



CHINA TEACHERS PROGRAM

HANDBOOK FOR PARTICIPANTS

David M. Kennedy Center for International Studies
Brigham Young University



Congratulations

Congratulations on your assignment as a China teacher. On behalf of the David M. Kennedy Center for International Studies at Brigham Young University, we wish you a rewarding and enlightening experience. At this historic time of rapid and momentous change in the world, your participation in this program underscores the university's and the Church's commitment to be involved in China.

This handbook offers general information to assist you in preparing for your teaching assignment and settling in after your arrival in China. It is meant to supplement your readings on China and the August workshop conducted at the Kennedy Center. Recently returned China teachers, particularly those who taught at your university or lived in your city, are the best source of specific information on what to expect, what to bring, and how to make the most of your experience.

China is a vast, rapidly changing country, with a complex and evolving educational system and tremendous variation from place to place, person to person, and year to year. Reports from former China teachers reveal the very different reactions two individuals may have to a similar situation. The best tools you can bring to your assignment are adaptability to unexpected situations, an open mind, a readiness to learn from the challenges you meet, and enjoyment of friendship along the way.

You have a wonderful opportunity to make positive contributions to the great Chinese people. We will do all that we can to facilitate your good work and to make your experience in China both memorable and rewarding. This year will be a highlight in your life and in the lives of your students. We hope that you happily enjoy all of the fruits of this significant labor of service.

A handwritten signature in black ink, appearing to read 'JR', written in a cursive style.

Jeffrey Ringer, China Teachers Program director

Table of Contents

The Peoples Republic of China	5
The China Teachers Program—An Overview	7
<i>Description</i>	
<i>Goals</i>	
<i>Administrators</i>	
Teaching in China	11
<i>Teaching Duties and Environment</i>	
<i>Preparing for Your Assignment</i>	
<i>The August Workshop</i>	
<i>Miscellaneous English Teaching Materials</i>	
<i>Being Professional</i>	
The Chinese Educational System	17
<i>Chinese Teaching Style and Students</i>	
<i>Governmental Education Oversight</i>	
<i>Four Types of Chinese Universities</i>	
<i>Important English Examinations in China</i>	
Adapting to Chinese Culture	21
<i>Reducing Cultural Shock</i>	
<i>Social Interactions</i>	
<i>Laws and Regulations</i>	
Living in China	25
<i>Housing</i>	
<i>Food and Beverages</i>	
<i>Clothing</i>	
<i>Money and Banking</i>	
<i>Shopping</i>	
<i>Local Transportation</i>	
<i>Safety</i>	
Computers, Communication, and Electronics	31
Travel Arrangements and Documents	35
<i>Passports and Visas</i>	
<i>Travel to and from China</i>	
<i>In-country Travel and Tours</i>	
<i>Major National Holidays</i>	
Health Precautions	39
<i>Physical Exams</i>	
<i>Records</i>	
<i>Prescriptions</i>	
<i>Immunizations</i>	
<i>Health Insurance</i>	
A Final Note	42
Contact List	43

Cover art: “The Kin-Shan, or Golden Island, on the Yang-tse-kiang river”, an engraving by W. Floyd in *China, in a Series of Views, Displaying the Scenery, Architecture, and Social Habits, of that Ancient Empire* (1843). Drawn from original sketches by Thomas Allom.



Universities in Beijing, Tianjin, Jinan, Qingdao, Shanghai, Nanjing, Xi'an, Chengdu, and Guangzhou, now host China teachers.



The People's Republic of China

The People's Republic of China (PRC) is roughly the same geographic size as the United States. It has a diverse landscape ranging from the Himalayan mountains to the Gobi Desert and to fertile coastal plains that extend from the Russian border to the South China Sea. China shares borders with fourteen nations: Afghanistan, Bhutan, Burma (Myanmar), India, Kazakhstan, North Korea, Kyrgyzstan, Laos, Mongolia, Nepal, Pakistan, Russia, Tajikistan, and Vietnam. It's climatic range is as broad as the differences between Maine and Arizona or between Wisconsin and Hawaii. It ranges from sub-arctic in the north to sub-tropical in the south.

China is home to 1.3 billion people—92 percent of whom are Han Chinese, with the remaining 8 percent scattered among fifty-five ethnic minorities, including a large Muslim population in the northwest. The national language is Mandarin Chinese. Predominate religions in China are Buddhism, Daoism, and Islam. Because much of China is covered by mountains or desert, the majority of the people live in the east. There are twenty-three provinces, five autonomous regions, and four municipalities.

China is one of the world's oldest civilizations, spanning some 5,000 years. Emperors of the Tang, Han, Ming, Qing, and lesser dynasties ruled China for almost 2,000 years. Isolated for centuries, China was gradually opened, and exploited, by foreigners in the 1800s. SunYat-sen inspired the overthrow of the Emperor in 1911. After long years of internal struggle, and defeat of the Japanese in World War II, the People's Republic of China (PRC) was established 1 October 1949. The Communist Party has governed the country since that time. During the Cold War, China was largely closed to foreigners, as the Chinese people endured the famines of the Great Leap Forward and the destructions of the Cultural Revolution.

Finally, in 1977, the bamboo curtain was drawn back by Premier Deng Xiaoping. Since that time, growth and increasing prosperity have dramatically changed China. It has become a developing nation powerhouse. The huge population, uneven growth, and changing political realities still offer challenges, but the Chinese people are proud of what they have accomplished and optimistic

about the future. You will find them to be warm, friendly, happy, patriotic, and rapidly becoming more prosperous.

For a quick overview of the history, peoples, culture, geography, and economy of China see: *CultureGrams* “Peoples Republic of China,” Axiom Press, Inc. Lindon, Utah, and the CIA *World Factbook* for China online at <http://www.cia.gov/cia/publications/factbook/geos/ch.html>



China Teachers Program—An Overview

Program Description

The China Teachers Program (CTP) is a nonprofit program supported by Brigham Young University and administered by the David M. Kennedy Center for International Studies at BYU. The program is certified by the People's Republic of China (PRC) State Administration of Foreign Expert Affairs (SAFEA).

Since the program's inception in 1989, approximately 1,000 teachers have been placed in Chinese Universities. They have taught tens of thousands of Chinese students. For many of them, our teachers have been the only Americans they have met and spoken with. It has been a life-changing experience for both students and teachers.

Goals of the China Teachers Program are:

- To provide services to our affiliated Chinese universities in English instruction and selected content areas for the enrichment of Chinese university students.
- To provide academic and cultural ties between BYU, the Kennedy Center, and Chinese universities, in order to promote understanding, trust, and academic exchange opportunities.
- To provide an opportunity for the CTP teachers to absorb the ancient and modern culture of China firsthand and to enable them to develop friendship and respect for Chinese students, faculty, and the People's Republic of China.
- To provide Chinese students an intimate and extended exposure to American teachers in order to increase their English-language skills and their awareness of American culture.

Development of the China Teachers Program

1977—Deng Xiaoping opened the People’s Republic of China to foreign visitors and business.

1979—BYU Young Ambassadors toured China.

1980–1988—Twelve BYU teachers taught in China.

1988—China Teachers Program proposed to Elder Dallin H. Oaks, by BYU under the direction of President Jeffrey R. Holland.

1989—Board accepted CTP proposal. Agreement reached with Foreign Experts Bureau. First official group of nineteen teachers were placed in China.

1989–2007—Each year increasing numbers of teachers were placed with Chinese universities.

2007–2008—The 19th CTP class, consisting of seventy teachers (plus approximately fifteen “Friends”) will teach at eighteen excellent universities in eight Chinese cities.

Because of the inherent uncertainties and the limited financial benefits of the program, a high percentage of our teachers have been retired couples. In addition to retirees, we have also placed younger couples, single men and women, and mid-career couples on sabbaticals. Our placement profile continues to change as we negotiate better terms for our teachers and as the Chinese become more interested in people with technical backgrounds. The CTP and our hosts place high value on the maturity, professionalism, and high moral character of our teachers.

The strength of the program has been the mature couples and the very fact that they could cope with the challenges . . . not everyone is suited for teaching in China. Our successful teachers are a special breed. One has to be mature, courageous, adaptive, culturally sensitive, and a “happy camper.” Retired couples with these qualities have been the backbone of an extraordinarily successful program.

