day, assuming that you stay away from four star hotels and Western restaurants. Remember, it is not customary or necessary to tip in China.
True to its name, the area immediately surrounding the campus of Minzu offers a plethora of wonderful ethnic restaurants, ranging in price and ethnic diversity. Because prices can be wildly different from one establishment to the next, it is wise to understand pricing before you order.

**Post Office**

To send letters and postcards, drop by the 小邮局 xiăo yóujú (small post office). To send packages and luggage, you’ll have to take the bus to the 大邮局 dà yóujú (large post office) on 长安 Street. Please note: All international post offices provide boxes/packaging services for a small fee, and because all the contents of your package must be screened by a post office official before it can be sent, they prefer that you use their packaging services.

As for receiving packages, letters, and the like from family and friends, give them the ACC foreign students’ dormitory address. Most packages will arrive in the dormitories, unless they are too large. In that case, you must pick them up at the post office.

The value of package contents to China should not be high. Packages with values exceeding $100 will be subject to further charges at customs.

**Mail arrives more quickly if the address is written in Chinese, so you may want to print out and make copies of the address in Chinese characters to expedite the process.**

<table>
<thead>
<tr>
<th>ACC K-12 Program</th>
<th>ACC K-12 Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of International Education</td>
<td>中央民族大学国际教育学院</td>
</tr>
<tr>
<td>Minzu University of China</td>
<td>北京市海淀区中关村南大街27号,100081</td>
</tr>
<tr>
<td>27 South Zhongguancun Street</td>
<td></td>
</tr>
<tr>
<td>Haidian District, Beijing, China 100081</td>
<td></td>
</tr>
</tbody>
</table>

**Cell Phones, Phone Cards, and Skype**

**Setting Up Your Cell Phone:** Phone service in China operates on an essentially pre-paid system. Cell phone use in Beijing should be reserved primarily for local calls, as making direct international calls from your cell phone is expensive. Additionally, there are two options for cell phone use in Beijing: you can either bring your own phone from home or buy a cell phone once you get to China.

If you plan to use your own cell phone, you must first “unlock” the SIM card code that keeps you from using other carriers. Most cell phone companies use SIM cards (except for Verizon), so you can just take out your old SIM card and use a Chinese SIM card. (Verizon phones cannot be unlocked because they do not use SIM cards.) Before the new SIM card will function, however, you must “unlock” your phone by inputting a special code that will allow you to use another phone company’s SIM card. To do this, call your phone company’s customer service line and tell them you are going abroad and wish to use the same phone. They should give you the code free of charge. Record this code and bring it with you to Beijing, where the employees in a cell phone store will input the code after inserting the new SIM card.
You may also buy a cell phone in China. A second-hand cell phone costs anywhere between 300-800 RMB, while a new cell phone costs 600-5000 RMB. To set up a phone number, you can visit just about any cell phone store – the closest one, China Telecom, is located by the 北门 (North Gate) across the street. The employees will show you a list of phone numbers, which are priced according to how “lucky” the number is. Phone numbers with the number 4 are generally cheaper, while phone numbers with the number 8 are more expensive. The cost of the phone number usually includes a 100 RMB phone card. The phone company will alert you once you have used almost the entire 100 RMB in phone calls and text messages (note: sending a text message is usually cheaper than calling someone). Save your SIM card in case you return to Beijing in the future.

**Phone Cards for International Calls:** Phone cards can be purchased but are being used less and less; it is increasingly difficult to locate public phones which are phonecard accessible.

**Skype:** The least expensive way to keep in touch. If you have not already downloaded the Skype application, do so now. Invest in a microphone or a web camera with built-in microphone and communicate immediately with your friends and relatives – all for free if you have the application installed. MUC recently updated its internet connection, too, which means fewer dropped Skype calls. Visit skype.com for more information.

**Computers**

ACC recently completed construction of a computer lab in the basement of the dormitory that provides high-speed internet access. However, the vast majority of participants write independent project papers and are required to do a PowerPoint presentation; thus, if you have a laptop computer we encourage you to bring it with you (and it is also convenient for checking email and surfing the Internet in your room). Since most notebook computers have adjustable power, participants should not have trouble with the difference in voltage. Participants should, however, check their computers to make sure that 220 voltage is acceptable. To use the internet from your room, you will need to bring an internet cable. Participants may also rent an internet cable from the front desk for a small fee.

