



CRITICAL LANGUAGE SCHOLARSHIP PROGRAM

Suzhou
CHINA



HANDBOOK FOR PARTICIPANTS
SUMMER 2014

The CLS Program is a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs. The CLS Program in China is administered by the Department of East Asian Languages and Literatures, at The Ohio State University.



THE DEPARTMENT OF **EAST ASIAN**
LANGUAGES AND LITERATURES



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Photo courtesy of Prof. Kirk Denton. Department of East Asian Languages
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This handbook was compiled and edited by staff of the Critical Language Scholarship
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Section I: Introduction

Welcome

Congratulations on receiving your U.S. Department of State Critical Language Scholarship for participation in the Chinese intensive summer language institute! As a recipient of this award, you will live and study this summer in Suzhou, Jiangsu Province. You will have the opportunity to improve your language skills, learn to negotiate Suzhou culture, make new friends, and become a more independent person with a more experienced perspective on the world.

This handbook has been compiled by staff members of the Department of East Asian Languages and Literatures at Ohio State University to provide information that will make your study-abroad experience a success. Please bring this handbook when you depart for Washington, D.C. on the CLS program. It will answer many questions you may have. We look forward to seeing you in Suzhou.

As you prepare for the CLS program this summer, you will undoubtedly have questions. Please remember that there are also several ways to connect online with CLS participants, alumni, and staff to ask questions, discuss the upcoming summer, and stay in touch after you return. Be Aware that Facebook, Twitter, and Youtube are not accessible while you are in China.

- **Exchanges Connect**, the U.S. Department of State’s publicly-available social network at connect.state.gov.
- The official **CLS Facebook page** – all Facebook users are welcome to “like” the CLS page and receive our updates on their News Feeds. Find us at <http://www.facebook.com/CLSscholarship>.
- The **CLS Twitter feed** – follow our tweets and tweet us at <http://twitter.com/#!/CLSscholarship>.
- The **CLS website** is always a resource for current participants and alumni. The FAQ page can be found at <http://www.clscholarship.org/faq.htm>.
- U.S. Department of State’s **International Exchange Alumni** at alumni.state.gov.

If you have a question that is not covered in the handbook, is of a personal nature, requires immediate attention, or cannot be resolved through online discussion, please contact your CLS program officer: Zhiwei Bi, Program Officer of the CLS East Asian Languages, at 2014cls_ea@osu.edu, or call 614-292-2692 or 614-247-8906.

Fast Facts

CLS Program

CLS is a program of the U.S. Department of State, Bureau of Educational and Cultural Affairs. The CLS program in China is administered by The Department of East Asian Languages and Literatures and the National East Asian Languages Resource Center at Ohio State University.

U.S. Department of State, Bureau of Educational and Cultural Affairs

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State fosters mutual understanding between the people of the United States and the people of other countries to promote friendly and peaceful relations. ECA accomplishes its mission through a range of programs based on the benefits of mutual understanding, international educational and cultural exchange, and leadership development. ECA exchange program alumni encompass over 1 million people around the world.

The Department of East Asian Languages and Literatures (DEALL)

Located in the College of Humanities at The Ohio State University, DEALL is one of the largest programs of its kind in the United States. It offers undergraduate degrees in Chinese, Japanese, and Korean language and literature. The graduate program offers the M.A. and Ph.D. degrees in both Chinese and Japanese in the disciplines of literature, linguistics, and language pedagogy as well as a MA program in advanced Chinese language and culture. DEALL's undergraduate language programs offer one of the most extensive and diverse curricula in the country. They include innovative programs such as the Individualized Track and the Intensive Track language programs, which are offered throughout the regular academic year, as well as the Intensive Track Summer Language Programs in Chinese and Japanese. DEALL also offers an impressive array of specialized courses in the summer including intensive workshops designed to instruct teachers of Chinese and Japanese in the art of language teaching at both the college and secondary school levels.

Suzhou University

Suzhou (Soochow) University (苏州大学) was founded by Methodists in the city of Suzhou in 1900. Today it is a key comprehensive provincial university in Jiangsu Province. In early 1950s, members of the Soochow Alumni Association who fled to Taiwan after the Chinese civil war, established a Soochow University (东吴大学) in Taipei. Suzhou University consists of six campuses. The total enrollment is more than 39,000 students, including more than 28,000 graduates and undergraduates and more than 11,000 nontraditional students. The campus grounds have been described as one of China's most beautiful, in part based on the incorporation of typical features of the classical gardens in Suzhou. The CLS Gushu Institute will be held on the main campus of Suzhou University. The address is: 1 Shizi Street, Suzhou, China 215006. For more information visit www.suda.edu.cn.

Dushuhu Campus

Built in 2004, Dushuhu Campus (独墅湖校区) is one of the five campuses of Suzhou University in the Suzhou Dushuhu Higher Education area, and it is about 12 kilometers away from the main campus. The campus hosts ten different colleges including the College of Education as well as College of Arts and has a population of 13,520 students. The address is : Suzhou University, No.621 Linquan Street, Dushuhu Higher Education District, Suzhou, China 215123.

Program Staff

Many people at various levels and in various organizations are working together to ensure that you have

a positive experience in the CLS Program. These include:

Ohio State University CLS staff

OSU CLS staff is your primary contact for questions before and after the CLS Program. During the program, our CLS staff in both China and Columbus will work closely with local staff. If you have questions about policies or program-wide concerns, you can contact Zhiwei Bi or Sunny Zong at 2014cls_ea@osu.edu.

The Resident Directors

There are two Resident Directors for the Suzhou Institutes - Ms. Jia Junqing (GusuCampus) and Mr. Li Cong (Dushuhu campus). They are Ohio State's CLS representatives at your host institution. They will work with the Local Institute Director, Feng Chenghua, to administer the program and provide language instruction. Jia Laoshi and Li Laoshi will be your primary contacts during the Suzhou portion of your CLS Program. If you have any problems related to health, housing, legal issues, or academics, you should first talk with them. The RDs will have a cell phone at all times so that they can be contacted in case of emergency and will coordinate with institute staff and OSU staff in Ohio to resolve any issues that arise. You will meet your RD at the Pre-departure Orientation in Washington, DC, and you will meet your Local Institute Director when you reach Suzhou.

Institute Staff

The institute staff come from Suzhou University (Su Da). They will work with Feng Chenghua, Jia Laoshi and Li Laoshi to plan and oversee the CLS academic program and cultural activities schedule. They are excellent resources for information about Chinese culture, places of interest in the city, and safety. They are also ready to provide emergency assistance. If you are unable to reach your resident director during an emergency, you should immediately call your Local Institute Director or other local staff members. You will meet all of your institute staff when you reach Suzhou.

China

History Overview

For centuries China stood as a leading civilization, outpacing the rest of the world in the arts and sciences, but in the 19th and early 20th centuries, the country was beset by civil unrest, major famines, military defeats, and foreign occupation. After World War II, the Communist Party under Mao Zedong established a socialist system, instituted land reform, and imposed strict social policies. After 1978, Mao's successor Deng Xiaoping and other leaders focused on market-oriented economic development and by 2000 economic output had quadrupled. For much of the population, living standards have improved dramatically and room for personal choice has expanded, yet political controls remain a part of everyday life. Since the early 1990s China has increased its global outreach and participation in international organizations.

Xi Jinping is President of the People's Republic of China and General Secretary of the Communist Party of China, and the Chairman of the Central Military Commission. Li Keqiang is the Premier of the People's Republic of China, which makes him head of the government, and party secretary of the State Council.

China by the numbers

- World's fourth largest country by total area and second largest by land area.
- China exercises jurisdiction over 22 provinces, 5 autonomous regions, 4 directly

administered municipalities (Beijing, Tianjin, Shanghai, and Chongqing), and 2 highly autonomous special administrative regions (SARs) – Hong Kong and Macau.

- Population of more than 1.3 billion (largest in the world).
- Ethnic groups: According to the 2000 census, Han Chinese make up around 91.5% of the population. The other 8.5% is comprised of Zhuang, Manchu, Hui, Miao, Uyghur, Tujia, Yi, Mongol, Tibetan, Buyi, Dong, Yao, Korean, and other nationalities.
- 7 major language groups: Standard Chinese or Mandarin (Putonghua), Yue (Cantonese), Wu (Shanghainese), Minbei (Fuzhou), Minnan (Hokkien-Taiwanese), Xiang, Gan, and Hakka dialects, in addition to minority languages.

Suzhou

Suzhou, a city of just over 5 million inhabitants, is the historic silk capital of China, and lies about 1 hour's drive northwest of Shanghai. Forming part of the Yangtze River Delta area, the city has a rich history of over 2,500 years. It is the home of Sun Zi, and the setting for his *Art of War*. European explorer Marco Polo called Suzhou "the Venice of China."