—Ray Hillam, one of the CTP founders

Program Administrators

Jeff Ringer, director of the David M. Kennedy Center for International Studies, also serves as the China Teachers Program director. He is aided by Ray and Maryann Andrus, China Teachers Program facilitators.

The Process for Recruiting and Placing Teachers

1. December: Opportunities for new China Teachers are announced in the *Church News* and other media.
2. Before 15 February: Applications are received and most candidates are interviewed and screened for qualifications .
3. About 1 March: The China Teachers Program sends teacher recommendations, applications, and copies of passports and diplomas for each applicant to Chinese Universities.
4. Before 1 April: Most Chinese universities consider the applications and decide whether to accept them, based on their needs and the applicant’s qualifications. After acceptance decisions have been made, the universities send letters of acceptance/contracts directly to the teachers.
5. Each teachers then signs their contract and sends it back to the Chinese University, along with their “Physical Examination Record for Foreigner” and an original copy of their laboratory blood tests.
6. The Chinese University will then obtain a Letter of Invitation and a Work Permit from the Bureau of Foreign Expert Affairs for each teacher and send them to the China Teachers Program office.
7. June: Teachers will send completed visa applications, passports, and visa fees to the China Teachers Program. Teachers will begin arranging personal affairs for their departure.
8. The China Teachers Program will then send Letters of Invitation, Visa Applications, and Passports to the Chinese Embassy in Washington, D.C., to obtain Z visas for the teachers.
9. August: All new China Teachers will attend a mandatory, information-packed China Teachers Training Seminar at the Kennedy Center.
10. End of August: Teachers will leave for their teaching positions, assisted in their travel arrangements by Kennedy Center staff.
11. When teachers arrive in China, the Chinese Office of Foreign Experts will help transfer their Z visas into Resident Work Permits.

Support for teachers. Each of our teachers have their round-trip airfare paid, free housing, and a modest salary paid by the host institution. Conditions vary widely, depending on qualifications and institution, but we attempt to insure that each of our teachers has acceptable living arrangements and a salary sufficient to cover necessities. Brigham Young University and the China Teachers Program are very happy to be participating with our partner universities; and our teachers are very capable of adjusting to variations in living, teaching, and cultural environments.

The China Teachers Program and Kennedy Center staff help with placement, insurance, travel, visas, etc. A two-week, 100-hour, pre-departure August workshop will provide valuable training and orientation for teachers. During a six-week, fall site visit, program facilitators will meet with each teacher and observe them in the classroom; they will also meet with Foreign Expert Affairs officers and academic departments on each campus. A mid-year conference will be held in Hong Kong where teachers will receive further training and exchange teaching experiences.

Access to e-mail has greatly improved our ability to support our teachers in the field. E-mail will be our usual method of communication, and we will use it frequently. We will make every effort to be of assistance, but teachers need to be capable of working independently.

Directory. To help you become better acquainted with one another, a directory of teachers, with pictures, addresses and some brief biographical data, will be prepared. We encourage collegiality among our teachers, and hope the directory will help you get to know one another better.

Alumni association. The China Teachers Alumni Association, is registered with the State of Utah. It meets in Provo, Utah annually at October Conference time to renew friendships and to promote good relations with China. For further information, please contact the association president:

Richard Snow
336 N. 800 E.
Provo, Utah 84606
(801) 375 4921
rlsbyu95@cs.com



Teaching in China

Teaching Duties and Environment

Most teachers are assigned to teach English, including writing, conversation, and other topics. Occasionally, a teacher will be asked to consult or teach their professional specialty. There are two “ranks” given to foreign teachers at Chinese universities, which determine pay scales. A person with an advanced degree will probably be given the status of Foreign Expert. Holders of other degrees will be identified as Foreign Teachers.

The university where you are assigned will determine your position and duties, based on your academic qualifications and teaching experience and their needs. Your assignment, which is negotiated individually with the university, will include teaching classes approximately fourteen–sixteen hours per week. It may also involve judging debates and speech contests, giving presentations on American culture, advising the English Club, holding “English Corners,” and conducting conversation practice sessions.

The variety of teaching experiences and conditions makes it difficult to generalize. Some of you will enter a situation with a set curriculum and a fair set of teaching materials. Others of you will arrive on the scene and find no offered curriculum. However, because we have had so many teachers, a de facto set of lessons may be available. The best practice is to ask lots of questions before you leave. Previous teachers will be of great help to you, as will the August workshop.

You will also find that some classrooms are colder and/or hotter, and less well equipped than what you are used to at home. On the other hand, some classrooms are equal to the best in America. Be prepared to develop curriculum and teach without the support of the technology that we take for granted in the United States. Your predecessors can tell you what to expect.

The best tools you can bring to your assignment are adaptability to unexpected situations, an open mind, a readiness to learn from the challenges you meet, and enjoyment of friendship along the way.

—Jeff Ringer

Preparing for Your Assignment

There is no set curriculum to prepare you for your assignment in China; preparation varies from individual to individual. The most important preparation is attitude. You must be prepared to be teachable as you teach. The August workshop will be an important part of your preparation, as will your own reading and communicating with other China Teachers from previous years.

As soon as selected, you are encouraged to contact current teachers at the university where you will be assigned. They will give you information about teaching assignments and schedules, as well as teaching aids, lesson plans, etc. You will find them to be of great help, not only with teaching preparation, but also with information about living conditions, the university, the city, shopping, etc. Past teachers will also come to the August Workshop to present teaching ideas as well as answer specific questions.

For most of you, your assignment will consist of teaching English—even if you've had no previous experience. We will focus intensively on teaching English in the workshop, but you can get started now by going to the library or bookstore and finding books on how to teach English as a second language. Also, try to obtain as much information as possible from your school regarding the courses you will teach. This will help you focus your preparation.

Preparatory reading. The more you can learn about China prior to leaving the better. Your Chinese colleagues will be pleasantly surprised if you have a basic understanding of China's history and culture. There are literally thousands of books to choose from. We suggest the following as good places to begin: Jung Chang's book, *Wild Swans* and Harrison E. Salisbury's *The New Emperors*. Internet searches for Chinese history, demographics, city specific information, etc. will also be very rewarding. (See Appendix A: Recommended Reading and Viewing.)

Learning Chinese? Unless you have previously studied the Chinese language, it is probably not worth a major commitment of time on your part in the next few months. While it would certainly be an advantage to you to speak Chinese, most of our teachers survive very well with a knowledge of numbers and a few phrases that will be taught at the workshop. For those committed to making a more sustained effort, we recommend any of the phrase/picture dictionaries available.

The August Workshop

As part of the Chinese government certification of the China Teachers Program, the Kennedy Center has agreed to provide 100 hours of instruction to

each teacher, prior to their going to China. This is accomplished in a mandatory workshop held in early August on the BYU campus. During this intensive, two-week training, participants meet Monday through Friday, 8:00 A.M.–5:00 P.M. and 7:00–9:00 P.M. Housing for participants is available on campus.

The workshop focuses on teaching English as a second language, the culture and history of China, survival Chinese language, and adaptation skills. It is also designed to foster closer relationships between teachers. Workshop teachers are experienced BYU faculty, program administrators, and former participants. Instructional materials include lesson plans, teaching tools, web sites, CDs, demonstrations, involvement activities, and other aids.

August Workshop Content:

- 30 hours of instruction and practice in Teaching English as a Foreign Language (TEFL), including teaching written and oral English, with practice lesson plans, PowerPoint, etc.
- 25 hours of Chinese culture, history, geography, and political systems.
- 15 hours of health issues, insurance, travel, and computer usage training.
- 20 hours of practical, hands-on ideas and roundtables with former teachers.
- 10 hours of survival Chinese

Miscellaneous English Teaching Materials

There are many items you *might* take to China to enrich your English teaching and to use as gifts. Teachers should *be selective* in deciding which items will be useful for them. Many useful aids are also available on the internet. This list was prepared by Lynn Henrichsen, China Teachers Workshop TEFL Instructor:

- Misc. pictures clipped from ads, illustrations, magazines, and catalogs to illustrate people, clothing, actions, objects, interesting situations, etc.
- Simple, easy-to-transport items representative of American culture: restaurant menus, cartoons, newspaper ads, etc.
- Postcards of scenes from your home town and state.
- Tourist brochures, maps, flyers, and travel posters.
- Pictures of your home and family, kitchen, favorite places, things, friends, school, shops, etc.
- Small gifts/souvenirs characteristic of your home area (pins, key chains, pens, etc.
- Cultural materials (pictures, decorations, etc.) connected with various American holidays: Halloween, Thanksgiving, Fourth of July (Christmas and Valentine's Day are well known in China).

