

2018 Chinese Culture and Education Center (CCEC)

Summer English Teaching in China Registration Form

Name (**Same** as passport)

Home Address (mailing address)

Passport #:

Date of Birth:

Cell

Home

email

School Name:

Grade(s)

Subject

Major

English

Professional Development

Content

Emergency Contact: Name

E-mail/Phone

PROGRAM 1: 30+-Days, July ☐ **Session #1 & Session #2**

Student Oral English and American Culture Program (elementary, middle and high school students)

Professional Development Training (Chinese English Teacher Training Course for Teachers/Professionals)

PROGRAM 2: 21+-Days, July

Session #1 ☐ (July 1st-21st)

Session #2 ☐ (July 13th-31st)

Program 2 Fee (non-refundable); ☐ \$1000

FEES DUE FOR PROGRAM 1 & 2:

Registration Fee (**non-refundable**)

☐ \$300

International Air Ticket Deposit **SEE BELOW**

☐ \$600*

Chinese Visa Fee (**non-refundable**)

☐ \$300

INEXT International Travel Insurance ☐ YES ☐ NO \$100**

Program will cover: International air ticket, domestic traveling, touring, gate tickets, bus, train, tour guides, drivers, tips, translators, assisting staff, housing and three meals/day.

Registration deadline: April 30th, 2018

*____ (Initial) Applicant agrees to pay \$600 deposit upon registration and **CCEC** will purchase air ticket and fully refund the deposit within three days of applicant arriving and registering in China. Air ticket deposit **will not be refunded** if the applicant **cancels the trip** for any reason after registering with CCEC

*******NOTE: IF you do NOT complete the program once in China, you will be responsible for rescheduling your return ticket and pay the difference plus any fees accrued.*****

BIOGRAPHY

Please provide a brief (2-3 paragraphs) biography that would be suitable to share with your Chinese host school. Please include information about yourself, your personal interests, your educational experiences, and anything else that you feel describes you as an educator.

Signature_____ **Date:** _____

Please submit to CCEC (electronic copy via email) before **May 15**. Print a copy of the form containing your signature and mail with: teaching certificate, two recent passport photos, and copy of first page of passport.

If you do NOT have a passport, we strongly recommend you apply for one at local post office with passport service availability. Please choose expedite passport application service. Chinese Visa application form will be emailed to participants after registration deadline. You will be advised when and where to submit visa application and original passport.

All applicants are subject to a background check to be eligible.

***Note: Please check with your school district to see if you qualify for **60 credit points** toward career development/recertification by participating in either above program.

kanghyus@yahoo.com
betinaluz@yahoo.com

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Spartanburg, SC 29303; 864-542-4282, 864-503-7404

2018 Summer Teaching in China

Program Overview

Program Date: *Dates may change slightly due to ticket and travel availability.*

Program #1: Session 1 & 2: July 1st – July 31st

Program #2: Session #1: July 1st – July 21st

Session #2: July 13th - July 31st

Programs:

- **Student English Camp** – designed for Elementary, Middle and High school Chinese students to learn American culture and improve oral English through classroom participation and communication. Teachers will encourage communication with the class, invite open-ended questions and encourage students to speak and understand the English language.
- **Professional Development Training** – designed for Chinese English teachers to study and learn from American teachers to improve their oral English, engage in communication, learn American teaching methodologies and exchange cultural and educational best practices.

Teaching assignment/itinerary: *(information below is subject to change with very little notice):*

1. **Program:** Groups may have two 10-12 day sessions of similar classes (teach two different groups of students, at different locations); some groups may teach one/two – three weeks of classes as one session (12-21 days). Teaching assignments vary depending on school request. Total teaching days will not exceed 22 days. Some will train Chinese English teachers Professional Development Training (duration may vary). Subject content teaching and integration of STEAM: Science, ELA, American History, Physics, Biology, and other American academic subjects based on teaching background and expertise. CCEC will assign you to the program that best suits school needs and your experience. We will send you a schedule when available.
2. **Schools:** Schools may be located in **Beijing, Shang Hai, Dalian, Qing Dao, Shi Jia Zhuang, Bao Ding and Han Dan, and other possible cities.**

PLEASE REFER TO YOUR ASSIGNMENT (THERE MAY BE CHANGES DUE TO UNFORESEEN CIRCUMSTANCES WITH VERY LITTLE NOTICE).