- **Silk:** throughout China's Imperial past, Suzhou silk has been associated with high-quality silk products, supplying silks to ancient royal families. By the 13th century, Suzhou was already the center of the profitable silk trade. Suzhou maintains its importance in the silk industry. A single Suzhou silk product can tell its holder tales of creation, imagination, and beauty.
- **Gardens:** The Gardens of Suzhou are ancient. The first garden in Suzhou belonged to the emperor of Wu State in the Spring and Autumn Period (BC 600). More than 200 gardens existed in Suzhou between 16th century and 18th century. Gardens in Suzhou were built according to the style of Chinese paintings. Every view in a garden can be seen as a small piece of a Chinese painting and an entire garden is a Chinese painting. At present, the Humble Administrator's Garden, built in 16th century, is the largest private garden in Suzhou. It belonged to Wang Xianchen, an imperial censor.
- **Opera:** Kunqu originates in the Suzhou region, as does Suzhou Opera, which came about much later. Ballad-singing, or Suzhou pingtan, is a local form of storytelling that mixes singing (accompanied by the pipa and sanxian) with portions in spoken dialect.

Section II: Pre-Departure Information

Program Timeline

Late February	CLS students notified of acceptance to the program
February–April	Listening/Reading tests for site placement
March 14	Accept/decline deadline
March 18–April 30	Pre-program Oral Proficiency Interview (OPI) testing
April 1	Deadline for submitting official transcripts, disability forms, medical forms, immunization records, and passport information page scan
April 21	Deadline for sending completed visa application, passport, and passport-size photos to designated travel agent
Mid to Late May	Receive flight/orientation information
June 4–5	Pre-departure orientation in Washington, DC
June 6	Fly to China
June 9	In-country orientation
June 10–August 2	CLS Program classes and activities

June 25–30	Mid-program survey
July 21– August 1	Post-program OPI registration
August 3	CLS program ends, students return to US
August 4–22	Post-program OPI Testing window
August	Consider applying to be a CLS Alumni Ambassador
September 15	Deadline for completing all post-program requirements
October– November	Receive official CLS completion certificate
Ongoing	Continue language study, participate in CLS alumni activities, complete one-year follow-up evaluation survey

Deadlines and requirements will be explained via email from your CLS program officer. Please make sure you are checking your email frequently. If you have any questions about these requirements or notice any deadlines that will be difficult for you to make, please contact us.

Money

Many of your expenses, such as tuition and cultural excursions, will be paid for by the program, and you will receive a stipend designed to cover lunches, local transportation, school supplies, extracurricular activities, incidentals, and Chinese language materials. CLS stipends are not intended to cover individual travel or to provide you with a life of luxury abroad. It is a good idea to have your own money to purchase souvenirs and gifts or to fund independent travel.

Tips on bringing money:

- Bring the majority of your money in cash or cash-accessible form (i.e. ATM card).
- Bring some cash in case your ATM card malfunctions. Many students report that their card did not work at some point.
- If you have one, bring a credit card. Even if you do not plan to use it, it is a good backup and may be used to pay medical fees if you need to pay in advance before submitting for reimbursement from your medical coverage.
- Traveler’s checks are safe but can be difficult to use in China.
- For more information on money matters in China, see Appendix C.

ATM/Debit cards

ATMs offer good currency exchange rates, but different banks have different fee policies for ATM withdrawals and purchases abroad. For cards with a flat fee for overseas withdrawals, withdrawing larger sums of Chinese Yuan a few times over the summer makes sense; for those with a percentage-based fee, it makes more sense to bring cash with you to exchange. Research your bank’s policy before you leave. You can usually withdraw up to 2,500 Yuan in cash in a 24-hour period.

Electrical Appliances

Electrical appliances must be able to operate on 220-volt current. Most chargers for digital cameras, music players, and laptops are equipped to handle this current. To use these appliances in China, you will need to use a plug adaptor, which you can purchase at most hardware and travel stores in the U.S. or in China.

Some appliances (hairdryers, shavers) may not be able to operate on 220-volt current. If you want to use these appliances, you will



need to buy a voltage converter and adapter to convert 110 volts to 220 volts, or buy or borrow Chinese appliances. If you will need a converter, you should purchase it before leaving the U.S..

Telephone

You will receive a cell phone with a set number of minutes when you arrive in Suzhou. During orientation, you will also receive more information about how to call home. Using calling cards (IP 卡) purchased in China is generally the least expensive way to call home from China. Another easy way to keep in touch with friends and family at home is to use Skype or Google Hangout, which enables you to talk for free through internet calling if both parties have a Skype or Google account. Skype users can also call a regular phone at very inexpensive rates.



Laptop

Many students bring laptops to China and appreciate having them. If you bring a laptop, keep the following in mind:

- Your computer should be insured under your home owner's insurance policy.
- Most computers have built-in, automatic electricity converters. If your computer has this, you will need only a plug adapter (which you can buy in China). You may also want to buy a surge protector.

Avoid purchasing illegally copied software because it can come with viruses and other problems and cause customs difficulties upon re-entry into the U.S. Be sure to have up-to-date anti-virus software on your computer.

Internet

You will have Internet in your hotel (some are wired and some are wireless) and more and more coffee shops and cafes offer wireless Internet access for customer use. You will also find internet access in internet cafés scattered throughout the city. You will meet local people through the program and they will be the most reliable guides to the local Internet sites. Do not assume that your online activities are private and, thus, avoid putting information online that you wish to be secure.

It is important to keep in mind that Internet access and landline phone service may not always be available. Anything is possible, so plan as best you can to allow for more time than you might usually need to accomplish even the most humdrum of tasks using the Internet. Critical skills for success are patience and an ability to adapt to the unexpected.

To Do Before Leaving the U.S.

- Call your Credit Card Company and bank.
 - Find out about fees for overseas purchases, cash advances, ATM withdrawals.
 - Inform your bank of the dates of your trip so your cards are not turned off due to a theft alert.
- Visit your dentist. The CLS Program does not provide dental coverage.
- Visit your doctor.
 - Make sure you have an eight-week supply of your prescription medications.
 - Discuss with your physician any chronic physical, mental, or emotional issues that may need special attention while traveling.

- Make sure your immunizations are up to date, especially diphtheria and tetanus.
- Talk with your doctor about recommended vaccinations and preventative antibiotics (e.g. if you are prone to urinary tract infections).
- Ask your health insurance provider if your policy covers international travel. You will receive summer accident and sickness coverage from the CLS Program, but you may need to bill your primary insurance first, and it can be a good supplement.
- Arrange for someone in the U.S. to have power of attorney if you have outstanding financial matters (e.g., endorsing student loan checks while you are abroad).
- Research Skype, long-distance phone plans, or phone cards that would allow your friends and family to call you abroad.
- Research your host country and city online and in history books and guidebooks.
- Ask friends or professors if they have acquaintances you could meet in China.
- Call your airline to arrange a special meal if you are a vegetarian or have special dietary needs.

Packing

Pack light! One comment we have heard over and over from past participants is that they wish they had packed lighter. Keep in mind:

- Your CLS participant stipend includes modest funding to bring home books, music, movies, and other Chinese materials that will aid your continued study. You will need room for these items.
- Your CLS participant stipend *does not* explicitly include funding for overweight bag fees at the end of the program; you may budget for these fees by spending less elsewhere, but remember that they can be very expensive.
- China offers wonderful souvenirs and gifts. If you plan to purchase souvenirs, you will need room for them as well.

Clothing guidelines:

- Average daytime temperatures in Suzhou are typically in the high 80s. Some businesses do not have air conditioning. Pack mostly for hot weather, with a few layers for cool nights.
- You should have a business casual outfit with you for the pre-departure orientation, where you will be addressed by officials from the U.S. Department of State. This outfit will also be useful to have in China for dressier occasions.
- People in China dress casually. You should bring casual, comfortable clothing that can be machine washed and line dried. Clothes dryers are not common.
- Don't bring clothes that are hard to care for. Dry cleaning is available, but can be expensive and hard on fabrics.
- Larger sizes for both men and women (especially for shoes) may be harder to find, so you may wish to bring these with you from home.
- You will be walking more than you usually do. Bring comfortable shoes.

Packing Checklist

Here are some things that you should bring with you to China, followed by things you should not bring. Of course, everyone has different lifestyles, so your list may differ from those below.

- Two copies of your passport that include the page with your name/passport number, etc. and the page with your current visa on it. Both copies should be kept in different places.
- Pepto-Bismol tablets. Easier to pack than liquid.
- Medicine for cold, fever, stomach, allergies, etc.
- Any prescription drugs you need, in their original bottles so you can prove they aren't illegal, if necessary. Don't mix drugs in one container.