- Basketball-related items, trading cards, magazines (Sorry, American football and baseball are not popular in China.).
- Labels from food cans and packaged goods for reading practice and role-play/skit props.
- Samples of American coins, currency, and postage stamps.
- World almanac, fact books, *Guinness Book of World Records* for reference and conversation.
- Copies of the *Reader's Digest* and similar magazines with short, readable stories of interest.
- Basic American history and/or geography books, travel atlas, and maps.
- Copies of good children's literature books.
- Music and words for songs you know how to play/sing. Perhaps a small musical instrument.
- CDs with English songs (popular, folk, children's etc.). Make sure the songs can be sung.
- Audio/video recordings of American daily life: a family meal, phone call, radio show, etc.
- Audio/video of special events with cultural themes: rodeo, parade, community celebration, etc.
- A list of English boys and girls given names and their meanings.
- English-language publications are available in China. Both the *China Daily* and the *Beijing Review* are government controlled. Foreign newspapers and magazines may also be found.

Being Professional in Your Teaching

As a China Teacher, your primary responsibility is to *deliver a professional service* to the Chinese institution that employs you. The success that the program has enjoyed is a direct result of the excellent work of our past teachers. Many foreigners go to China to teach, hiding ulterior motives: proselyting, partying, finding a spouse, or simply getting away from home. We have been told many times by Chinese officials that our people are different. It is this difference that has put our teachers in such great demand.

Our agreement with the Chinese government reads as follows:

All teachers will observe the laws of China and the regulations of the host institution. While they may practice their own religion, they shall respect both the religious policy and moral norms and customs of China and shall not conduct any activities incompatible with their status as a teacher. Specifically, they will not discuss religion generally or answer

questions about their own religion either in class, in public places, or the privacy of their own housing. They will neither distribute religious materials and information nor suggest places where such information may be procured.

You will likely be asked about your religious beliefs by your students, co-workers, and others with whom you come in contact. When this happens, you should explain our agreement with their government and drop the subject. You must not teach religion and must not proselyte. This also means that you are not to distribute copies of the Book of Mormon or other church materials *in any way*. The Church has worked diligently to follow Chinese laws, and teachers must not do anything that would jeopardize the Church's standing (*See Appendix B: Letter from the China International District Presidency*).

Professional Guidelines. We are guests of the Chinese. We want to project a positive, professional image for BYU and for its sponsor. Our teachers should dress and act professionally in all circumstances.

In the classroom:

- Be on time and be prepared.
- Explain evaluation criteria at the beginning. Grade all papers thoroughly.
- Hand assignments back on time with helpful comments.
- Have all activities appropriate for college age students.
- Be sensitive when calling on students. Do not cause them to lose face.
- Be warm and supportive with students, so that they will gain confidence.
- Get pictures of students and memorize their names.
- Do not change class hours or days. Do not change exam hours.

In your apartment:

- Don't have students over too often. (Once a month is a good rule).
- Give all students an equal opportunity to visit. No visit should be longer than 1/2 hour.
- Never have a single student in the apartment. Never be alone with a student.
- Never let them shower or nap in your apartment.
- Be wise. Be vigilant.

In all interactions:

- Do not over-fraternize with students. Don't become too familiar with them nor let them become too familiar with you (for example, call you "mom" or "dad"), either in or outside the classroom.
- Do not counsel students on personal problems.

- Do not do for one student what you cannot do for all your students, or what other teachers in the future may not be able to do in terms of gifts, etc.
- Never give money to a student, or tell them you can get them into America.

In your personal life:

- Dress professionally. Ties are appropriate for male teachers; dress pants are suitable for women.
- Act professionally. No slouching, chewing gum, etc.
- Accept the teaching times and classes assigned to you.
- Never, never try to counsel them or their system. We will fit into their system and do what we have committed to do, *i.e.*, teach oral and written English.
- Be sensitive toward your Foreign Affairs office representative (“waiban” in Chinese). Don’t complain.
- Do not ask for special privileges (special days off for tours, etc.). If there is an emergency, work with your waiban.
- Always check with your waiban before leaving the city. It is a courtesy, but to Chinese universities it is much more.
- Never talk about the Church. Do not give information about the Church or where information can be obtained. Do not try to see how close you can get to the line!
- Be happy and enjoy the challenges and surprises.



The Chinese Educational System

Chinese Teaching Style and Students

Chinese teachers are authority figures, knowledge givers, and disciplinarians. “Intensive Reading” is the basis of the grammar-translation method of teaching English used in China. The focus is on language content and not on teaching methods. It is teacher and book centered and involves rote memorization—something that you will find your Chinese students do very well. They are very disciplined and excellent at absorbing information. Chinese students learn to read English and memorize the rules of grammar. But the memorization teaching style presents little opportunity for students to learn to think and communicate effectively in oral and written English.

Large class sizes and limited teacher experience with native English speakers reinforce the focus on reading understanding rather than on English communication. Since they have not been trained to develop ideas in English, students, when faced with a writing assignment, often resort to simply extracting content from available written sources—a form of plagiarism facilitated by the Internet.

Several cultural values influence Chinese teaching and learning style. Studying means finding and imitating a good teacher and transferring knowledge from books into the student’s head. It is considered selfish to cause someone to lose face by challenging them. Being modest and self-effacing is praiseworthy, while wasting other students’ time or challenging the teacher or another student is disrespectful and selfish. Silence is a virtue.

By contrast, American English teachers tend to focus on class interaction, communication, and diverse teaching methods. American students expect to be involved. In order to generate involvement, American teachers use a variety of teaching tools and techniques. While these devices are effective in developing English communication skills, they may be viewed by Chinese students as “play”—not real teaching/learning. Americans, on the other hand, generally feel they learn better if happily involved and participating.

Governmental Education Oversight

Governmental oversight of education is present on every level: from a national level to each university, to each college and department, and to every classroom.

The State Administration of Foreign Experts Affairs (SAFEA) is organized to actively promote international exchanges and cooperation programs as a part of the national effort “to accelerate the country’s economic and social progress.” As a functional department of the Chinese central government, SAFEA is responsible for the administration of foreign experts affairs.

The Foreign Affairs Office (or Foreign Experts Office, or Office of International Cooperation and Exchange). This on-campus office is in charge of foreign experts. In addition to your department chair for academic matters, the Foreign Affairs office representative (waiban), will handle all questions concerning your housing, telecommunications, travel arrangements, residence permits, and visa. They can be your best friend! Your relationship with the Foreign Affairs office will have an impact on your experience. Most Foreign Affairs offices are efficient, well staffed, and very helpful. Others are overburdened and unable to commit time or resources to solving your problems. Besides providing support and services for foreigners, the Foreign Affairs office can assist in mediating between you and the Chinese in your department who are less acquainted with foreigners. This mediation can be flexible or strict, enhancing relationships or encouraging distance.

Class monitors. There will be one or more student monitors in each of your classes. They have several functions. The monitor is responsible for leading the students. They organize class outings and socials. They act as liaison between the teacher and the class members. The monitor will also be responsible for reporting any inappropriate teaching. Most teachers find the monitor to be very helpful in administering the class, taking roll, and giving feedback.

Four Types of Chinese Universities

Chinese Universities are classified into four types: Keypoint Universities, Comprehensive Universities, Normal Universities, and Foreign Language Universities. They may also be classified by specialty (technical, agricultural, traditional medicine, etc.) as well as by sponsor (national, provincial, or municipal government).