MS Office 2000 or XP used on PC's is Chinese-capable without any additional software, though the Chinese capability needs to be activated. It would be best if this is done before you depart for ACC. If your computer equipment is different from this, and if you anticipate using your computer for Chinese, you should consult with your Chinese teacher on your home campus before departing for ACC. You should bring your computer's purchase documentation with you in case your computer needs servicing while in China. Also, while you are traveling in China, the office can help you securely store your computer.

Here is some advice from former ACC participants on computer needs:

- Make sure you are familiar with the Terms and Conditions of your computer's warranty provided by the manufacturer.
- Make sure you have a currency converter for the power adapter, so as to avoid a power surge or other electric-related problems (battery, etc.)
- Bring all of the adapters for your peripheral devices, such as cameras and MP3 players.
- If you have a Macintosh Apple Computer, bring your video-out adapters. If you have a PowerBook or PowerBook Pro, you absolutely want to bring your DVI to VGA adapter and Apple Remote (especially if you use Keynote for slide show)
presentations). Also, if you need service, there are support lines in China that can be found on the Apple China Website. There is an Apple store at Jiànwài SOHO, but the prices seem to be higher than the ones listed online.

- Bring a USB storage device.
- Bring earphones.
- If you run into a file format error (you can't open a multimedia file given to you by ACC), go to http://www.zamzar.com and follow the prompts to upload and convert the file type. One of the most recognizable and universal file formats is MPG, as it works with Quicktime, which is built into iTunes.

Electrical Appliances

The electric current in China is 220 volts, 50 cycles. Therefore, if you bring appliances from the U.S., you will need a voltage converter to convert U.S. equipment from 110 volts. Electrical outlets in China are also much different from outlets in the U.S., so you may need adapters for your various appliances. These are widely available in China, but you may also find them at Radio Shack and most stores that specialize in electrical appliances.

An alternative is to buy Chinese-made electronics, though the quality is less consistent. CD players, CDs, and various sized batteries are all sold in China.

SAFETY

Alcohol Abuse

Because the ACC community is a fairly large one, with a combined student body nearing 100, it is important to give attention to the issue of alcohol abuse. Though you may feel these policies and suggestions do not apply to you, it is good to know what expectations are in place for all community members.

One is tempted to say the legal drinking age in China is around eighteen, but a quick look around some bar areas reveals that young teenagers are likely downing Car Bombs while violating their high school program curfews. There is no enforced legal drinking age in China, which means that you are afforded the freedom to drink as you wish – a problem only compounded by how relatively inexpensive alcohol is.

ACC is increasingly concerned about the alcohol culture within the ACC community and expects everyone to behave responsibly. The program will not tolerate alcohol abuse.

Lessons in 白酒 báijǔ and 二锅头 èrguōtóu (A type of white liquor)

While Chinese people are accustomed to drinking 白酒, you likely are not. Chinese “white liquor” can be as strong as 120 to 130 proof. If you are not diligent, you may end up under the table. Please be advised that while visiting with teachers or friends, you may find yourself in situations where you are invited – perhaps even strongly encouraged – to drink alcohol. You may refuse such invitations without offending your companions by saying the following: “我不行了” wǒ bùxíng le (I cannot drink anymore), “我快醉了” wǒ kuài zuì le.
(I’ve already had too much), and “我没有酒量” wǒ méiyǒu jiǔliàng (I have a low tolerance). You can also say “对不起，我不喝酒” duìbùqǐ, wǒ bù hējiǔ (Sorry, I don't drink alcohol).

Mixing medication and alcohol is a dangerous combination. Keep in mind that while in China, you are not only a representative of your country and home institution, but of ACC, as well. Please be supportive of friends and colleagues – take care of one another.

**Illegal Drugs Will Not Be Tolerated**

Possession of illegal drugs may result in official action by Chinese authorities. The right of “habeas corpus” does not apply abroad and pre-trial detention can last several months. Also, Chinese officials may conduct searches at customs entry and exit points for drugs and other contraband. Anyone found with contraband is subject to punishment as specified in Chinese law, and neither ACC nor the US Embassy can interfere with the work of the Chinese legal system. For this reason, ACC strictly forbids drug use among participants enrolled in our program. If the ACC resident staff finds a participant using or carrying any illegal drugs, including marijuana, the participant will be immediately expelled from the Program. The ACC advisory committee reserves the right to dismiss from ACC any participant who violates the laws of the host country, including those that relate to use, possession, or distribution of drugs.