- A copy of your glasses/contacts prescription.
- Fancy toiletries, if you are so inclined. You can find most cleansers and facial creams, etc., in China, but if you are committed to a particular brand, bring some of your own.
- Deodorant that you like. You can find deodorants in China now, including imports.
- Summer clothing, plus a pair of pants and a jacket in case of cool or rainy weather.
- A regular jacket that also works as a raincoat is recommended. Don't bring an umbrella. You can get one inexpensively in China.
- One set of clothing you would wear to a reception (like slacks/khakis and a tie for men, a skirt or pant suit for women).
- A money-holder that goes around your waist/tummy under your clothing (optional).
- Locks for your luggage. These can be found at hardware stores and most places that sell luggage. Get the ones that are TSA (Transportation Security Administration) approved.
- Diversify your money – bring some cash and an ATM. Bring up to \$250 in cash; this should cover your expenses in transit. You can also use your ATM card in your city to get RMB cash.
- Electrical converters (check to see if anything you are taking does not work on 220V); if you intend to bring electrical appliances.
- Laptop: You will have Internet access near where you will be staying but having your own laptop can be nice. Laptop plugs can often be used in China without an additional adapter. If you need to buy an adapter to fit Chinese sockets, you may be able to find it in your host city.
 - DO NOT PACK YOUR LAPTOP IN CHECKED LUGGAGE. IT COULD BE DAMAGED OR STOLEN.
- An open mind and willingness to change plans at the last minute.

Don't Bring:

- More luggage than you can carry 60 feet by yourself.
- Illegal substances of any kind whatsoever. You'll probably be stopped at customs and the CLS program is unable to assist participants who break Chinese laws.

Gift-Giving

Gift-giving in China is common when meeting someone new, especially in a formal setting or to cement a relationship. It is especially nice (and somewhat expected) to bring a gift if you are invited to a person's home. Popular gifts for these purposes include alcohol, tea, fruit, specialty foods (each city in China has its own specialty foods and snacks). It is not really necessary to pack your suitcase full of gifts from America; many small gifts can be purchased in China.

Although you can find some Western goods in China's major cities, it is a nice gesture to bring some memorabilia from the U.S. Here are some suggestions:

- Postcards or calendars with photos of your home town, stateside campus, popular cities or art postcards;
- Picture books, art books, cookbooks;
- Gifts for children such as books, crayons, Legos, matchbox cars, action figures;
- Quality coffee, chocolate or other sweets;
- T-shirts, caps, or sweatshirts, especially those with pictures or insignia;
- Key-chains;
- Local food from your area: Vermont maple syrup, Louisiana Cajun seasoning, Kentucky bourbon, Maryland Old Bay seasoning, ingredients for a key lime pie or chocolate chip cookies (but keep in mind that most Chinese kitchens don't include an oven), etc.

Remember to bring gifts that will be appreciated by both males and females, and gifts that are meaningful to you. At the end of the program, it is a nice idea for students to have something personal for favorite or especially helpful teachers, colleagues, and friends. Additionally, participants will select a gift to present to each teacher at the end of the CLS program. The RD will remind the students to think about a token for teachers once the program is underway.

Section III: Arrival and First Days

In April or May, you will receive an electronic airline ticket from your home to Washington, D.C., for pre-departure orientation. After pre-departure orientation, you will travel with your RD and fellow CLS participants to your Chinese institute.

Pre-Departure Orientation

Your mandatory Pre-Departure Orientation (PDO) will take place over three days in Washington, D.C. This is where you will meet program staff and other participants in the program, as well as CLS participants who will study at different language institutes.

Arrival day (June 4) – Participants arrive via the Washington, D.C. area airports or Union Station and travel to the hotel for check-in and a reception. Your flight or train should arrive by 4:00 p.m., and you should then make your way to the hotel by metro or public bus, shared-ride van, or taxi. You will receive your e-ticket and transit instructions in May.

PDO day (June 5) – Full-day orientation and dinner on your own; business casual dress required. The PDO program covers a wide range of information, including a discussion of CLS program rules and regulations, site-specific presentations, presentations from the U.S. Department of State, a career panel session about careers using Chinese language skills, and a question and answer session with a panel of CLS China alumni.

Departure day (June 6) – Departure for China. You will be required to be ready at the hotel with your bags at an assigned time, and the group will travel to Dulles/National Reagan together on a bus. Do not arrange alternate transportation.

Free time in Washington DC

We realize that many participants have friends in the D.C. area, places they want to see, or last-minute preparations to take care of. In general, plan to have free time after 8 p.m. the first two days of orientation. The amount of time you have on the day of departure depends on the timing of your group’s flight; we recommend that you not count on having any free time to run errands or wrap up loose ends during business hours, as this may not be possible on departure day, and absence from any part of PDO activities on the two previous days is unacceptable and is grounds for disciplinary action.

Suzhou Program Schedule

Program Start	On-Site Orientation	Final Workshop	Program Ends
June 4	June 9	August 2	August 3

In-Country Orientation

Upon arrival in China, you will be provided with an on-site orientation. You will stay in the Gusu Hotel or the Suzhou MBA Apartment Hotel, depending on which CLS institute you are assigned to. You will also receive a local cell phone to be used during the program. The in-country orientation will be conducted by your Resident Director and local staff.

In-country orientation topics

- Rules and policies
- Timeline of the program with detailed explanation of the schedule
- Cultural norms and expectations
- Overview of the academic curriculum and program schedule
- Safety and security (including a briefing from a U.S. State Department representative)
- What to do in case of emergency or if you get sick
- Tour of the classrooms and program facilities
- Language tutors
- Setting language-learning goals

Language Placement

You have already been placed in the Suzhou Institute; however, in your first few days in Suzhou, you will participate in additional placement assessments to determine which course levels are best for you. We want to make sure that you will study at the levels that will lead to your optimum progress in Chinese over the two-month institute. It is in our interest, and yours, to ensure that you are taking the classes that are most appropriate for increasing your abilities in spoken and written Chinese.

Section IV: Program Logistics

Program Schedule

All CLS students in China will follow a standardized Chinese language curriculum devised by the CLS East Asian language program at the Ohio State University. As a rigorous Chinese language program, the CLS language training is designed as a combination of classroom learning, cultural and community experiences, and interactions with local Chinese language partners. Classes will include the following areas:

- *Language development*, where you will focus on developing accuracy, vocabulary, and command of functions and patterns in spoken Mandarin;
- *Language application*, where you will develop strategies for effectively expressing your intentions when conversing with Chinese people;
- *Reading*, where you will increase your speed, accuracy, and vocabulary when dealing with Chinese texts;
- *Composition*, where you will work toward effectively producing written personal and professional communications.

Chinese is the working language of the Suzhou CLS Institute. During this eight-week-long intensive language program, CLS students are expected to speak Chinese only, both in class and after school, except during times that have been deemed appropriate to use English. As you settle into your new surroundings, you will become familiar with the daily and weekly program schedule:

- Classes will occupy 20 hours of your weekly schedule.

- Preparing for classes will occupy at least 4-6 hours per day and will require interacting with the local community.
- Weekly city excursions will be scheduled to familiarize you with the cultural attractions of the region.

Language Instruction

The language curriculum will focus on improving your reading, writing, speaking, and listening skills while practicing negotiating Chinese culture. You will develop relationships with local people as you interact with your language partners and the local community. You will also learn about the community by participating in city excursions and daily interactions with local people. You will take courses that focus on expanding and refining your spoken skills, applying your Chinese knowledge to communicating in Chinese culture, reading authentic texts, and expressing yourself in written Chinese. During orientation, you will be given a tutorial on best practices for studying and learning Chinese, which will help you make the most of your time in the program. Courses will be taught by teachers trained in the pedagogy used by Department of East Asian Languages and Literatures, the Ohio State University. Teachers will prepare flexible syllabi that will be finalized during the second week, after they have had the opportunity to assess the level and interests of the students in their classes. Teachers will also be available to provide additional help outside of class to students who are struggling. Students at advanced levels will have opportunities to discuss and present on subjects such as film, media, and current affairs during their classes.

Since the participants in the Suzhou Institute come from a wide range of Chinese language programs, there will be no attempt to replicate the continuing program of any particular school. You will experience an intensive two months of developing your ability to communicate with Chinese speakers in Chinese contexts.

The Suzhou CLS Institute curriculum is arranged in such a way that a student may be assigned to a more advanced level in one course (e.g., spoken development) and an intermediate level in another (e.g., reading and composition). Such adjustments will be made in consultation between the student and staff in the first week of the institute.

The basic schedule is the same for all tracks. Each will consist of 20 class hours per week, including group language instruction and one-on-one sessions. The primary difference between the tracks will be in the scope and intensity of the subjects covered and the kinds of presentations made and the study materials used.

Homework & Projects

You will be expected to study outside of class and complete assignments, which may include 4-6 hours of homework each day. You will be asked to prepare oral presentations, write reports, give presentations, and do out-of-class research.

Weekly Schedule

The daily and weekly schedule of classes is arranged so that students have the possibility of enrolling at different levels in the different types of courses. Since students sometimes test higher in one skill and lower in another, this arrangement provides strategic choices to both students and teachers.

- Classes will be Monday through Friday between 8 a.m. and 12 p.m.