Keypoint University. A keypoint university, of which there are nearly 100 on the national level, is an institution designated to receive an additional share of the country’s resources. A keypoint university receives the best faculty and facilities available, enrolls the most qualified students (that is, sets higher entrance requirements), and receives special support services and financing

from the central government. Some are jointly administered by the State Education Commission (SEC) and other ministry-level organs, while some are administered solely by the SEC.

Comprehensive University. Only forty-seven of China's 1,063 universities and colleges are denominated "comprehensive," rather than "specialized." This generally means that they offer degree programs both in the sciences (theoretical and applied) and the arts (social sciences and humanities). The term is applied to both key national universities as well as some provincial and municipal schools.

Normal (or Teachers') University. Universities and colleges whose basic institutional charter is aimed at training primary- and secondary-school teachers, as well as training educational specialists to support the work of these teachers, are designated as "normal" or "teachers" universities. There are six normal universities under the direction of the SEC (Beijing NU, Central China or Huazhong NU in Wuhan, East China or Huadong NU in Shanghai, Southwest China Teachers' University in Chongqing, Northeast or Dongbei NU [NENU] in Changchun, and South China or Nanjua NU in Guangzhou), which are also comprehensive universities. These include several of China's best universities. Over 200 other normal colleges are supervised by provincial and municipal governments.

Foreign Language (or Foreign Studies) University. There are eight university-level institutions throughout the country that are designated as foreign studies universities (FSU), foreign language universities (FLU), or foreign language institutes (FLI). Their primary responsibility is training personnel in foreign languages and area studies. Three of these (Beijing FSU, Shanghai ISU, and Guangzhou FLU) are under the SEC. The others (Beijing Second FLI, Xi'an FLU, Southwest FLU in Chongqing, Tianjin FLI, and Dalin FLI) are provincially or municipally administered.

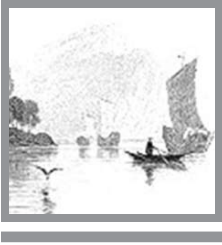
Comparative Rankings of Chinese Universities may be found on Google.com. "Chinese Universities Rankings."

Important English Examinations in China

Examinations play a key role in determining future opportunities for Chinese students. Important English examinations include:

- **National Entrance Examination for Universities.** Taken at the end of high school, this test covers many subjects, including English. It determines the student's higher educational opportunities and the university the student will attend.

- **English Placement Examination.** This test determines which English classes entering freshman at some universities will take. It includes listening comprehension (30%), reading comprehension (40%), vocabulary and structure (20%), and close (10%).
- **National Band 4 College English Test (CET).** This test taken at the end of the second year in college includes listening comprehension (20 minutes), reading comprehension (35 minutes), vocabulary and structure (20 minutes), and close (15 minutes).
- **English Entrance Examination for Graduate Students.** This test influences who goes on to graduate study.
- **National Band 6 Graduate English Test.** This test is taken at the end of the first year of graduate study. It is required for a PhD.
- **Test of English as a Foreign Language (TOEFL).** This test is taken by students worldwide and is used by most U.S. universities to determine admissibility of international students. Created and administered by Educational Testing Service (Princeton, New Jersey). It includes three sections: 1. Listening comprehension (30 minutes), 2. Structure and written expression (25 minutes), and 3. Reading comprehension and vocabulary (45 minutes). All sections consist of objectively scored, multiple-choice items.



Adapting to Chinese Culture

Reducing Cultural Shock

When you first come to China, many things will be exciting. Over time however, the differences may begin to get to you, and you will experience some longings for home—culture shock. Here are some suggestions to help you adapt:

- **Get to know China with objective and up-to-date information.** Your image of China will influence what you see. If consciously or unconsciously you see China as an undeveloped country, then what you see may seem inferior to what you have at home. Treasure your experience; if you expect treasures, you will find them. If you expect adventure, it will be very exciting; if you expect a challenge, you will find fulfillment; if you expect a tough experience, it will be tough.
- **Notice Similarities.** The process of adapting to a new culture is aided by paying attention to the things that people have in common. Chinese students are concerned about their future work, relationships with family and friends, changing styles, etc. just as American students are. Of course, there are differences, but noticing similarities helps you feel more comfortable.
- **Respect Chinese culture.** People of different nationalities are enculturated differently, so inevitably they use different criteria when they evaluate things around them. Learn to understand and respect Chinese cultural criteria in order to adapt to life there. For instance, in choosing their future work, Chinese students usually seriously consider their parents' wishes and try to reduce their family's financial burden, while Europeans and Americans tend to put greater emphasis on personal choice. The same is true when choosing someone to marry. People tend to highly value their own cultural norms and may overlook the diversity of cultural standards. Some even have feelings of cultural superiority. If they interpret the new culture in a negative way, it will be very difficult for them to appreciate the new culture and life. Try to perceive what you see from a Chinese perspective.

- **Keep an open mind and be tolerant.** When you enter a new culture, there are many things that you do not understand. Being uncertain about the meaning of people’s behavior can make you anxious or even defensive. Don’t jump to conclusions. Learn to live with uncertainty. Do not retreat to your own circle. Maintain a positive attitude and learn to know China to reduce culture shock and have a positive experience.
- **Keep expectations realistic.** In China, as elsewhere, there is often a gap between expectations and reality. Don’t expect to tour the country, master the language, or be a perfect teacher immediately.
- **Remember that there is not always a solution for every problem.** Chinese people believe that some problems can never be solved. When something goes wrong and doesn’t seem to get fixed, relax and live with it.

Social Interactions

When to speak and when to keep silent. In English, if someone asks you a question, it is good manners to answer. In Chinese culture, it is permissible to avoid answering in order to avoid embarrassing yourself or the speaker. American culture emphasizes speaking skills, while Chinese culture emphasizes listening skills. English speakers ask questions to show interest, while Chinese might think it rude to interrupt. Pause longer to accommodate your Chinese partner who will take more time.

Some topics are universally acceptable, such as the weather, jobs, hobbies, and local and national events. However, one should be careful asking age, marital status, or income questions, making jokes about political leaders, or discussing sexual matters.

Direct and indirect talk. Chinese speakers often use indirect statements or even polite lies to avoid a confrontation or refusal. “That will be difficult” may be a polite refusal of a request. A Chinese speaker may use a third person to convey particularly sensitive information or requests.

If you do not mention a situation for a long time, people may think you accept the situation as it is. Silence, in this and other cases, is meaningful. Most important is avoidance of confrontations and showing anger.

In other ways, Chinese may seem very direct or abrupt. The etiquette of host-guest relations is that the host directs and the guest follows, something Westerners view as somewhat “bossy.”

Senior members of a department can direct the activities of other members. You may be directed to do some work or attend an event, when you think you should have been asked instead of ordered to do so. If possible, do what is required. If you cannot do it, give a good reason.

Non-verbal behavior. Chinese tend to rely more on non-verbal behavior. For instance, at a banquet not much of substance may be said, but the banquet itself, the formal greetings and well wishing, the participants, food, toasts, and setting are all rich in meaning. Pay attention to the specifics of the situation, as well as facial expressions and silences to figure out what is going on and how to respond.

Calling cards and introductions. The Chinese tend to be formal with new acquaintances, and calling cards are a must. The CTP will provide your first set free, after that, you will need to purchase them. They can be printed in China at a reasonable cost. We recommend English on one side and Chinese on the other.

In China, surnames are given first. Mr. Pu Limin is addressed as Mr. Pu. Chinese women retain their maiden names after marriage. Men and women who attend social functions with foreign guests do so because of their functional positions and often do not bring spouses.

Punctuality. Strict punctuality is observed for social occasions and appointments. It is proper to arrive a few minutes before the specified time. Chinese guests may arrive fifteen minutes early. Making others wait for your late arrival is considered rude.

Tipping. This is officially frowned upon and central authorities have considered legislation to make it formally illegal. It is common and even expected, however, by international-standard hotel workers as long as no other member of the hotel staff is present.

Gifts. The Chinese are very generous in their gift giving. Chinese enjoy practical gifts like books, calendars, pens, school mementos, and CDs of American music. You will not be expected to give gifts, but a small expression of appreciation will always be warmly welcomed. When traveling to other universities, you may wish to offer souvenirs from your home institution in return for university souvenirs you will likely receive.

