W&M Summer Program in Beijing, China  
Summer 2017
Estimated dates (subject to change): June 8 to July 30, 2017

Dates of 2016 Program: June 9 to July 31, 2016

Size of Program: The Beijing Program has recently varied from 10 to 37 students:
2016: c. 15 students
2015: 10 students
2014: 21 students
2013: 17 students
2012: 10 students
2011: 23 students
2010: 22 students
2009: 37 students

In light of COLL300, programs are designed to be accessible to as many eligible students as possible. Group size is determined based on an overseas partner’s ability to accommodate and support groups.

Host Institution: Tsinghua University (TU)

Overview of Program
One W&M faculty member serves as program director (PD) and teaches a 1-credit preparatory course in spring and a 3-credit on-site course

Courses and credits: Students earn up to 13 credits in Chinese language and culture courses. Students receive W&M grades and credits for these courses; courses may not be taken pass-fail.

Prerequisites: Students must have completed at least one year’s study of college-level Mandarin.

Housing: Students live in TU’s international student dormitories.

Excursions/Activities: This program includes local excursions as well as course-related events.
W&M- taught Courses in Previous Years

CHIN 303: Topics in Tradition and Change in Contemporary China
CHIN 303/INTL 391: Topics in Chinese Language, Literature and Civilization [3 credits]
GOVT 391: Economic Reform in China and its Consequences (special circumstance—one time only)
CHIN 428: Advanced Seminar in Chinese (special circumstance—one time only)
GOVT 491/CHIN 303: Chinese Economic Reforms

Available Courses from Host Institution

CHIN 200: Chinese Study in China I: Listening and Speaking [4 credits]
CHIN 200: Chinese Study in China I: Reading and Writing [4 credits]
CHIN 300: Chinese Study in China II: Listening and Speaking [4 credits]
CHIN 300: Chinese Study in China II: Reading and Writing [4 credits]
CHIN 400: Chinese Study in China III: Listening and Speaking [4 credits]
CHIN 400: Chinese Study in China III: Reading and Writing [4 credits]
KINE 106: Chinese Martial Arts [1 credit]

Qualifications for Program Directors

Faculty members who expect to continue teaching at William and Mary in 2017-18 are eligible to apply, and will need be available on campus during fall 2016 and spring 2017 to work closely with Global Education Office (GEO) staff on program preparation, and to participate in the fall study abroad fair and fall/spring information sessions, summer program information and orientation sessions, and recruiting events. In addition, Summer 2017 Program Directors will need to be on campus in fall 2017 to meet with the future Program Director and participate in recruiting events.

Because the position of Program Director represents a full-time commitment, faculty members selected as PDs may not undertake any other teaching assignment, additional student research projects onsite, or research appointment during the time the program is in session.

Required: site-specific course. Courses must be explicitly linked to the local or regional setting of the program, but are not generally restricted to any given discipline.

Required: proficiency in Mandarin

Preferred: in-country or regional experience.

Preferred: experience in overseas studies program direction/administration.

Preferred: research/teaching interests relevant to the program.
Program Direction:
Program director compensation covers preparatory work, on-site program direction, and post-program duties. (Salaries are calculated based on the duration of the on-site program—from the day students arrive through on-site student housing move-out).

Meal supplement and housing are provided for an additional 2 days on request.

Tentative Student arrival date: June 8; final day of program: July 30. Dates are subject to change.

PD salary (based on 7-week PD salary at $4,600 plus 4 additional days at $43 per day): $4,772. Depending on exact program dates, this figure is subject to change.

For all programs with 31+ students, program directors receive an additional $100 per student beyond 30.

Instruction of 3-credit course (in accordance with W&M A&S’ on-campus summer 2017 teaching pay scale—TBD); 2016 pay scale:

3 credit courses
1-7 students, $800 per student
8-15 students, $200 per student
16+ students, $100 per student

Instruction of 1-credit course (in accordance with W&M A&S’ on-campus summer 2017 teaching pay scale—TBD); 2016 pay scale:

1-7 students, $267 per student
8-15 students, $67 per student
16+ students, $33 per student

All monetary amounts are subject to change. The quoted rates are based on estimated 2017 expenses.