3. **Class information:** (may change slightly/varies by school and/or location)
 - 20-30 Chinese students/Chinese teachers per class.
 - Each class (primary/secondary students) *may* have a Chinese teaching assistant.
 - Each class lasts 40-50 minutes with a 10-15 minute break in between classes (*depending on location*).
 - At each location, there will be one person assigned as the team leader. He/she will lead the group and help prepare for classes and performance, provide suggestions, ideas, etc. The team leader will also be responsible for assisting with traveling and visiting activities. He/she will inform group of activities and provide group with time and location to meet. PLEASE WORK TOGETHER. A CCEC staff member will also be assigned at each location to facilitate the programs and activities.

- **Example of a typical day:** generally morning classes start from 8:00/8:30 am and last until 11:30am/12:00 (three classes); afternoon session may start any time between 1:30 and 2:30 depending on where you teach and usually lasts for two hours finishing between 4:00-5:00 PM (two-three classes). Professional Development Training may require one or two large class sessions with some evening classes. Chinese students have a long lunch break including a nap between morning and afternoon sessions as part of their culture. The teachers can use this time to prepare for their classes or rest when the team leader is notified. *This schedule may not be the same for all schools as it depends on the individual school's schedule.*
- **Curriculum:** Curriculum guidelines will be provided other than specified. You will need to prepare your own lesson plans for your classes every day and decide what activities to add or modify. Activities, pictures, and content from the curriculum will be based on who you are teaching and your students' English proficiency level. The level of difficulty can be adjusted depending on their English proficiency level and understanding. Please incorporate activities, games, videos, CDs and so on in your teaching plan. Please prepare and bring these items with you. When you are designing your own games or activities, please try to avoid large amounts of printing and copying. You can bring one or two copies with you and request printouts.
- For your own convenience, we strongly recommend you have a flash drive with you that will have your lesson plans and any activities you want to have for your class. Your personal computer (laptop, iPad) is not required and is optional.
- **Academic/Content Subject Teaching:** If you are assigned to teach subjects within your content area you will need to provide CCEC your class syllabus and overview/outline prior to **May 1st** for approval. In addition, you will need to prepare your own curriculum and lesson plans.
- **Internet:** There may or may not be internet in the school classroom. In some areas you may or may not have internet at the school. Prepare your lessons accordingly. In some areas you may only have a blackboard and chalk.
- **Preparation for Classes:** Please provide a list of materials needed (pens, colored pens/pencils, notebooks, glue sticks, scissors, or maybe a Chinese fun book, etc.) that you may want your students to bring to the class each day. Please e-mail your list to CCEC to ensure the items are available in China: kanghyus@yahoo.com/ nancystewart888@yahoo.com
- You will need to prepare and bring the teaching materials, games, activity materials and tools you want to use in your class with you, especially the more American items. Bring photos of your family, your students, your school, etc. to share with your class and to use as an introduction of yourself to your students.
- We suggest, but not require, that you bring some small American gifts (pencils, candies, US souvenirs etc.) for your students or their family if they invite you to an outing.
- On the last day of each session, there will be a performance activity for all teachers and classes in an auditorium or an individual visit to each classroom by school officials to observe the overall improvement in oral English by Chinese students/teachers. *This could possibly happen in the middle of your session, so plan accordingly.* Please work within your group and with the team leaders to plan an activity for a diverse group to enjoy.

- Your class will be observed by CCEC staff member(s). This is to ensure you are speaking clearly and that your students understand you. The first few days you may be reminded to speak slower, more clearly or to be more specific, etc.
- If disciplinary action is needed for **any** reason while you are participating in the program, CCEC will speak with you regarding corrective action. If a teacher is not able to comply, CCEC has the right to dismiss a teacher from the program at the teacher's expense (see Summer Teaching in China Waiver of Liability).
- *** **PLEASE NOTE***** During each session there may be a "no teaching" day, this depends on your location and the school to which you are assigned. The school will determine if it will be a "no teaching" day or it will provide other options for the American teachers at their school. This is the school's decision. This day could be anywhere during the 10-12 day session. There may be an activity planned by the school and/or a tour of the city in which you are located; it does not necessarily mean a "day off". This is the school's decision. It is up to the individual whether or not they wish to participate, however; the activity/tour will be for the specified session only offered once.