Photographs. Historic buildings and monuments may be photographed, but refrain from taking pictures of bridges, obvious military facilities, airports, equipment, and soldiers. Ask permission before taking photos in which individuals are the primary subject. Taking such pictures without permission is considered discourteous, and offended parties may seize your camera. Take photos of your hometown, family, university, and colleagues to China to share with students.

Laws and Regulations

As a foreigner in China you are subject to Chinese laws and regulations. Few people in China are aware of all the regulations on the books, but you should know about some that affect foreigners. Chinese laws prohibit certain religious activities by foreigners, including proselyting, assembling groups for religious services without authorization, and distributing religious materials. Freedom of speech and press is not written into Chinese law, and penalties for possession of pornography, banned books, or other objectionable materials can be serious.

Within your living and teaching environment, you will still see the effects of a bureaucratic tradition over 2,000 years old and of a political system trying to maintain stability and legitimacy. At the same time, you will see a China that is experiencing great and rapid change.

Two additional suggestions:

- Avoid political subjects (Taiwan, Tibet, Tiananmen, etc.).
- Don't be an ugly American. China's success as a nation only enhances ours. Enjoy it with them. Don't brag about the U.S.



Living in China

Housing

Host universities provide housing for visiting teachers and experts. The lodging provided to visiting teachers, though modest, is generally superior to that of most Chinese faculty members. Generally your residence will be near the university; often the apartment is on campus where a cafeteria is usually available. Your Chinese hosts are sensitive to the fact that the housing they provide is below American standards. Keep in mind that they are making available to you the best accommodations they have, and they do not always have the means or the management systems in place to provide the routine maintenance and cleaning service you would expect of apartment buildings in the U.S.

Housing at different universities varies widely in terms of size, age, maintenance standards, cleanliness, and level of service provided. All apartments will be much smaller than standard American quarters. Each apartment will include a bedroom, a sitting/dining area, a private Western-style bathroom with tub or shower, and limited kitchen and laundry facilities. Those with kitchens generally include an apartment-sized refrigerator, a one- or two-burner stove, a sink, and a small storage space. Ovens are rare. Most universities provide some sheets and towels. A few provide cooking and eating utensils. Some universities provide television sets. Apartments have Internet hook-ups and telephones.

Many universities restrict access to apartment buildings housing visiting teachers for security reasons. In order to ensure the safety of foreigners on their campus, they may lock the main entrance at 10:00 P.M. and require visitors to register. It is not appropriate to accommodate overnight guests in most apartments. If special arrangements are made, there may be fees for relatives or visitors who stay overnight. Ask neighbors, your building concierge, or your department hosts for a briefing on general practices. If fire exits are locked at night, discuss the matter with building supervisors and request an emergency key.

Food and Beverages

Water. Tap water in most of China is *not* safe to drink. Water that is potable at its source is often contaminated in old pipes en route to your tap. Many four- and five-star hotels have their own water treatment systems, in various states of repair. Outside major hotels it is advisable to use bottled water or to boil drinking water for at least five minutes. Chinese-standard hotels often provide hot, boiled water (“kai shui”) in thermos bottles; you can cool this in a carafe or canteen for room temperature drinking water (“liang kai shui”). Bottled water is widely available. Canned or carbonated bottled beverages, including soft drinks, are also reasonably safe.

Fruits and vegetables. Purchased on the street or from local stores, these should be cleaned before eating. Even if they will be peeled or cooked, fruits or vegetables should be washed with water and detergent, rinsed to remove detergent, and soaked in a solution containing chlorine. Use one tablespoon of chlorine bleach to one gallon of water to soak, and then rinse with water. Pesticide use is not regulated as closely in China as it is in the United States. For this reason, you may wish to remove the edible peels of apples, pears, cucumbers, etc.

Eating out. Chinese restaurants serve a wide variety of tempting dishes. Those cooked at high temperatures and served right away are safer than those that sit without refrigeration for several hours. The “American” Chinese food so familiar in the United States is not what you are likely to find in China.

Universities provide dining rooms where foreign professors, scholars, and students may eat. The selection of fresh, frozen, and processed foods in many cities in China has expanded rapidly in recent years, as farmers independently market their produce. Fresh fruits and vegetables are available year-round, and many Western brands of foods are available in supermarkets. Other expatriates in your campus neighborhood are probably the best guides to local shopping.

Special needs, such as salt substitutes or spices, may be difficult to find, and we recommend bringing a supply with you. Import stores in most cities offer a variety of common Western foods, but at generally high prices. It is nice to bring a supply of good, dried western soups to tide you over until you become familiar with local shopping.

Clothing

Teachers are encouraged to observe missionary dress standards—ties and nice clothing—for the workshop and while teaching in China. Moderately dressy clothes are appropriate for Chinese banquets. Previous teachers are the best source of information on attire at your host university. Comfortable, casual clothes, including dress slacks for women, are common on campuses.

There are wide variations of climate in China. Beijing and New York are at the same latitude, with similar weather except that Beijing is much dryer. Guangzhou and Miami share similar latitudes and subtropical climates. Temperatures in Shanghai stay above freezing through the winter, but because buildings are not centrally heated, warm clothing is needed in winter to combat chilly rooms.

In summer, China is hot and humid just about everywhere. In the winter, only Guangzhou manages to be comfortable, but layering is still the rule. Generally, there is central heating in apartment buildings north of the Yangtze River between 15 November and 15 March. Public buildings, classrooms, and offices are usually unheated and very, very cold. Comfortable walking shoes are important everywhere, and rubber boots are useful in snowy or rainy cities. Come prepared. Your size may not be available in China.

China produces a wide variety of clothing including cashmere sweaters and scarves, attractive and very warm down-filled jackets and coats, silk long johns, blouses, sweat suits, and sports and dress shoes. Prices and availability vary from season to season and place to place, and size selection may be limited. Shoes over size eight for women and nine for men are not always available, nor are clothing sizes for tall or moderately heavy figures. Many Friendship Stores around the country offer sewing and tailoring services and a wide variety of fabrics for custom-made clothes.

Laundry and dry cleaning. Many apartments are equipped with a washing machine but not with dryers. Balcony clotheslines are the usual drying (and sometimes clothes storage) facility. Dry cleaning is available in the big cities at prices similar to those in large U.S. cities. The quality of service varies. Hotels and some university apartment buildings also offer laundry service. Normal wear and tear, hard water, and strong detergents argue for bringing a serviceable wardrobe for everyday needs. Dress clothes, needing little professional cleaning attention, that can withstand normal washing will fare best.

Money and Banking

Your host university will provide a modest monthly salary designed to cover basic food and living expenses. In most situations, these costs will be considerably lower than in the United States. Generally our teachers “break even” with income and expenses. Although there are many benefits associated with the program, teaching in China is *not* a money making proposition for participants in the China Teachers Program.

Currency. In China the official currency is called “Renminbi” (RMB) or “yuan” or “kuai.” The exchange rate is approx. 7.7 RMB = \$1 US. You should expect to do all of your transactions in Chinese currency. Foreign currencies

must be converted to Chinese currency before making purchases. Dollars may be converted to yuan at airports, banks, and hotels. Your waiban may also be willing to convert your money for you.

Most major hotels and some major tourist retail outlets, such as the Friendship Store, have exchange counters which will convert U.S. dollars, traveler's checks or cash into Chinese currency. Some hotels, however, limit exchange privileges to hotel residents. You may also exchange cash or traveler's checks at a designated Bank of China branch. Nearly all exchange counters charge service fees. Foreign exchange counters will convert up to 50 percent of the Chinese currency you have back into dollars, provided you present the receipts from the initial exchange.

ATMs. The spread of ATMs has made accessing your home bank accounts much easier. They also provide the best exchange rate. With the easy availability of ATMs, people do not use checks. Marvin Wu, however, will accept U.S. checks for tours. Other banking services in some Chinese cities are less convenient than in the U.S. Ask your waiban and previous teachers for more details.

Most teachers maintain their home accounts in the United States and arrange for "Bill Pay" or other electronic banking services, which can be managed and monitored via the Internet.