- Cultural activities and community engagement activities will be in the afternoons, 1-2 days per week
- Local excursions will take students to culturally, historically and socially significant sites around the city approximately once every two weeks on a weekday afternoon or weekend
- An overnight cultural excursion will take place in the middle of the program

Mon–Fri	
8:00-8:50	Spoken Application
9:00-9:50	Spoken Development
10:10-11:00	Reading
11:10-12:00	Composition
Afternoon	Self-managed Learning: Meeting with language partners, field performance tasks, cultural activities and exploration, community service projects, weekly institute meetings, group projects
Evening	Personal study time
Saturday	Local or short-distance cultural excursions (approximately once every two weeks)
Sunday	Up to you

Grading

You will be given grades by your instructors and academic credit will be awarded through Bryn Mawr College. Your grades for all courses will be based primarily on your daily performance. Grades for compositions, presentations, oral interviews, and projects will also contribute to your overall grade. You will be able to check your grades online at any time. In addition, there will be a point accumulation system for completion of co-curricular learning tasks. These points will not affect your final course grade, but can be used to earn rewards and prizes. CLS Participants are required to complete all homework assignments and exams, even if the option to receive academic credit for the program has been declined.

Scale

Grade	Percentage
A	93-100
B	85-92
C	77-84
D	70-76
E/F	0-69

Performance Criteria and Grading Policy

The general goal for the Suzhou CLS Institute language classes is culturally coherent performance of the language, which is speaking, writing, and responding to speech and writing in ways in which natives of that culture expect people to speak, write, and respond. The native we have in mind is a person who is unaccustomed to communicating with foreigners. Given a particular situation (time, place, occasion, social relation), natives of any culture will have certain expectations about other people's language: expectations about what sorts of things might be said or written, which words one might choose in doing so, how one might pronounce, write, and structure those words in grammar, and how all of these fit with how one relates socially and in physical space (posture, etc.) to others. When language is

performed in ways that fit such expectations, it is culturally coherent. Non-natives can also repair (restate, correct) what they have said in culturally coherent ways that sustain the communication.

The CLS courses use the scoring of daily performance as a key means of evaluating student achievement. In every class hour for which preparation to perform is assigned, students will be evaluated with a score ranging from 0 to 4, according to the following principles. While the complexity and length of performances vary according to the level of the courses, the performance criteria are the same.

- 4.0 Performance is fully culturally coherent, that is, would present no difficulty and create no discomfort or puzzlement in interaction with a native. Repair (restating or correcting yourself, requesting clarification, etc.) is self-managed.
- 3.5 Performance is superior, for the most part culturally coherent. There is little about it to create difficulties, discomfort, or puzzlement in interaction with a native. However, there is some aspect of the performance to make interaction less than maximally coherent for a native. Most repair is self-managed.
- 3.0 Performance is good: few aspects of it create difficulties, discomfort, or puzzlement in communicating with a native. Self-managed repair alone, however, is not sufficient; you also require occasional repair/correction from another (= instructor, classmate, etc.).
- 2.5 Performance enables communication, but also presents several clear-cut sources of difficulty, discomfort, or puzzlement in communicating with a native. Repair is largely a matter of correcting problems, and correction comes mostly from others.
- 2.0 Performance creates definite obstacles to communication, which usually involve more than simple discomfort. Utterances would cause puzzlement that the native is at a loss to resolve (“What is s/he trying to say?”). Repair requires multiple, often repeated, correction and guidance from another.
- 1.5 Performance shows many problems that would create difficulties, discomfort, and puzzlement in communicating with a native. Communication is achieved only with repeated correction and guidance from another. The learner is clearly not in control of assigned material.
- 1.0 Attended class, but either (1) chose not to participate (for this option, notify your instructor before class begins), or (2) failed to perform with any culturally viable degree of competence.
- 0 Absent.

Reactions of the people of the community who are invited to student presentations are incorporated into the assessments. Reactions from the community are an important aspect of student evaluation in the Institute. Students also complete a mid-term and a final examination, including oral interviews. Students receive regular and continuous feedback from the teachers throughout the institute. The Resident Director will hold an individual meeting with each student after the mid-term.

Participants are required to complete a mid-program evaluation, which will ask them to assess various aspects of the program, as well as their own participation and progress toward the goals that they set for themselves. Feedback from the evaluations is shared with all instructors and administrators in order to make adjustments to the program.

Weekend Activities & Excursions

You will become something of an expert concerning your host city by integrating your studies and the community of your city as much as possible. Weekend activities/excursions are designed to help CLS students apply newly acquired grammar patterns and vocabulary to their daily life in Suzhou. Most of

the activities/excursions are scheduled on Friday afternoons or Saturdays, led by CLS Institute staff and assisted by student committees. Institute staff will take advantage of cultural and language learning opportunities that arise. This will involve some change of plans from time to time. As you become more familiar with life in China, you will appreciate the ability to make the most of unexpected developments.

Community Activities

You will develop relationships with local people as you interact with them in formal and informal situations. One of the more formal aspects of community activities is your participation on various program committees. CLS students will work with CLS and Suzhou University staff to plan and implement events, trips, and information sharing. You will work with the local resource providers to learn the decision-making processes involved in shaping and implementing program activities. You will also learn about the local community by participating in excursions to museums, and festivals and doing field research for required individual/group projects. You will report on these activities throughout the summer, both in class and in the program newsletter.

Committee Service

One of the more formal aspects of community activities is the students' work on various program committees. Students will be divided into groups that have students of various Chinese language abilities. These groups may rotate in regular intervals to permit individuals to serve on different committees. Each group also includes a faculty member and language partners. Students work with the local partners to learn decision-making processes while shaping and implementing program activities. There are four committees—curriculum, events, newsletter, and health and housing. A separate handbook explaining the committees and their responsibilities will be distributed during orientation.

Newsletter Production

Throughout the summer, you will be required to contribute stories to a bilingual newsletter, which will be published four times over the summer. It may also include pieces contributed by individuals from the local community. The newsletter should report on your activities, your perspectives, as well as the perspectives of the people of the host institute and the city of Suzhou. It serves both as a record of your experiences, both collective and individual, as well as a medium for information exchange. You will take turns serving on the editorial board. The editorial board is charged with the layout of the newsletter, accuracy, and its timely publication.

Academic Expectations

CLS East Asian Language at OSU invests substantial resources in developing strong academic programs at the CLS sites in China. This includes partnering with Suzhou University and carefully reviewing student evaluations so that adjustments can be made as necessary.

Although the CLS staff works to make your transition into Chinese life as smooth as possible, you should expect some differences in academic culture between China and the U.S. Part of the language-learning experience is growing to understand how a different culture views the academic process. Your instructors will be trained, experienced and energetic teachers who are familiar with challenging materials and an intense curriculum. They are familiar with Americans, but they will not always use the systems or methods you might be familiar with. They will likely not have the same expectations for the classroom as your American teachers do.

The following are academic expectations that may differ from American ones:

- More formal classroom settings

- Food or drink is not permitted in the classroom.
- Wear clean, neat clothing and keep your hats off.
- Students rarely interrupt instructors.
- Students refer to instructors in formal language 您, while using their last names followed by the suffix 老师.
- Teacher-student relationship
 - Direct criticism of classroom instruction is disrespectful in the Chinese cultural context and will not be taken well. Even a seeming compliment such as “老师，您教得好。” may seem condescending and inappropriate to your teachers. Your Resident Director can tell you better ways to express your approval. If you and your classmates have concern, it is best to discuss them with the Resident Director.
 - No matter how friendly and open an instructor may be, the role of teacher in China commands respect and the fastest way to damage a teacher-student relationship is to fail to show such respect. However, as in the United States, teachers’ personalities vary, and you may find that you enjoy an exceptionally good rapport with your teacher. Chinese are generally happy to have foreigners learn their language and the instructors will mirror this appreciation.

Study Tips

These tips will help you maximize your language gain during the CLS Program:

- Recognize that learning happens inside and outside of the classroom. Take initiative to plot your own language learning.
- Establish a study routine and stick to it.
- Set periodic, short-term goals that are concrete, easily definable, and feasible.
- Keep a record of your language-learning accomplishments to help yourself sustain enthusiasm and motivation.
- Observe successful language-learners and consider adopting some of their habits.
- Maintain an open mind about different ways of teaching and learning.
- Take part in Chinese-language activities that you enjoy such as watching a favorite TV show, reading a magazine, spending time with friends, or engaging in sports.
- Find ways to make learning fun. Play games, learn jokes, and look up the lyrics for your favorite songs.
- Don’t get discouraged if you feel you aren’t making progress. This is a normal and necessary part of the learning process.
- Be willing to make mistakes, and encourage others to correct you.
- Listen to the way educated native speakers talk and try to imitate them. If you don’t understand something, make a note and ask your language partner or teacher about it.

The most frequently reported habit of successful Chinese language students is the consistent keeping of learning notebooks or journals. If you take the time to record what you have learned and have the capacity to revisit it from time to time, your chances of remembering and recalling an appropriate word, expression, or tactical social move when you need it are greatly increased.