Housing allowance (unless prearranged through the program, based on the lowest possible rates for one-bedroom accommodations)

Airfare: lowest economy-class direct flight available for purchase before the end of March 2017.

Meal supplement: One-third of the US State Department’s M+IE per diem, to be adjusted one month prior to the program start date. For specifics, please see
the US State Department’s Office of Allowances website at http://aoprals.state.gov/web920/per_diem.asp.

Virginia state regulations require family members who accompany you to Beijing or on any of the group activities to make their own arrangements and cover their own expenses. In addition, due to the full-time commitment of the program director to the program, including handling emergencies at all hours, it is expected that 24/7 care for dependents and family members by someone other than the PD be arranged by the PD at his/her own cost.

### W&M Program Director

**Role and Duties**

Following is a general overview of the PD’s duties:

- Promote programs and recruit and select students.
- Teach a 1-credit preparatory course in spring 2017.
- Maintain contact with providers in the host country.
- Assist students with the visa application process.
- Review and complete responsibilities as outlined in the program director handbook.
- Serve as primary program contact with the Global Education Office.
- Work with GEO staff to make all group reservations (for group travel, meals, activities not arranged by host institution).
- Determine budget and courses in conjunction with GEO staff.
- Collaborate with the GEO staff to coordinate, organize and/or plan excursions.
- While on site, teach, care for students, and administer the program logistics and finances.
- Oversee the teaching activities of local faculty.
- Assure that courses are site-specific, explicitly linked to the local or regional setting of the program.
- Remain in residence and available for the length of the program; it is expected that the Director will accompany students on their group excursions and that, with the exception of these excursions, s/he will be in residence at the program location for the entire duration of the program, including weekends.
- Provide financial oversight including tracking receipts that will be submitted upon return.
- Submit to the Global Education Office (GEO) and International Studies Advisory Committee (ISAC) a thorough report on the summer program (template will be provided).
- Complete responsibilities in order to satisfy COLL300 requirements.

Detailed information regarding the PD’s duties is available in the *W&M Faculty-Led Summer Programs Director’s Manual*, which may be obtained from the GEO.
Applications must be received by 5 p.m. on Friday, April 1, 2016. Submit the following application materials as one PDF file to Sylvia Mitterndorfer in the Reves Center’s Global Education Office (smmitt@wm.edu):

- Application form
  (http://www.wm.edu/offices/revescenter/studyabroad/documents/2017PDApp.pdf)
- Cover letter detailing the applicant’s interest in and qualifications for the position;
- Course syllabus or detailed description of the course to be offered, including information about site-specific topics, approaches, and/or texts. Since course descriptions will be used in program recruitment, they should include a tentative schedule showing how lectures, readings, assignments, and related excursions will be organized into a study program of appropriate length;
- Details of course-related off-site excursions;
- Numerical scores from evaluations of courses taught in your most recent two semesters;
- Current CV.

Applicants are also encouraged to submit proposals for an additional one-credit preparatory course (INTR 299), for which they will be compensated. This course should be taught on campus in March-April 2017 and should focus on issues and skills that will enhance students' cultural immersion at the overseas site. Active student involvement in such courses is encouraged, through projects and presentations, and students from the summer 2016 overseas program may be available to participate in one or more class sessions.

PD selections will be announced in May 2016.

The ISAC evaluates all proposals and selects program directors. Program directors will be selected based on the following criteria: overall quality of course proposal; site-specific nature of course; synergy with other courses offered; expertise of the candidate.

There is no preference for candidates who have recently directed or participated in this or other W&M faculty-led programs.

The ISAC will consider feedback from the Global Education Office with regard to applicants who have directed prior W&M summer programs.

In addition, given the distinct responsibilities of the Program Director position, university administrators may contact appropriate offices (Provost, Dean, Title IX Coordinator) for information relating to the applicant. The applicant will be
given the opportunity to respond to or explain any negative information thus obtained.

For more information Further details are provided in the *W&M Faculty-Led Summer Programs Director’s Manual* available upon request. You may also contact Sylvia Mitterndorfer, Director of Global Education, at smmitt@wm.edu.