Credit cards are accepted for purchases at major hotels, hotel restaurants, Friendship Store branches in major cities, government-run antique and handicraft shops, and factory sales rooms that produce carpets, jade, or other tourist export items. Most Air China offices in the PRC and the Chinese Railway system do not accept any Western credit cards, nor do most small shops, restaurants, or hotels frequented primarily by Chinese citizens.

Shopping

Shopping opportunities are tremendously varied. They range from modern mega-markets and shopping centers to outdoor markets. Small shops and street vendors are everywhere. While there is an increasing number of "fixed price" stores, especially in the large shopping centers, many merchants expect you to "bargain" for the price you will pay.

It is customary in Chinese culture to bargain and haggle over the price of just about everything. Just keep in mind that the people want you to bargain and sometimes even argue with them. If you don't, the seller will feel that you either gave up too soon and cheated yourself, will feel bad that they cheated you, and will sometimes even feel cheated out of a chance to practice their English. Just remember to never pay full price for anything and don't worry that you may offer a price they don't like—they expect it. A rough rule of thumb in most outdoor markets is to offer 25 percent of what is asked. Bargaining can be a fun

experience, but it usually requires a sense of humor and patience. Another rule of thumb, if both you and the merchant are smiling at the end, the price is OK. Under Chinese law, if you make an offer and they accept it, you have bought it. (You have also “bought it” if you break it—and the merchant sets the price!)

Toiletries and miscellaneous. The availability of toiletries, including Western brands, has improved markedly in recent years. If you prefer specific brands, you might bring a supply to last for your stay (shampoo, deodorant, moisturizer, shaving cream, feminine products, toothpaste, dental floss, extra toothbrushes); otherwise, the local economy can meet your needs.

Household goods. Universities generally provide towels and sheets. Face cloths and dishcloths can be purchased locally at relatively low prices. Plates, bowls, cups, and chopsticks are also available and inexpensive. While Chinese cooking utensils are not expensive, imported specialty utensils (potato peeler, cheese grater, sieve, Western-style spatula, etc.) are expensive, if you can find them. Former teachers will tell you what supplies are in the apartment.

Electrical appliances and equipment. The local current throughout China is 240V AC, 50 cycles (except for some areas of Shanghai where it is 120V). To use 120V appliances you need a step-down transformer. Transformers are available in department and electronics stores. Your laptop computer should work on either 120v or 240 v. Chinese wall sockets accommodate most foreign plugs; however, you might bring an adapter for good measure.

Often it is more convenient and less expensive to buy small 240v appliances in China than to find and carry transformers from the U.S. for American appliances. Hair dryers are inexpensive in China. If purchased in the U.S. with dual voltage capability, they can be used both in China and in the U.S.

Because of the limited power capacity in most university housing, teachers should check with building electricians before using self-supplied appliances that draw heavily on the power supply, such as hotplates or space heaters. You usually cannot use a hot plate, rice cooker, and computer at the same time.

Batteries (Eveready, Duracell, etc.) are widely available. However, some teachers have brought rechargeable batteries, with a charger that can use 240V current.

Local Transportation

In China, you will probably walk more than you are used to in the U.S. Think of it as necessary exercise—it’s good for you. Owning a car is costly and dangerous. Our teachers do not have cars.

There are good public transportation systems in every city. Most cities have excellent public bus systems. Some have modern subways. Some universities

offer shuttle buses to shopping areas and may rent out university vehicles for student field trips or for special requests. Taxis are available everywhere. Check with university personnel to find out how to use taxi services from your campus. Not all taxis are safe. Be sure that you use only taxis with licensed drivers, and that the price is agreed on in advance, or the meter is turned on. It is wise to carry the address of your apartment, the university, and your destination with you, written out in Chinese.

Bicycling is a popular mode of transport in many areas, particularly where the climate is dry, and the terrain is flat. Standard, no-frills bicycles are inexpensive to buy, new or secondhand. When purchasing a bicycle, keep in mind that bikes are often stolen, and bikes that work well but look plain are cheap, convenient, and less likely to be stolen. Ride carefully. Bicycling can be dangerous. Motor and pedestrian traffic is heavy, and motorists do not yield to bicycles.

Safety—Be Careful

Some simple suggestions for staying safe, healthy and happy include:

- Practice cleanliness. Wash often, as do the Chinese. Warm towels and boiling water to clean utensils are offered in good restaurants. Prevention is the best medicine.
- Be diligent in careful food preparation. (See food section.)
- Watch out for traffic. Pedestrians do NOT have the right of way.
- Avoid isolated areas, especially when alone.
- Observe those around you, check out your surroundings.
- Beware of thieves. Avoid keeping money, credit cards, passports in pockets or purses where they might be stolen. Pickpockets are skilled professionals. Keep valuables in a safe place. Keep apartments locked.



Computers, Communication, and Electronics

Computers

You should have your own laptop computer, and bring it to the August Workshop, as well as take it to China when you go. It will not only be very useful in your instructional preparation and for finding enriching teaching materials, but it will also provide a welcome link to home. Your university will probably provide Internet access for you. If not, you can arrange for Internet access through the local telephone company in your city. The cost is a bit higher than U.S. prices for this service but worth it. Teachers should carry laptop computers when they fly to avoid damage from rough handling and possible theft.

Some apartments may be equipped with computers (usually rather old desk tops) and printers. But we still recommend that you take your own laptop. Talk to teachers from previous years. They often leave printers and other computer accessories in the apartment when they return to the U.S. We recommend that you buy your computer accessories (printers, scanners, etc.) in China. There are relatively inexpensive computer supplies of all kinds available, as well as computer repair services. Your laptop computer and printer should work on either 120v or 240v.

Data Sticks

Data sticks are very useful for transferring PowerPoint presentations and other data to instructional equipment where available.

E-mail

E-mail is the easiest, fastest, and least-expensive method of written communication. It is readily available in all of the cities where BYU China teachers are located. E-mail has revolutionized communication with our teachers. It is the best method of communication you will have with family, friends, the Kennedy Center, and others in the U.S.

Digital Cameras, Cell Phones, Etc.

In recent years, digital cameras, cell phones, and other electronic equipment have become widely available, as have CDs and a wide variety of American movie DVDs. Copy services are now widely available.

Television and Radio

Many apartments are equipped with television. In most areas of the country there are some English-language broadcasts. If you are used to U.S. cable TV, you will find the selection of programs quite limited, but you will appreciate having access to what is available.

Some teachers have found shortwave radios worthwhile, especially since other Western news sources may be scarce. The quality of reception varies widely according to location and construction of the apartment building.

Telephones

You should have a phone in your apartment, although the quality of the connection will vary. You can buy cheap phone cards that allow you to make calls for less than \$0.05 a minute. Cell phones are everywhere but generally more expensive to use in China than in the U.S. Buying them is an individual decision.

AT&T, MCI, and Sprint all offer access numbers in major cities in China, allowing callers with direct dial capability to ring an American operator and charge a call to their calling credit card. Ask your university hosts whether you can access these services from your apartment phone, or if not, from a direct dial phone in your building. Hotels often levy a charge for credit card calls placed from their phones. Access codes: AT&T, 10811; MCI, 10812; Sprint, 10813.

When calling China from other countries, it is necessary to use the long distance code (011), Country code (86 for China), City code (Beijing 10, Guangzhou 20, Shanghai 21, Tianjin 22, Nanjing 25, Xi'an 29, Jinan 531, Qingdao 532), and local number (usually eight digits).

Most of our teachers in China now call the U.S. through their computers. Many use a program called SKYPE, which is free and allows calls to any phone in the U.S. for \$0.02 a minute. Yahoo Messenger offers similar service.

In timing your telephone calls, consider the time difference between China and the U.S. China, despite its continental size, has only one time zone. During Daylight Saving Time there is a twelve-hour difference between China and the east coast of the U.S., and a fifteen-hour difference from the U.S. west coast. Midnight in Washington, D.C., will be noon the next day in Beijing. The rest of the year there is a thirteen-hour difference from the east coast. Midnight in Washington, D.C., will be 1:00 P.M. the next day in Beijing.