**Going Out**

In the past, ACC participants have lost wallets, bags, and purses because they assumed someone would watch their belongings once they stepped away from the group. Please keep an eye on your things and never bring your passport out unless you really must do so. While a vast majority of Chinese people genuinely want to talk with you and are more than willing to help you, you must still be careful about your choices. There are some Chinese people who will try and cheat you, and not only because you are a foreigner.

If you are approached by anyone on the street who offers to take you somewhere else, especially restaurants, tea houses or bars, it is a much better idea to politely turn them down. Often these people are hired by these establishments to bring in customers who are then expected to pay when the bill comes, and it can be very expensive. If you do find yourself in this kind of situation, do not let them know you have a credit card. Try to lower the bill and pay with cash, especially if you find yourself in the company of some very large and tough looking new friends. Usually the prices they give you are fake, so offer to pay as much as you have and then leave. The most important thing is to protect your safety, so please be careful. Additionally, try to get a receipt and tell the Field Director as soon as possible. There are no guarantees, but ACC will help you try to get the lowest price possible.

Other safety tips: Be alert when going out alone at night (e.g., don’t bring your handbag with you), biking on the street, walking across the street, since cars in Beijing will not stop for you; and using public transportation. Avoid going to 三里屯 alone and try not to stay there too late.

We will register with the US Embassy upon our arrival – if you lose your passport, it will be much easier to get a replacement. Notify ACC whenever you leave Beijing.
WHAT TO BRING

Clothing

Durable, washable, comfortable clothing is best for all seasons. Aim to stay cool in the summer. Style is not as important as comfort and general tidiness.

Beijing can be quite hot and humid during the summer. Use your own judgment and dress accordingly. Sandals are common for men and women. Also bring sneakers and walking shoes, cotton socks, a bathing suit, cool pajamas, and loose summer trousers.

A pair of good sunglasses (available in some Chinese retail stores) will protect your eyes from glare and the ubiquitous dust and grime, especially if you wear contact lenses.

All types of clothing are available in Beijing, and at much better prices than elsewhere in the world, so unless you are a very odd size, you don’t really need to bring too much with you. Note: don’t bring or buy clothes you would be upset about ruining. Keep nice clothes down to one or two outfits for special occasions – the rest should be fairly casual and dispensable.

There are washer and dryer facilities available on each floor of the dormitory. They are in high demand and in need of frequent repair. Students often find themselves hand washing and air drying clothing items.

Toiletries

American and many joint-venture products such as toothpaste, toothbrushes, soaps, shampoos, tampons, and other toiletries are available in joint-venture stores and even some local Chinese stores. Based on reports from last year’s participants, however, we do recommend that if you have a strong preference for a specific brand of toiletry, bring extra since some participants found it difficult to find an adequate supply while in China. It is also a good idea to bring your own deodorant, since it is very expensive and difficult to find in China. This is true of sunscreen lotion, as well.

If you wear contact lenses, bring some solution. Lens Crafters and Bausch & Lomb have branch offices in Beijing where saline solutions, contact lenses, and other eye products can be purchased. Bring a pair of glasses in the event your eyes become too irritated to be able to wear contacts. Beijing air is dusty. It is also wise to bring a copy of your eyeglass prescription.

*When traveling around China, it is a good idea to carry a small first-aid kit equipped with aspirin, antibiotic ointment, and Band-Aids.*

LIST OF SUGGESTED ITEMS TO BRING

Beijing is now a cosmopolitan city where just about everything is available, and often at better prices than elsewhere in the world. The items in the following list are most likely available in Beijing as well, but perhaps not in your favorite brand, style or size.
- Backpack for outings and field trips
- Deodorant (this is an imported good in China and thus very expensive so bring enough to ensure the brand you prefer at a reasonable price)
- Portable CD player/iPod for class purposes (listening & language learning CDs)
- USB Memory Stick
- Music
- Tampons
- Traveler’s checks
- Contact lens solution
- Credit cards
- Dental floss
- Pictures of family & US
- Vitamins
- Cold medicine, decongestants
- Aspirin/pain-reliever
- Good socks
- Anti-diarrheal/laxative
- Sneakers
- Pepto-Bismol/Kaopectate
- Insect repellent/Benadryl for mosquito bites
- Cough drops
- A portable alarm clock
- Sunglasses
- China guide books
- Sunscreen
- Camera (and film if you use slides and faster speeds)
- Plastic (Nalgene) bottle for the hot water dispensers
- Dictionary resource

**LIVING IN CHINA: FAQS**

**Can we drink the water in China?** All tap water must be boiled before consumption. Each room has an electrical boiler to boil water. For cold drinking water, you may either buy bottled water or cool the boiled water in your own bottle.