Please **BE POSITIVE**, **BE PATIENT** and **BE PROFESSIONAL**. Demonstrate your **appreciation, kindness, knowledge, patience, positive attitude, open-mindedness, flexibility, and ability to adapt and adjust** at all times.

2018 Summer Teaching in China Expectation Agreement Form

Please be advised you are representing the United States (or your home country) and, please be aware that your behavior represents us all. You are traveling to China to make a difference in the lives of students, teachers and yourself. This is a life changing experience similar to joining the Peace Corps and serving abroad. Your relationship with Host Country Nationals (HCNs) will improve with a positive attitude about your service, China and in general. We hope this program is what ***you*** make it. Please read and initial each point elaborated below and sign at the end.

1. All participants must attend at least one pre-departure orientation with CCEC coordinators before traveling to China. _____
2. Do not bring too many items of clothing with you. Your clothes will need to be air dried as they do not have dryers in China. Clothes that dry fast are recommended. Hint: avoid cotton, denim and other heavy articles. *The school dorm and hotels **may** provide cleaning services, but you are responsible for the cost.* _____
3. Chinese schools follow the same dress code as American schools. Gentlemen do not need to wear suit and tie. Take clothing to “dress up” for banquets (you will only need one). Hint: take clothing that you can mix and match and are light in weight; it is very hot in China during July. _____
4. Meals are provided during the trip and your presence at meal time is required even if you chose not to eat. Sharing meals with your counterparts creates rapport and you are expected to participate in mealtime unless other arrangements have been made with staff. _____
5. Food in China is not like the Chinese food you have eaten in the US. You may or may not like what you eat. Regardless, you should keep an open mind about food and drinks. Chinese drink hot water, not ice water so plan accordingly. Also, the use of chopsticks is encouraged while in China. Please make an attempt to show your hosts that you are making an attempt at adapting to their customs. If you cannot use chopsticks please bring your own utensils as fork, knife and spoons may not be available everywhere. If you require certain food items like peanut butter or coffee, please pack it along. _____
6. Traveling in China requires stamina. You will walk a lot during the trip. Please be prepared physically to “get in shape” to teach in China. Wear appropriate foot wear and recognize that you will be walking more than you probably walk at home. _____
7. The CCEC staff in China are there for your professional assistance only. They are not to be used as tour guides and/or chaperones for your personal time. Please be courteous to staff, volunteers and other personnel in China. _____
8. Air conditioning may or may not always be available. In some areas air conditioning may be shut off for a period of time each day. Keep in mind, Chinese people are used to the heat and become chilled in air conditioned settings. Please turn off the air conditioning when you leave your room. _____
9. In some areas in China there may be brief periods of time you will experience power outages. They seldom happen and the period of time is brief, but we want you to be aware of this possibility. _____

10. Personal hygiene is viewed differently in China. Please bring any hygiene supplies that you require as some items may not be available in China. ____
11. Planes, trains and automobiles are the main modes of transportation during this trip. At some point you will probably travel by high speed rail in China. Boarding and stowing luggage is your responsibility. Please attempt to cooperate when loading vehicles. Do not expect CCEC staff or volunteers to care for your belongings. ____
12. Social norms regarding physical contact in China are different. For the most part, the Chinese show less physical contact than Americans. Please be aware that excessive physical contact (hand on back, hugs, etc.) are not as common among Chinese and may make them uncomfortable. ____
13. Final Presentations are a part of the end of the program. Each teacher should prepare a presentation based on course content. This is not a talent show, but rather a chance to highlight the work that your students have done. At any point during the trip you may be asked to “perform”. Please have a plan for showing that you are a “good sport” for these events. After all, the Chinese are very interested in Americans and our talents. Be prepared to share. ____
14. Wireless Internet is provided in most areas, but may not be available in some locations. Schools vary, some may or may not have internet in the classroom or in the school. Please plan your lessons accordingly as in some areas you may only have a blackboard and chalk. Also, please let family know you will contact them if/when internet permits in your location. ____
15. Download apps **BEFORE** departure as you may or may not have internet and/or some apps are restricted. Apps for communication (not limited to): Skype, FaceTime, Magic Jack, Text Now, WeChat, etc. ____
16. Cell phone; please keep in mind if you want to use your cell phone you will need international service activated **BEFORE** you depart. ____
17. Personal belongings (laptop, iPad, camera, etc.) are your responsibility. ____
18. Prescription medicine, daily vitamins, Tylenol and over the counter medications, should be packed in your checked luggage. Have only what you need in your carry-on for a *24 hour* period. ____
19. One check-in luggage, one carry on, one computer bag and one purse are allowed. An additional fee will be charged if you are traveling with more than one checked luggage. There will also be an additional fee from CCEC in the amount of \$25.00 per extra piece of luggage that you will be responsible to cover while traveling in China (train, taxi, bus etc.). **PLEASE** do not bring more than what **YOU** can handle. Be sure your luggage is easy to maneuver, as you will be responsible for handling your own luggage! ____
20. Do **NOT** take too many unnecessary items with you. While in China you will receive gifts and purchase souvenirs to bring back with you; you will need space. If you need to have extra luggage, you can buy it in China, but remember an extra fee may be charged for additional luggage which is your responsibility. **All participants are responsible for transporting their personal belongings. Plan accordingly.** (see above) ____

