

W&M Summer Program in Beijing, China Summer 2019

Estimated dates (subject to change): June 6 to July 28, 2019

Size of Program: The Beijing Program has recently varied from 10 to 37 students:
2018: 13 students
2016: 15 students
2015: 10 students
2014: 21 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. This program's estimated capacity is 25 students.

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**

The College of William & Mary, including ISAC, values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The College is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

Faculty members who expect to continue teaching at William and Mary in 2019-20 are eligible to apply, and will need be available on campus during fall 2018 and spring 2019 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 2019 Program Directors will need to be on campus in fall 2019 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 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/site reviews.

Preferred: research/teaching interests relevant to the program.

**W&M Faculty
Compensation**

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 3 days on request.

PD salary (based on 7-week PD salary at \$5,300 plus 4 additional days at \$50 per day): \$5,500. 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 2019 teaching pay scale—TBD); 2018 pay scale for 3 credit courses:

1-7 students, \$800 per student

8-15 students, \$200 per student, plus prior 1 – 7 amount

16+ students, \$100 per student, plus prior amounts (1-7, 8-15)

Instruction of 1-credit course (in accordance with W&M A&S' on-campus summer 2019 teaching pay scale—TBD); 2018 pay scale:

1-7 students, \$200 per student

8-15 students, \$100 per student, plus prior 1 – 7 amount

16+ students, \$50 per student, plus prior amounts (1-7, 8-15)

All monetary amounts are subject to change. The quoted rates are based on estimated 2019 expenses.

Housing allowance (unless prearranged through the program, based on the lowest possible rates for one-bedroom accommodations). Housing costs for spouse/dependents/guests that incur any additional charges will be the direct responsibility of the Program Director.

Airfare: lowest economy-class direct flight available for purchase before the end of March 2019.

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 2019.
- 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.

**Application
Deadline and
Requirements**

Applications must be submitted online by 11:59pm on Monday, April 2, 2018. Details can be found at <http://www.wm.edu/offices/reescenter/studyabroad/faculty/summerprograms/index.php>

**Program
Director**

PD selections will be announced in May 2018.

The ISAC evaluates all proposals and selects program directors.

**Selection
Process**

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.