Language Partners

You will be assigned a language partner who will work with you individually. Your language partner will be a college student or graduate student who will meet with you for about three hours each week. You will speak only Chinese together. Your language partner’s main purpose is to prepare you to for

optimum performances in the classroom. This is the opportunity to manage your learning by deciding with your language partner what activities you want to do together and what is most effective in terms of your class performances. Suggestions include:

- Ask your language partner for help with phrases or concepts from class that you don't understand.
- Rehearse upcoming performances (dialogues, presentations, improvisations) with your language partner and invite her or him to be critical of your efforts.
- Have your language partner quiz you on new words you are learning in class.
- Tour the city with your language partner and find out where young people spend time.
- Share coffee or tea in a café with your language partner. (Keep in mind that the monthly budget of most Chinese college students is limited so do not expect him or her to pay for their own refreshments).
- Ask your language partner to introduce you to his/her friends.
- Visit local points of interest with your language partner.
- Invite your language partner to join you on a short trip or outing you are taking with other CLS participants.

Language Policy

The more often you speak a foreign language, the faster your language skills improve. While practice may not always make perfect, practice can make permanent. So, do not develop the habit of speaking “Chinglish” or saying things that might annoy your Chinese hosts—even to other Americans.

The working language of the institute is Mandarin Chinese. Your presence in the institute indicates that you agree to use Chinese exclusively in nearly every setting where there is a native Chinese speaker present, including:

- In CLS classes
- When speaking with local instructors, staff, and officials
- On the grounds of the CLS institute (including in hallways and cafeterias)
- On group excursions and trips
- With your language partner

Using English in these situations is discourteous and contrary to the objectives of the academic program. However, in case of emergency or if you need to discuss a serious personal matter with staff, you are temporarily excused from the language policy. Your Resident Director may determine that a FACT session is required to bring everyone up to speed. The purpose of a FACT session is to provide the information necessary for optimum performance; therefore, English may be used in a FACT session if there appears to be that need.

Outside of these particular situations, we urge you to speak Chinese as much as possible. Although you may be frustrated and tired of speaking Chinese, sometimes feeling that you are not improving, be patient and keep trying. You *will* make progress if you are constantly using the language to formulate your intentions—that is the way your brain works.

Section V: Program Policies

Rules & Policies

The CLS Rules and Regulations and CLS Terms and Conditions documents that you signed when you accepted the CLS award outline all of the program rules and policies. A few policies in particular that we want to draw your attention to include:

- Absence from classes or other mandatory program activities for reasons other than approved medical absences or other approved reasons will be grounds for revocation of the CLS scholarship. Two or more medical absences from class require a doctor's note.
- CLS participants are not allowed to conduct personal research (including coursework, thesis or dissertation writing) or other non-CLS Program academic work if it in any way detracts from their full participation in CLS activities.
- You are responsible for observing satisfactory academic and professional standards and maintaining a standard of conduct and integrity that is in keeping with the spirit and intent of the CLS Program.
- If you decide to withdraw or are asked to leave the program, you may be responsible for repayment of all travel and scholarship costs.

Credits & Certificate

The U.S. Department of State will issue you a certificate of completion at the end of the program if you satisfactorily finish all requirements of the program. CLS participants are eligible to receive academic credit through Bryn Mawr College upon successful completion of the program and all post-program requirements. The CLS Program will offer two units of credit, each of which is equivalent to four undergraduate semester hours. The CLS Program is only able to award undergraduate credit, regardless of a participant's degree status. Upon successful completion of the program and all post-program requirements CLS alumni who have requested academic credit will be provided with one transcript. If you require additional transcripts, you will need to request them directly from the Bryn Mawr College Registrar:

Eugenia Chase Guild Hall
One Stop Desk, 1st Floor
101 N. Merion Ave.
Bryn Mawr, PA 19010
Phone: 610-526-5500
Fax: 610-526-5520
transcripts@brynmawr.edu

While Bryn Mawr will award academic credit for successful completion of the program, participants are responsible for arranging credit transfer toward a degree in their home institution. As each college and university has its own regulations regarding credit transfer, participants should contact the registrar at their home institution to determine how much of this credit may be transferred upon completion of the program. CLS participants are strongly recommended do this before leaving the United States. There may be a delay between the end of the program and the issuing of official transcripts by Bryn

Mawr College. If you are a graduating senior, this delay could cause problems if arrangements have not been made in advance. CLS cannot provide any payment toward credit fee that might apply.

Laws

You are required to abide by all U.S. and Chinese laws during the program. Regarding legal status, it is important to know:

- Foreigners in China enjoy most of the rights of a Chinese citizen, but are also subject to Chinese law.
- American citizenship provides no special legal privileges or exemptions.
- Neither the U.S. government nor The Ohio State University can provide you any immunity to Chinese law.

Any violation of local laws will result in your immediate termination from the CLS Program, and any resulting legal fees will be your responsibility. Scholarship benefits will cease from the day of the violation.

Chinese Visa

- Your visa is only valid for the dates of the CLS Program.
- Chinese host institutions will not extend visas beyond the program dates.
- CLS cannot provide assistance with individual visa requests.
- You could face serious legal action and detention if you violate the terms of your Chinese visa and/or do not register properly with the local officials.
- During the CLS Program, all visa and registration arrangements are made by CLS East Asian Language at OSU. If you stay in the country after the program, you are responsible for your own visa and registration. See the following section in the Program Completion section for details about staying in China after the program.

Section VI: Program Completion

End-of Program Workshop and Closing ceremony

OSU Resident Director and Suzhou Institute's Local Director work together to create an end-of-program workshop and a closing ceremony. The workshop includes review and evaluation of performance and progress through the program and discussions about reverse culture shock and adjustment upon returning home. It will also discuss goals and strategies students can use for continued language learning after the completion of the CLS program.

The closing ceremony includes performances of the students at a reception. While specific forms of each performance can vary, the overall objectives of these performances are to express gratitude to all local partners of the CLS Suzhou Institutes who help to make the program a success and to showcase the students' progress in their learning of the language and culture through the program. The final ceremony will include the distribution of certificates of achievement to the language partners and Suzhou CLS Institute mementos to the students.

Alumni Ambassador Application

Alumni Ambassadors are a selective group of CLS alumni who are awarded positions of leadership among their CLS alumni peers. They take an active role in giving presentations about the CLS Program,

contributing content to online forums to help prepare new students for the program, giving feedback to program administrators, and organizing activities for other CLS alumni. The Alumni Ambassador application will be available to all participants in early July and is due via electronic submission in early August.

Exiting the country

In order to leave China you will need to pass a customs inspection and present the departure card you received attached to the arrival card upon arriving in the country. (If the departure card is lost, you may fill a new one out as you stand in line for immigration clearance.) Customs regulations are subject to change, so check the laws before making large purchases.

Arriving in the U.S.

You will also have to pass through customs when you arrive in the U.S. You are responsible for familiarizing yourself with U.S. customs regulations (see www.customs.gov). You should note that as a returnee from China, customs officials are especially likely to look for pirated DVDs and computer software.

Post-program requirements

After you finish the CLS Program, you have to complete several tasks before being considered an alumnus of the program. If you do not complete these tasks, you will not be sent an official CLS completion certificate, your final OPI scores will not be released to you, and you will not be eligible for alumni activities or grants:

- You must complete a final evaluation survey.
- You must complete a final narrative report.
- You must complete a post-program Oral Proficiency Interview (OPI) language test similar to your pre-program test. OSU CLS East Asian Language Program will send details regarding this test, which you will take over the telephone after completing the program and returning to the U.S.

Staying longer

The CLS program issues you an airline ticket to return with the group at the end of the summer on August 4. We cannot accommodate requests for later return dates. Because your airline tickets are group tickets, purchased as a block, **you should not anticipate being able to call the airline and change your flight date.** Past participants who have pursued this option have had very little luck. If you want to stay in China after the program is over – for travel, study, work, or other U.S. government programs – you should count on purchasing your own ticket back to the U.S.

Section VII: Living in China

Communication

Mail

Mail to China takes 2-4 weeks, so you might suggest that family and friends do not send you anything during the program, as mail and packages cannot be forwarded to you. Mail coming from China to the U.S. can be very slow, but usually takes between 10-14 days to arrive. Post offices can be found throughout the city you are in.

Cell Phone

The CLS Program will provide one cell phone per student for use in China. The purpose of the cell phone is to provide CLS staff the means to contact you in case of an emergency. In China, calling plans are usually sold separately from phones. It is common to pre-pay by the minute, rather than purchase a plan with a set monthly fee for a certain number of minutes. Calling locally is relatively inexpensive. However, many Chinese prefer to use the even cheaper text messages, which can be sent in both English and Chinese (sending text messages in Chinese will help you remember characters). Calling internationally can be very expensive using a cell phone, but using an IP card does reduce the cost. You can also use up minutes very quickly using your cell phone outside of the city of your institute; and sometimes getting card recharges in other cities or provinces is hard. Usually, the roaming charge out of town is 1 yuan per minute. To charge a cell phone you need to buy a separate card usually valued at 100 RMB, which can be bought at many locations such as newspaper stands or convenience and grocery stores.