21. Pack a converter if you want to use your own hair dryer, curling iron, etc. (convert from 110v – 220v). Pack an adapter for your cell phone, laptop, iPad, etc. ____
22. Bring with you any necessary teaching items: games, activities, materials, small gifts, children books, CDs, DVDs, etc. that you want to bring for your classroom and students. (The above mentioned items make awesome gifts and you can raffle them off at the end). ____
23. Class projects are required. Plan one or more projects based on the fundamentals of ESL/Content/Professional Development/STEAM **before** you travel to China. Consult with the coordinators for ideas on how to implement Project Based Learning (PBL) into your lessons. **The project could be highlighted on the final presentation day.** ____
24. Accommodations: You will stay in a dorm or stay in a hotel with one other person. Please do not request your roommate. The Chinese like their beds very firm. If you require softer bedding, please bring what you require to sleep well. We will *try* to keep groups together, but in some situations it may not be possible. ____
25. Do **NOT** drink the tap water. Bottled water will be provided to you by CCEC and the hosting schools. Be sure to drink plenty of water throughout the day to avoid dehydration. ____
26. Do **NOT** put toilet paper in the toilets/squat pots. Using the toilet in China can be a very different experience than you are accustomed to. Western toilets are not readily available in schools in China. Please bring your own toilet paper (packs of Kleenex or baby wipes), and it is also provided in China. Refrain from complaining about the facilities. It is what it is. They do NOT have a septic system so regardless if you are in a hotel, dorm or a place of business, school or other do not dispose of paper in the toilet. ____
27. Notify a member of CCEC and Team Leader for permission if you decide to go somewhere or do something on your own; you will be fully responsible for your own safety. ____
28. Make sure you are on time and at the right locations when traveling. It is very important when a time and place is given for you to be present, as every minute counts. ____
29. Inform **CCEC staff** directly whenever you have any questions and/or needs. Please try to **be polite** to the teachers, principals or school staff where you are teaching. This is in regards to the school schedule, tours, days of “no teaching” etc.
30. Follow all rules and laws while visiting China. ____
31. Have fun while teaching. Know that your final performance makes all the difference in this experience. Your class projects should be highlighted at this time. Be the inspiration for your students and teachers. ____
32. All participants are expected to attend Chinese language and culture class if those classes are scheduled while in China. Please attend regularly and be prepared to participate. ____
33. All participants must attend regular coordination/orientation meetings and provide CCEC with necessary documents as needed in country. ____

Please understand that you are going to a large foreign country that is a mix of modern, high tech and suburban areas that need further development. Please keep in mind that you are going there to share American teaching methodologies and assist the Chinese students, the Chinese English teachers and the Chinese schools in American education, language and culture. Please **BE POSITIVE, BE PATIENT and BE PROFESSIONAL**. Demonstrate your **American appreciation, kindness, knowledge, patience, positive attitude, open-mindedness, flexibility, and ability to adapt and adjust** at all times.

By my signature below I am stating I have read and understand the above expectations.

Signature of Participant

Date

Name (please print)