Letters and Packages

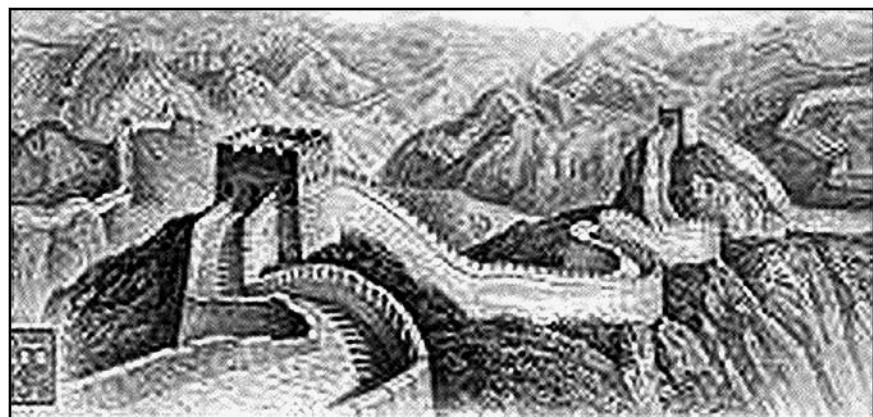
International letter airmail between China and the U.S. takes from four to fifteen days. Magazines may take longer. Letters from the U.S. addressed to the People's Republic of China are more likely to arrive promptly than those marked only "China." International air parcel post takes about ten days either direction, barring delays. You or your university's Foreign Affairs office will need to personally appear to receive a package at the post office. Contents are subject to customs regulations. Packaged mail shipped by surface is more economical than air, but transit time is uncertain. U.S. "M-Bag" services are good for shipping things ahead, but can take up to two months to arrive in China. For books, the charge is \$11.00 for the first 11 lbs and then \$1.00 for each additional pound. For other items, the cost is \$16.00 for the first 11 lbs and \$1.50 for each additional pound. Maximum weight for "M-Bags" is 66 lbs. Not all U.S. post offices offer this service.

Paper

Although a wide variety of stationery supplies are available, high quality paper can be difficult to find. Standard paper size in China is A4 (8" x 11.5"), American-sized paper (8.5" x 11") is generally not available.

FAX

Fax facilities are available at major hotels in China's principal cities and on most campuses. You may be charged for sending/receiving faxes. Clarify your university's policy with your Foreign Affairs Officer.





Travel Arrangements and Documents

Passports

You will need your passport with the appropriate visa before you may enter China. You will also need your passport whenever you check in for a domestic flight or at a hotel in China. You may apply for a passport at a local U.S. post office, city hall, passport agencies in major American cities, or directly from:

The Passport Office
U.S. Department of State
Washington, D.C. 20524

Processing a passport application may take up to six weeks. You will need a birth certificate or a previously issued passport for proof of citizenship and identification as well as two 2" x 2" signed passport pictures with full-face exposure, taken not more than two years ago. There will be a charge of at least \$85. A dozen extra prints of your passport picture will be useful in China for identification cards required for ten-month residents. Photo shops in China also offer passport photos. It is highly advised that you make a copy of your passport and visa to carry with you. If you lose your identification, this will make replacement much easier and quicker.

Visas

Everyone needs a valid visa prior to departure for China. The China Teachers Program will help you obtain your Chinese visa from the PRC Embassy in Washington, D.C. Your university will arrange for a Resident Permit (equivalent of a "Green Card") for you after you arrive in China.

There have been recent changes in the Chinese Embassy's policy regarding visa applications. As soon as the CTP office receives your official "letter of invitation," work permit, and your visa application, the process will begin to obtain your visa. The visa-application fee is currently \$50 for a single-entry visa plus any handling fees. The CTP uses a visa service to obtain visas.

After you arrive in China, your waiban will assist you in exchanging your Z visa for a Resident Permit, which will allow you multiple entries into China.

As soon as you arrive in China, register your passport and visa with the U.S. Embassy. This will save you hours of work and headaches should your passport get lost or stolen.

Your Chinese visa will indicate the validity period of the visa—generally two or three months from the date of issue. Travelers must enter China within this period. The visa will also indicate a duration of stay after you enter China. Once you receive your Resident Permit, no further registration should be necessary. It is important to remember that Chinese regulations are sometimes inconsistently applied and subject to change without notice. If you need to make any changes to your status while in China, your foreign affairs personnel will be able to help you.

Travel to and from China

You will fly into the city in which you will be living. A representative of the university will meet you at the international airport and escort you to the university. You should notify your foreign affairs officer of the flight number, exact arrival location, date, and time of your flight. It is wise to carry with you the phone number of your waiban and information about your university in case your flight is delayed or connections are missed.

Round-trip travel expenses are guaranteed by the China Teachers Program. In some cases, the Chinese university will pay for a one-way ticket. In such cases, we send you with a one-way ticket and the Chinese university buys the return ticket in China.

Teachers should make their own travel arrangements by working directly with the BYU Travel Agent, Nancy Bean. She can be reached by telephone on campus at (801) 422-1291 or by e-mail at nancy_bean@byu.edu. She is under instruction from BYU to follow standard Church travel policy, *i.e.*, booking you on the most direct flight at the lowest fare. Teachers may choose other flight options, however, they will be required to pay the price difference. Side trips are allowed, but the additional expense will be your responsibility. You will usually be traveling with the other CTP couple at your school.

Baggage. There are specific and changing baggage limits for international air travel and for domestic air and train travel. Extra pounds are expensive. Plan your luggage carefully. Each person will be allowed to check in two bags. Each bag should not exceed 62 in. total dimensions, nor exceed 50 lbs. in weight. You will also be allowed one carry on bag that must fit in the overhead bin or under the seat in front of you. Women will also be allowed their purse.

If you elect to travel within China on flights that are not part of an international flight, you will be restricted to one checked bag not to exceed 44 lbs. (20 kilo) plus a carry on.

It is highly advised to carry with you on board the plane any medications you will require prior to your arrival in China. Please also consider taking travel-sized toiletries and a change of clothing in case you arrive before your luggage does.

Clearing customs. Personal belongings and supplies other than books are easiest to bring into China in person when first entering the country. Bag mail is also an option for sending materials to China at a reasonable rate. Ask for the “M-Bag” rate at the post office. Your predecessors will have left many things behind; talk with them before sending teaching materials.

When planning your return, you may find it necessary to check and see if your domestic airline charges for extra baggage. They usually do not. However, if they do, BYU will reimburse you when you get back to the U.S. Also, most universities will pay for you to ship one cubic meter container home by sea. You might also want to investigate the shipping services of China Post or private freight forwarders.

Flexibility. Please understand when traveling anywhere, the thing to take with you is a good attitude. If flights are cancelled due to weather or mechanical difficulties, be patient with the airline and not demanding.

In-country Travel and Tours

You are not in China as a tourist. But you will have opportunities to see much of this great country. There are frequent flights to most major Chinese cities as well as other cities in Asia. If you miss a flight, you will have to buy another ticket. A good China travel guidebook will be very useful.

For short distances, trains can be very nice, and relatively inexpensive. Please note: Trains are on time. They may even leave a few minutes early. When the passengers are on board they leave! There are several classes of train accommodations: “Soft Chairs” are comfortable and well padded, with good leg space. “Hard Chairs” are more like bench seating and often over-sold with people sitting in the aisle. Overnight trains have “Soft Sleepers” that have four beds in a compartment with a door. They are comparable to second-class sleepers in Europe. “Hard Sleepers” have six beds (stacked three high) in a compartment with no door. They are open to the aisle.

Buses run between cities as well as within cities. Travel light. You will often have to haul your own luggage. It is tough to travel on holidays when flights, trains, and buses are very crowded

Tours. Marvin Wu of Rainbow Tours has arranged wonderful tours for the China Teachers to coincide with national holidays. Local guides lead us at each location. Participation in the tours is encouraged for the camaraderie they build as well as the wonderful insights they offer about this ancient country. Costs of

tours must be paid by each participant. Tours offered to our teachers include:

Silk Road Tour: During the October Autumn Festival, this tour goes from the Moslem northwest corner of China to Xi'an—home of the Terra Cotta Warriors. Along the way you will visit bazaars, ancient tombs, and irrigation systems, a Ugar home, and the famous Chinese acrobats; transportation includes camels and donkey carts as well as planes, overnight trains, and tour buses; and there is great food!