Tips and rules regarding cell phone use:

- The CLS Program will provide you with a minimum number of minutes on the phone, but it is your responsibility to keep minutes on the phone if you use up this time.
- You should keep your phone charged and on at all times so that you can receive emergency calls. If anything happens to your phone, notify your resident director immediately.
- You can use your phone for personal calls, but you should always keep money on the phone in case you need to use it in an emergency.
- Calling the U.S. on your cell phone is extremely expensive. It may be better to ask friends and family to call you, use Skype, Google Chat, or use the local convenience stands to make calls for about 15 cents per minute.
- If you lose your phone, you may be financially responsible for replacing it.

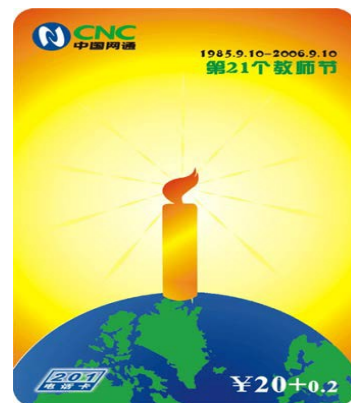
Note: If you plan to bring a telephone with you from the U.S., it must be tri-band (GSM 900/1800/1900) and unlocked. Ask your provider for unlock codes. If it is not unlocked, your phone will not work in China.

In case of emergency, relatives and close friends should contact the OSU CLS East Asian Language Program at 614-292-2692 or 614-247-8906.

IP and IC calling cards

With all the advances in telecommunications, these two cards IP (Inter Planetary, for international calls) and IC (Inter China) may seem a bit archaic but they are still very reliable. An IC card allows you to use a public phone to call within China. You need to use this on all public phones, even to call within the city. Instructions are on the back of the card.

If you want to call internationally you need to use an IP card by itself or in combination with an IC card to save money. To dial, follow the directions on the card, and then dial the country code (001 for the U.S.) followed by the phone number with area code. You can use an IP card at many of the public phones (公共电话 *gōnggòng diànhuà*). A 100 RMB IP card will get you about 45 minutes of talking time with the US.



E-mail

You will have web access in your hotel if you choose to bring a laptop. You can use the Internet at Internet cafes. New Internet cafes are opening up all the time and your local staff can provide you with suggestions on places to go. Internet cafe prices are generally extremely reasonable. Some students bring their laptop computers with them and benefit from the convenience of using them for study and personal communication. You may be able to access free or paid Wi-Fi at cafes or other locations.

Skype

Many students use Skype to communicate with people at home. You will have to have an Internet connection to use this on your laptop.

Social Networking & Blogs

You may wish to share your experiences via the Internet. However, remember the internet media-based guidelines you agreed to on the accepted student portal. Facebook, Twitter, and Youtube are not available in China.

- You must acknowledge that your blog and posts are not official U.S. Department of State Web sites and the views and information presented are your own, not those of the CLS Program, the Department of State, OSU CLS East Asian Language Program, or your local institute.
- You are also expected to maintain a standard of conduct that is in keeping with the spirit and intent of the CLS Program, which is to increase mutual understanding between the people of the U.S. and of other countries.
- Any CLS participant who posts inappropriate or offensive material on the Internet in relation to the CLS Program may be subject to revocation or termination of the CLS grant. What is deemed culturally acceptable in the U.S. may not be received well overseas. Describing the challenges of living in a foreign country is fine, but please do not use disparaging language to describe the country you are in and the people you live and work with.

Life with Your Roommates

Housing arrangements

CLS students in Suzhou will stay at the Suzhou University Guest Hotel. The double occupancy hotel rooms house two CLS participants of the same gender in each unit. The dorm rooms are clean and are conveniently located close to the campus. The rooms are air conditioned and have Internet access.

You are required to live in CLS-provided housing and are expected to follow all CLS rules and guidelines related to housing. Living arrangements are subject to change if circumstances require. All host universities have a NO overnight guest policy that you are required to follow.

Eating your meals

You will be given a stipend to have meals on campus or at a local restaurant. You may eat your meals at a university cafeteria or at the small restaurants near campus. Expect to spend about \$5-10 per day on meals, or more if you eat in nicer restaurants or eat western-style food. Meal prices can range from cheap (\$1 for a bowl of noodles on the street) to very expensive (\$50 and higher in a nicer restaurant hotel, particularly ones serving Western food). Fresh fruit is available at local markets near campus. Your stipend can support a healthful diet, but is not intended to provide anything extravagant in terms of meals.

Vegetarians

Vegetarians will find that good food is available in China. Most restaurants serve lots of vegetables, tofu dishes, and staples such as rice, noodles, or dumplings, although vegetarianism is at times misunderstood. Note that some restaurants may use animal fat in preparing dishes, and people may understand that vegetarians do not eat meat but assume that seafood is acceptable. Learn the specific words for foods you do not eat before you go to China.

During excursions – especially longer trips outside of the city – attempts will be made to meet the needs of vegetarians, but you might want to bring snack foods to supplement your diet on the road because it can be difficult in some places to find restaurants and cafes that serve vegetarian options.

Cultural Differences

Summing up all the cultural differences between China and the U.S. would be a complicated process. Suffice it to say there are some marked differences. Experiencing these differences first-hand may be frustrating and rewarding in equal parts. The following are some common cultural differences that Westerners have found challenging when in China. The following observations are subjective, and your experience may differ:

Center of Attention

Do you know the Chinese expression, “老外”(lao wai)? By the end of your first week in China, you surely will. “Laowai” simply means “foreigner”, and many Chinese people say this word aloud when spotting a foreigner in public. Oftentimes the exclamation is followed by stares. This also depends on where you are in China; in big cities, where there are a lot of foreigners, especially around the universities, it is not as common as in smaller cities or rural areas, where the sight of a “lao wai” is a real spectacle! Some Westerners visiting China become annoyed by this. Please keep in mind, however, that for many Chinese people, seeing a foreigner in person is truly an amazing sight. Most Chinese people living outside of major cities rarely see non-Chinese people. However, the stares and comments are almost never malicious. It’s natural to feel annoyed, but some of this annoyance may be deflected if you make jokes or use people’s curiosity as an opportunity to become acquainted with someone new, or to practice Chinese. Take every opportunity you can to practice Chinese!

Getting “Ripped Off”

Bargaining is an art and a sport in China, and with almost anything for sale that isn’t in a major department store, it is game. Sometimes, when seeing a non-Asian face, vendors will automatically try to charge more because they assume this person has more money. It is hard for many Westerners not to take this personally and feel they are getting ripped off or cheated. However, Chinese vendors expect to bargain with customers. Sometimes they will put on a practiced, dramatic show, which can be entertaining to experience. If you get into bargaining, it can be a great way to practice language and have a friendly spar. Just remember to keep it light and have fun.

Blunt Comments

“Your nose is big.” “You’re fat.” Not what you want to hear, right? However, many Westerners receive blunt comments relating to their appearance when they are in China. It is very hard not to find this offensive; however, keep in mind that 99% of the time, they are not intended to be offensive! Commenting on physical appearance is just not considered impolite in China, in many cases. Also, words like “fat” have much less of a sting in Chinese culture than they do in American culture. “Fat” could

mean chubby, curvy, or most likely, “average” by American standards, but larger than a typical Chinese body. And “you have a big nose” can be intended as a compliment! (Many Chinese people admire noses with high bridges, and some even get plastic surgery to attain this look). If someone said something that hurt your feelings, it is not wrong to tell them so, in a polite way. Almost certainly that was not their intention.

Direct vs. Indirect

Whereas some Chinese people may make direct comments and ask questions about others’ physical appearance, marital status, or salary, direct discussions of Chinese politics with strangers are usually avoided (international or American politics is a conversational favorite, however). If someone asks you how much money you make or how much you paid for something, they are trying to be friendly rather than confrontational. You can choose to be vague if you are uncomfortable. In terms of political discussions, these can be great learning opportunities and many Chinese people will be willing to engage. However, there are several sensitive issues (Taiwan and Tibet, for example) that can cause conflict in discussion. Use your own judgment in these types of discussions, but be aware that your Chinese friends are likely to have differing perspectives, and it’s wise to be patient.

Communication Styles

You might notice that in personal relationships, Chinese people use a more indirect communication style than Americans do. For example, if you do something to upset a Chinese friend, they are unlikely to directly confront you about it. If you directly confront a Chinese person about their behavior, they may become uncomfortable or embarrassed. This doesn’t mean you should necessarily change your behavior, but it is helpful to be aware that if you are stepping on someone’s toes, they might not be willing to tell you. By the same token, you might think about more subtle ways to communicate disagreement. Also, Chinese people are unlikely to give you a direct “yes” or “no” answer. “Maybe” is a common word. This may vary for Chinese people who have lots of experiences dealing with Westerners.