**Do I need to bring my own sheets, towels, etc.?** The rooms are furnished with pillowcases, sheets, and blankets. The dorm’s custodial staff changes linens weekly. Towels, however, are not provided and need to be brought or purchased. There is a small campus store that sells a variety of grocery items, paper products, daily use items, and small appliances. Towels can be purchased there, upon arrival. Please be courteous to the dormitory staff and maintain good relations with them.

**Do I need to bring my own hangers?** No. The dorm does not provide them, however they are available very cheaply at local stores.

**Will there be a problem for me to practice my religion in China?** Only the Falungong, which the Chinese government considers to be a cult, should not be publicly avowed. Freedom of religion is being touted these days. It is true that some Chinese consider all religions, and
especially the traditional Chinese religions, to be beneath the dignity of a modern cultivated person, but interest in religion has been rising among the Chinese. In the U.S. there has been a rise in all religions among the educated youth, and several ACC students recently wanted to do independent projects on religious issues (such as Buddhism) in China, and they were able to do so quite successfully.

I know that ACC has a very strict language pledge. What about communicating via telephone and e-mail with my family and friends? We do take the language pledge very seriously, however we understand that your family and friends for the most part cannot speak Chinese. Of course you may speak English to them on the phone, however we request that you keep your dorm door closed during those times so as to avoid too much English floating around the hallways. If your family or friends visit you in Beijing, we ask that you speak English only outside of the dorm. E-mailing is fine as well.

May I have friends stay overnight with me in the dorm? Are there regulations or cultural mores that should be followed in Chinese dormitories that would differ from what I’m used to? The dormitory has rules pertaining to visitation hours and overnight guests. Normally, guests are not permitted to stay in your room overnight, but if the dormitory has empty beds, your friend may arrange to stay for a small fee. Guests should also be prepared to leave their passport at the front desk. Keeping an overnight guest of the opposite sex in your room is strictly forbidden, and will result in a stiff penalty.

How much am I likely to spend on local transportation during a term? Are the buses and subways expensive? Public transportation is extremely inexpensive, ranging from 1 RMB for the non-express buses, 3 RMB for the in-city subway system, to 8 RMB on the express bus clear across town. Taxis are metered, and cost 10-15 RMB for the first mile or so.

SUGGESTIONS FROM PREVIOUS PARTICIPANTS

Previous participants have supplied a wealth of suggestions upon their return to the US. Please read them carefully and decide which ones may apply to you.