Thanksgiving Tour: In Beijing sites include Mao's tomb, the Forbidden City, the Imperial Palace, the Summer Palace, the Silk Market, the Great Wall, and a Peking Duck feast.

Mid-Winter Tours: After the Hong Kong Conference, the southwest China tour visits Guilin, the Li River, and the home areas of twenty-five ethnic groups in Kunming, Lijiang, and Dali. During this class break, groups also have gone to the Winter Ice Festival in Harbin, and the tropical beaches of Hainan Island, and even visited other countries in Southeast Asia.

May Day Holiday: Cruise on the Yangtze River, past the huge Three Gorges Dam and on to Chungqing.

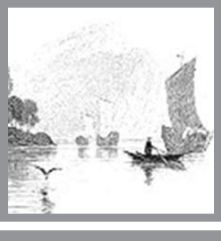
Some teachers go to Tibet after school ends in June/July. Some have also taken the Beijing to Moscow Trans-Siberian Railroad.

Major Chinese National Holidays

National Day, 1 October. Commemorates the establishment of the People's Republic of China. This is a three-day holiday, but classes are usually dismissed for a week, and the two days extra days are scheduled to be made up later. This is also near the Mid-Autumn Festival, when Moon Cakes are given as gifts.

Spring Festival—Chinese New Year—Semester break. The date varies each year based on the lunar calendar. New Year in China begins on the last day of the twelfth lunar month. It is usually in late January or early February. This is the most traditional holiday in China, lasting about a month.

Labor Day, 1 May. This is another three day holiday with classes dismissed for a week and made up later.



Health Precautions

Physical Examination

Each teacher is required to have a complete physical examination prior to going to China. Two physical examination forms are necessary: An English form for medical insurance purposes and the “Physical Examination Record for Foreigner” (with Chinese characters). Please note that a test for HIV and some STDs is required. You will need to mail the completed Chinese medical form and original lab work sheets to your Chinese University with your contract. It will probably be necessary for you to have an additional physical examination and lab work from a Chinese doctor once you are in China. The cost should be covered by your university.

Medical Records

Bring a health record with you. Having a general health history makes it easier for you to answer your foreign physician’s questions should a medical problem arise.

Prescriptions

If you take prescription medicines, bring a supply to last for your stay. Be sure to bring a package insert or documentation that provides generic name, indications, and contraindications for the drug, since your physician in China may not be familiar with American commercial pharmaceutical names. The CTP office can issue you a letter stating that you will be in China for ten months and requesting a year supply of medicine. Take a copy of your eye prescription and an extra pair of glasses with you. Excellent prescription glasses are inexpensive in China.

BYU Health Center Foreign Travel Suggestions

The following medications are suggested to take with you:

- Sudafed, 60 mg. for colds. Take 1 every 12 hours.
- Cipro tabs for travelers diarrhea. Take as directed.
- Benadryl 25 mg. for allergic reactions. Take 1 or 2 every 4 to 6 hours for pain.
- Antibiotic ointment (optional) for scrapes and cuts. Apply liberally after washing well with soap and water. Cover the wound and keep it clean.

Guidelines for preventing illnesses:

- Be very careful about your hygiene. Hand washing should strictly follow use of restrooms and before touching any food or drink.
- Do not drink or brush your teeth with local water, unless it has been properly treated or boiled. Ice may contain bacteria and should not be used unless you are sure of its source.
- Peel all fruits and vegetables before eating. Wash them with treated water.
- Make sure your food is properly prepared and well cooked before eating.
- Do not eat vendor food from the streets, no matter how good it may look.
- Never eat or drink from another person's utensils or glass. Bacteria are passed through mucus.
- Always remember that most bacteria will enter your body through the mouth.
- Keep hands away from face—eyes, nose, mouth.

Pre-departure Immunizations

The Chinese government does not require travelers entering China from the United States to have any inoculations. There are no required immunizations. As a routine measure, all travelers and their families should update their inoculations prior to travel, especially to developing countries. Discuss what shots you should receive with your personal doctor or county health agency. Hepatitis A and Hepatitis B, Tetanus and Typhoid immunizations are strongly suggested. The International Health Certificate, a yellow booklet available from city or county public health agencies, is widely recognized by overseas public health authorities and provides space for conveniently recording immunizations.

Hepatitis-A and Hepatitis-B

Hepatitis is very common in China. Ten to 15 percent of Chinese are Hepatitis-B carriers and are contagious. Hepatitis-B is spread through body fluids (blood, intercourse), but in endemic areas like China, there are other modes of transmission. Everyone should be immunized. Hepatitis-A is transmitted by contaminated food, water, and infected individuals. Hepatitis-

A vaccine is recommended for those eighteen years of age and older. The Hepatitis-B series takes six months, so you may need to receive the final injection after arrival. Private clinics and the Australian Embassy in Beijing offer most vaccines but at a higher cost than in the U.S.

Health Insurance

All China teachers must be covered by medical insurance. Coverage will be verified at the workshop. The preferred option is to have each teacher arrange for coverage with their current provider. Some policies will not provide coverage outside of the U.S. In those instances, we have made arrangements through the Church and DMBA to provide coverage for your time overseas.

Individual insurance coverage is mandatory. The cost of DMBA insurance varies from year to year and should be around \$150 per month per person.

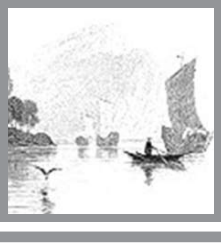
All teachers are also covered by the Chinese national health program. Basic medical care is available free or at a minimal cost through this coverage. China medical coverage applies only to routine treatment (aspirin, cough drops, band aids, etc). Universities require U.S. medical insurance coverage.

Emergency Evacuation Insurance

The China Teacher Program requires that each of its teachers purchase medical evacuation insurance through the International SOS Company as a condition of participation. This will be arranged during the August workshop. SOS insurance covers medical and transportation costs should a teacher need to be transported to a Western hospital. Private medical evacuation companies have saved the lives of foreigners injured in remote areas of China by flying them in rescue helicopters to Hong Kong emergency facilities.

Fees for a medically equipped rescue plane, emergency medical services of doctors and nurses, and miscellaneous landing rights fees can amount to tens of thousands of dollars. For those who do not have insurance coverage, the cost of evacuation must be paid in advance. Aside from providing support for medically supervised evacuations, the evacuation companies operating in China have trained nurses and doctors on staff, who will give medical advice over the telephone, including recommendations on physicians outside Beijing, to help resolve medical problems before an evacuation is required.

The Kennedy Center makes a lump sum payment to the SOS Corporation to secure the best rates. Each teacher is asked to reimburse the center for their portion. Last year, the cost was around \$225 per person per year. For SOS Insurance information, please call: 1-800-523-6586 (within the United States) or call collect: 65-338-7800 (outside the United States).



A Final Note

This will be a great adventure. You will work hard. But you will enjoy it. You will influence your students in ways you never imagined and build a lifetime of memories. The China Teacher's Program will do everything that we can to assist you in this wonderful service.

Contact List

China Teachers Program

Jeffrey Ringer, Director

Kennedy Center for International Studies

237 Herald R. Clark Building

Brigham Young University

Provo, UT 84602

Phone: (801) 422-3379

Fax: (801) 422-0382

E-mail: Jeff_Ringer@byu.edu

Ray and Maryann Andrus—Facilitators

220 Herald R. Clark Building

Brigham Young University

Phone: (801) 422-5321 (office)

(801) 377-1804 (home)

Fax: (801) 422-0382

E-mail: china_teachers@byu.edu

Program Assistant

222 Herald R. Clark Building

Brigham Young University

Phone: (801) 422-2389

E-mail: china-teach@byu.edu

Nancy Bean—BYU Travel Services

280 Herald R. Clark Building

Brigham Young University

Phone: (801) 422-1291

Fax: (801) 422-0382

E-mail: nancy_bean@byu.edu

China Teachers Program Alumni Association

Richard Snow

336 N. 800 E.

Provo, Utah 84606

(801) 375 4921

rlsbyu95@cs.com