Making Friends

It can be said that in Chinese society, friends are made with more intention than in Western society. In Chinese culture, relationships are very important, and friendships are based not only on a mutual affection but also on mutual offerings of help and assistance. Thus you might find that your Chinese friends will go out of their way to do favors for you; at the same time, they may expect you to do favors for them. You might even find that strangers approach you, hoping to “make friends” (交朋友), because you are a foreigner and they feel they will learn or gain something valuable from your friendship. Most of the time, this is harmless. At the same time, many younger Chinese people are more into the Western style of casual friendships based around “hanging out.”

Social Life

Generally, there is not a large drinking and partying culture in Chinese universities, because of the expense and time this takes away from studying. Popular socializing activities among Chinese college students include Karaoke (friends get a room together in one of the numerous karaoke bars); eating out in large groups, and outings to parks or mountains for hiking.

In the Classroom

Traditionally, Chinese classrooms are teacher-led and lecture-based. In the CLS Institute this will be changed toward student performance. However, there are important constraints to keep in mind. Direct questioning of teachers is somewhat taboo. Even if your professors have experience with

teaching American students and will take a more interactive approach, will want to be sensitive to the fact that directly questioning a teacher's authority is not the norm.

Personal Space

Population density is high in China, and people tend to stand closer together and to (sometimes) nudge or touch strangers. It is highly unlikely that anyone will be aggressive with you; but, for example, if you are on a crowded bus, someone may edge past you without thinking to say "excuse me." This is relatively common in a place where residents are used to constantly being surrounded by people. You may also experience that while waiting in lines, others get in front of you or edge their way in. This can be frustrating, but keep in mind that people are used to interacting in a certain way and are (generally) not trying to be aggressive. Saying a simple, "excuse me, I believe I was here first" ("对不起, 好像我是先来的") usually will get your point across.

Keeping in Contact/Cell Phone Usage

Most people have pre-paid phone cards for cell phones. These cards can be purchased at newsstands which are located all over. Text-messaging is very cheap, while speaking on the phone is relatively expensive; therefore, text-messaging as a mode of communication is very popular. Also, voicemail is not used on Chinese cell phones. Most Chinese people keep their phone on at all times, and it is not unusual for people to answer phones in the middle of meetings, out to dinner with friends, etc. Cell phone communication in China is just more immediate than it is in the States. If someone calls you/messages you on your phone and you do not reply in a timely manner, they might continue to message/call you until you reply. All of this does not mean you need to change your habits; just keep in mind the habits of others.

Staring

Staring is not necessarily considered rude in China, and because you will be a sight of curiosity, many people will stare at you. This is less true in major cities than in smaller towns and rural areas. It may take some patience to get used to this, but try to keep in mind that most people don't mean to be rude; they're just curious.

Beggars

You may sometimes encounter people on the street (or, they will encounter you) asking for money. Sometimes they can be quite aggressive, getting close to you or even grabbing your arm or leg. You will especially be targeted for being a foreigner. It is up to you whether you want to give money; however be aware that giving money to one beggar may attract more. Also, it is unclear whether giving money directly to beggars is helpful. If you want to avoid beggars, the best method is to avoid eye contact and to walk quickly past them.

Privacy vs. Togetherness at Home

Chinese people in towns and cities usually live in multi-storied apartment buildings in close quarters with neighbors and even loved ones. Americans often notice that:

- Apartments are small
- The apartment's largest room often has multiple functions: dining room, living room, even bedroom
- The grounds around apartment complexes are sometimes untidy
- Chinese keep the inside of their apartments spotless. It is common to take off your shoes when entering an apartment. You may be offered 拖鞋 (tuō xié, slippers) to wear indoors.
- Chinese families are close

- There is a lack of privacy

“Polite” Topics of Conversation

Every culture has topics of conversation that can be openly discussed in society and others that cannot. You may find differences between what is acceptable in the U.S. and what is acceptable in China. The following are common in China:

- Strangers and friends may offer unsolicited advice about health, such as:
 - Don't sit in a draft
 - Button up your coat
 - Don't wash your hair everyday
- Discussing the body, bodily functions, and sex are traditionally taboo. This is changing with exposure to Western TV and film, but these subjects can still be embarrassing to Chinese people
- Chinese people may ask direct questions about money: how much you earn, how much rent you pay, or what an article of clothing costs. Today these questions are becoming more rare, but many people are still comfortable with them and do not consider these issues private.

Physical Closeness

In the public sphere – such as on public transportation and in shops and lines – strangers stand closer than Americans do, making some Americans feel their “personal space” is being invaded. During rush hour, buses may become extremely crowded. At times like this you may be forced into extremely close confines with people of either gender. This is completely unavoidable, but try your best to limit the space you take up.

Religion & Faith

Many people of China belong to the Buddhist faith. Minorities include Taoist, Islamic and Catholic. However, large numbers of people of all ethnic groups are non-religious or secular. If you are interested in attending religious services during the CLS Program, talk with your resident director about where services may be available.

Discrimination and Stereotyping

Stereotyping and Prejudice

Chinese people who have not had much exposure to foreigners will assume that Americans are white. They may feel puzzled and have out-of-date views regarding African-Americans and Asian-Americans. For example, Chinese Americans may have to constantly explain why they do not speak Chinese fluently. African Americans may have to deal with comments about their skin color. These comments generally stem from ignorance rather than hatred but are not always benign.

Sexual Orientation

Chinese attitudes toward lesbian, gay, bisexual and transsexual identified individuals generally lag behind those in the U.S. We do not advise lying about or hiding your sexual orientation, but we do encourage LGBT students to be guarded, even with your language partner. This is particularly important at the beginning of the program, before you have gotten to know your Chinese friends and how they may respond. Generally, LGBT individuals in China do not show affection in public and are not open about their sexual orientation with strangers. Thus, you should be extremely confidential about the

identity of Chinese LGBT friends. You may also wish to be discreet about your own sexual orientation in public, as it is difficult to judge how strangers may react.

Gatherings of LGBT students, in college clubs, bars, and events in parks can be found in most urban areas of China. If you would like to meet gay and lesbian students, finding organized events and communities via the Internet is a good start.

Biases

Students of color and LGBT individuals may experience stereotyping and discrimination. Students of color, in particular, have reported attitudes and behaviors that at times made them feel uncomfortable, embarrassed, and sometimes even unsafe. Students report that most incidences tend to be fleeting and innocuous enough that they can dismiss them and carry on. Students have reported that many encounters are simply the result of curiosity, rather than aggression or hate.

Nonetheless, you should be aware of the situation and exercise caution, particularly in new environments. All program participants should:

- Be aware of your surroundings.
- Immediately remove yourself from a situation if it feels uncomfortable or something seems strange.
- Refrain from drinking alcohol excessively at any time, but especially in public places.
- Avoid going out alone. Instead, go out with other people – especially Chinese – you know and trust.
- Avoid any characters that seem suspicious, aggressive, or loud.
- If you encounter someone who is being aggressively offensive, the best course of action is to ignore them and move on quickly.

Despite the added challenge of being a student of color or LGBT identified student in China, many students report that they enjoy not only improving their language skills and learning about Chinese culture, but also helping Chinese break their stereotypes by interacting with them.

Remember, CLS alumni can be a great resource if you are concerned about ethnic, racial, religious or gender-based prejudice in China. The alumni network is a diverse group, and you can connect easily with them via Facebook, ExchangesConnect (connect.state.gov), International Exchange Alumni (alumni.state.gov), and direct email of alumni ambassadors.

Section VIII: Travel

CLS Excursions

The CLS Program will organize regular weekly cultural events in the city of your institute, as well as one extended cultural excursion outside the city. These activities and excursions are **mandatory**. Required expenses on these excursions will be covered by the program. Weekly cultural activities are various and will be offered on subjects such as Kung Fu, cooking, and calligraphy. Each activity will be taught by an experienced professional. Cultural excursions will occur on the weekends. Prior to cultural excursions, you will be given supplementary vocabulary so you can learn key words before taking part in real-life Chinese situations.

Getting Around the City

Public Bus (公共汽车 Gōnggòng qìchē)

The bus is the most common way to get around for the local crowd. Bus tickets are cheap and an excellent way to get a good sense of Suzhou's geography and people. During rush hour they can be slow and very crowded, but they are definitely a great option at any other time. Remember, even though some of the younger generations of Chinese will not do so, you should always give a seat to anyone elderly, pregnant, with small child, or disabled. As foreigner (外国人 wàiguórén) you are especially visible, so small acts of good manners go a long way.

During rush hours, from 7:00 a.m. to 8:30a.m. and from 5:00 p.m. to 7:00 p.m., it can be very crowded and slow; allow for extra time for your journey. Always keep a close eye on your belongings as the crowded environment is a pickpocket's paradise. The ticket price of buses is ¥1- ¥5, depending on your destinations. Sometimes it helps to have a friend write the characters and the pinyin on a piece of paper before you start. Also, confirm with the driver or ticket seller that the bus is going where you want to go. For example, you can say:

How do I get to _____ by bus? (请问去... 坐车怎么走? qǐngwèn qùzuò chē zěnmē zǒu?)