1. Save a little bit of downtime to be alone with some music or a book. An hour here and there is going to help a lot down the road. The schedule might look crammed at first glance, but there's really plenty of downtime if you use it right.
2. If possible, just bring one full carry-on and a second empty carry-on bag that you can fill for the return flight. You're probably going to buy lots of books and other class material (and maybe even get some free stuff), and there is a weight limit, so it's easier to just put all that heavy stuff in a second carry-on bag.
3. Mac users, bring a cord to plug directly into the overhead projector in case your files are not compatible with the classroom's PC. I used my cord several times.
4. If you like having coffee (good coffee) on a daily basis, bring your own little one-cup making filter or pot and a supply of coffee. I saved SOOOO much money this way. Starbucks is quite expensive here and it really starts to add up after a while.
5. There is a market area with restaurants and a KFC close to 民族大学. Go out the south gate, make a right, and go down to the large 4 way intersection. It’s across the street. Here you’ll find the best prices for CDs, books, clothes, etc. Make sure you bargain them down!!
6. SAVE YOUR RECIEPTS (at least until you’re absolutely certain you got what you want. It makes it a whole lot easier to exchange things that way.
7. Eat and rest well for the program can be rigorous.
8. Definitely bring your own laptop. I didn’t have one, but I borrowed one for the trip, and it was invaluable- I wouldn’t have been able to function without it.
9. Be prepared to study a lot, and a lot of home work.
10. As long as you do your best, everything will be fine.
11. After taking the language pledge and beginning classes, remember that everyone's background and experience is different, but you all have a common goal and much to share.
12. Have a pocket dictionary/palm-pilot or other handheld device with dictionary handy at all times.
13. Don't just prepare for the lessons, take a little time to review, otherwise you'll lose it in a day or two. Get ready for a lot of new input every day.
14. Work hard, but don’t overdo it. Leave time to go out and explore the city.
15. Remember that while six weeks is a long time, it’s also quite short, and you won’t be able to learn everything that you want. To avoid frustration that your Chinese is still not as good as Da Shan’s, it might be helpful to set a small concrete goal and work to make significant progress in that one area in additional to the general (and sometimes seemingly imperceptible) progress that you will make.
16. Since everyone is coming from different backgrounds and has different needs and goals, don’t expect all of your needs to be met by the formal curriculum, but take advantage of the incredible availability of the teachers outside of class to practice your Chinese, discuss areas of interest, etc.
17. It can be less stressful in the long run to start preparing the next day’s lesson early in the afternoon or evening.
18. Learn 生词 in the context of the lesson; this makes it easier to remember each word’s meaning and also helps to prepare for the next day’s 听写.
19. Be very alert in the morning, all classes begin at 8am, and you would be asked to speak a lot. Get a lot of sleep.
20. The teachers are excellent. They’ll help you any way they can!
21. Remember, this program has two primary goals: pedagogical training AND language study. You should prepare yourself to study both aspects with an equal balance and expect the language study to be intensive.
22. Definitely get regular massages. They are inexpensive, good for you, and help relieve stress.
23. Summer is really hot. Come prepared to sweat. A lot.
24. Take advantage of any free time to get away from classmates and interact with native-speakers.
25. Relax, enjoy.
26. Don’t shut yourself out to the locals that you encounter; a lot of them are genuinely interested in learning who you are, why you’re in China, etc.
27. The 图书大厦 in 西单 in Beijing is a great place to find Chinese books.
28. Bring medicines, especially diarrhea medicine because you will likely get diarrhea at least once.
29. Buy a cell phone or bring one from the US that you can put a Chinese SIM card in. It makes communicating with classmates and teachers much easier.
30. Most of your time will be spent in classes, lectures, visiting other programs, and taking outings with the group. If your desire is to speak with local people, have real dialogues unrelated to your textbook, make sure you take advantage of whatever free time you have in between and after class and over the weekends.
SUMMARY OF ACTIONS TO BE TAKEN NOW

Please attend to the following as soon as possible:

1. Obtain appropriate medical insurance and send policy number to ACC, if you have not already done so.

2. E-mail your travel itinerary to us (including receipt in order to process your reimbursement).

3. Make at least two photocopies of your passport, one to bring with you and one to leave at home. Bring two extra passport photos, as well.

Finally, please be sure to actively participate in the online group discussions **beginning in April**, as this is very important for your smooth transition to China. We will be keeping you updated with information about visas, traveling, preparation, etc. via e-mail and it is quite important that you do not miss these messages. As you prepare for the summer, any question is a good one and can be posted at any time. May and June are busy months at school to begin with. Try to check the online forum every couple of days if you can and participate as actively as you can.

This concludes the information we want to share with you for now. We ask you to reread all the preceding pages carefully and be sure that all information mentioned is sent to the ACC office in a timely fashion.

Later notices will relate to traveling, lodging, miscellaneous information, or, if necessary, items missing from your file. Please do not hesitate to call Shannon Jones at 315-859-4519 with questions. Because of the number of matters involved, it is extremely important that we keep in close touch between now and the day of departure.

Meanwhile, best wishes for a successful summer K-12 Chinese Language Teachers Institute.

Hong Gang Jin
William R. Kenan Professor of Chinese
ACC General Director
SUGGESTED READINGS TO PREPARE FOR ACC:

Helena Curtain & Carol Ann Dahlberg, Languages and Children: Making the Match (Pearson, 2004).

Michael Everson & Yun Xiao, eds., Teaching Chinese as a Foreign Language: Theories and Applications (Cheng & Tsui 2009).

Lijia Zhang and Calum MacLeod, China Remembers. (London: Oxford University Press, 1999)


W.Hu and C. Grove, Encountering the Chinese, 1991

C. Blackman, Negotiating China: Case Studies and Strategies, 1997

J.K. Fairbank, China: A New History, 1992

Perry Link, Evening Chats in Beijing, 1992

A. Thurston, China Bound: Revised, 1994
**Language Pledge 语言誓约**

I, ____________, hereby pledge to use no language other than Mandarin Chinese during my entire stay with the program, in all situations, on all occasions. I realize that failure to abide by this rule will result in my dismissal from the program and forfeiture of any funds so far invested in the program.

本人 ____________ 宣誓在本培训班学习汉语期间将汉语作为交流、谈话的唯一语言，并在任何场合、地点都将严守这一誓约。本人同意违反此约将被开除出班，一切费用均不退还。