Taxi (出租汽车 chū zū qì chē)

Although it is not impossible to get a taxi, in some Chinese cities, it is becoming increasingly difficult. If you are planning on catching a taxi, plan on waiting at least 10 minutes in most cases. This is especially true during peak traffic times and at more popular areas of the city.

Cabs fares in most Chinese cities start between RMB 7 to 10, with an additional RMB 1 to subsidize rising gas prices. All cab drivers should use meters. It is best not to ride in a cab when the driver tries to not use the meter although sometimes, an agreement on the cost of a trip may be reached with a legitimate taxi driver that will be lower than if he/she uses the meter.

It is always a good idea to take the address card of your hotel or your host university, including the Resident Director's cell phone with you at all times. One glance at the address card and the taxi driver will know exactly where to take you.

- To ask taxi drivers to use meters you may say: 师傅, 请打表。(Shīfù, qǐng dǎ biǎo.)
- To ask for a for receipts you may say: 师傅, 请给我发票 (Shīfù, qǐng géi wǒ fāpiào.) It is a good idea to keep receipts in case you accidentally leave something in the cab.

Independent Travel during the Program

In addition to participating in organized CLS activities, you may wish to travel individually during free time (such as on weekends). As a CLS participant, you may travel independently outside your host city if you have done the following:

- Submitted a travel request form to your resident director and have it approved by the RD and your host institution prior to travel. Do not book/buy any flights or reserve/buy bus/train tickets before your travel request is approved.
- You cannot miss class or required activities for independent travel.

No international travel is allowed, and you cannot leave the host country during the CLS Program unless you have explicit written permission from the Resident Director of your CLS institute due to a medical or family emergency. You must also be aware of your Chinese visa restrictions and requirements for registration. Please check with your resident director for more specifics regarding trips you are planning.

Note: You may not travel to any area deemed unsafe or off-limits by the U.S. or Chinese government. The American Embassy or Consulate can provide information about areas where travel advisories have been issued.

Tips for Traveling in China

Traveling in China during the CLS Program can be exciting and rewarding. Here are some tips:

- Carry your passport, visa, and student I.D. at all times. If you are stopped and asked for identification in China, present these documents. You will not be able to stay at any Chinese hotels without your passport. Your passport number is registered under your name at the time of check-in. In addition, you will need to present your passport to exchange money
- It is a good idea to travel with people you trust, whether they are other CLS participants, your language partner, or trusted Chinese friends.

Visitors

No dependents or companions may accompany you during the program, and no one but CLS participants can participate in CLS activities or stay in program-arranged housing. If you wish to have friends or family members visit you, they must stay in separate housing (such as a hotel), and they should not stay for an extended period, and they cannot interfere with your participation in classes or activities. Bear in mind that visitors from home will demand a great deal of your time, which can be difficult on such an intensive and short-term program.

Please be aware of the following:

- All U.S. visitors must obtain a tourist visa from the Chinese Embassy.
- OSU CLS Program and local program staff cannot help with visa issues related to family members or friends.

Section IX: Health

Studying in a foreign country is fun and exciting, but you must also be aware of the difficulties and threats you may face. This chapter covers important health and safety tips. You should carefully review this information before the CLS Program.

Culture Shock

When you travel to a new place, you bring with you values, patterns of behavior, and understandings about what is good and bad, normal and abnormal. Local values, patterns of behavior, and understandings in China may be different from what you are used to. Some differences are easy to observe, such as traffic patterns or the way buildings or stores look, while others are harder to see and may pop up at unexpected times.

Culture shock is the discomfort people feel as they adjust to life in a new setting with different values, patterns of behavior, and expectations. It is a natural part of learning a new culture and adjusting to a different place, and nearly everyone experiences it.

Experience shows us that persons who are focused on the Chinese and how they respond to daily challenges have less culture shock than persons who are primarily concerned with themselves and how

others are responding to them.

You should talk with your resident director, teachers, institute staff, and language partner about things you do not understand or find frustrating. People who have experience living in both the U.S. and China are excellent resources.

Stages of cultural adjustment

Stage 1: Initial Euphoria and Excitement. You have just arrived in a new country and have great expectations and a positive mindset. Everything seems new and exciting, and you find many similarities between the local culture and your own.

Stage 2: Irritation and Hostility. After you have been in a different country for some time, you may experience frustration and annoyances with cultural differences. Small difficulties seem like major catastrophes, and you may be more emotional than normal.

Stage 3: Gradual Adjustment. In this stage, you are becoming more familiar with the host culture. You begin to understand its logic and values. Cultural cues become easier to read. You feel more comfortable and less isolated. Your sense of humor returns.

Stage 4: Adaptation and Biculturalism. Finally, you are able to fully enjoy the customs, attitudes, and ways of saying and doing things in the host country. You find aspects of the local culture that you like and others that you may not like but that you can cope with. You are able to live and work to your full potential.

You should not expect that you will experience every stage of adjustment during the CLS Program. For some people, the process of reaching stage 4 is relatively short, while for others it can take years. Speaking to other people about the difficulties you are going through is a great way to help ease culture shock.

Coping with Culture Shock

Symptoms of culture shock can include extreme homesickness, physical complaints and sleep disturbances, depression or anxiety, loss of your sense of humor, boredom or fatigue, difficulty with course work and concentration, the feeling that your Chinese has grown worse on the program, or hostility toward the host culture.

The best way to combat culture shock is to step back from an event that has bothered you, assess it, and search for an appropriate explanation and response. Here are some other useful coping strategies:

- Set reasonable goals and expectations, particularly at the beginning
- Plan small tasks each day that will help you meet people and accomplish something, like preparing a new food or exploring a new part of the city
- Don't isolate yourself – try to be social, even when you don't feel like it
- Talk with your resident director about things you find frustrating or don't understand
- Find a local friend who can help “translate” the culture for you
- Pay attention to your body: eat properly, exercise, and get plenty of rest. The CLS program is tiring, and a good night's sleep will help to recharge your body and mind
- Remember that it is normal to feel overwhelmed, but also that the feeling of being overwhelmed will go away

If you are feeling depressed or the feelings of homesickness do not go away no matter how much you try to do other things, talk with your resident director.

Physical Health

You should keep a good diet and regular sleep habits as much as possible. Even if you are normally very healthy, you may get sick while abroad because of the stress of living in a new place and the exposure to new strains of germs and bacteria. Stomach ailments and the flu are the most common illnesses, so it is wise to have cold medicine, aspirin, antacids, an antidiarrheal, and a laxative with you. You should also be sure to have all the prescription medicines you need. Avoid stomach problems as much as possible by being aware of what you are eating and drinking and where you are doing it.

Water, Air, & Food Quality

We recommend that you only drink boiled or bottled water. Even if local people drink the water, it may make you sick because your system is not accustomed to it. Here are some recommendations:

- Boil tap water for at least 3 minutes (start timing after the water is at a rolling boil) before drinking.
- If you prefer bottled water, buy brand-name bottled water, rather than generic labels. You can purchase bottled water in bulk at most grocery stores or street vendors.
- Be careful when showering and brushing your teeth that you do not swallow the water or use bottled water or boiled water for brushing.
- If you prefer, you can purchase water filters that remove microbiological cysts, cryptosporidium (99.9%) and giardia (99.99%). These are commercially available in the U.S. at camping stores and online.

Air quality is notoriously poor in many Chinese cities due to car exhaust and other pollutants. If you have respiratory problems, bring necessary supplies and minimize your time outside on the most polluted days.

Food is generally safe, but your body can react to new germs and bacteria that you may not be familiar with. Although you might not be able to avoid getting sick, some precautions can reduce the risk:

- Choose cafes and fast food places that are clean and busy. Local people usually eat at the safest and best restaurants.
- Ask for advice from your language partners and local friends which restaurants are the best.
- Cooked fruits and vegetables are less likely to make you sick than raw ones.
- If you eat raw fruits or vegetables, always wash them thoroughly. Peel fruits and vegetables when possible, and try to avoid fruit that does not have a peel.
- Only eat well cooked meat, poultry, and fish.
- Avoid eating food that has not been refrigerated. Be particularly wary of fish and meats from outdoor markets or street-side vendors, which can spoil in the heat.
- Avoid raw or undercooked eggs.
- Avoid cold buffets where sausage and lunch meats have been sitting out. Buffets in China usually have no “sneeze guards” and are susceptible to spreading community illnesses.
- Avoid salads if your system is sensitive. Lettuce and tomatoes may not be sufficiently washed in some restaurants or might be washed with unsafe water.

Sanitary Standards

Bathrooms

The sanitary standards in China can be different than what you are used to in the U.S., particularly when it comes to public restrooms, which are often rather dirty. In general, you should expect a “Chinese” or “squat” toilet even in newer restaurants and businesses, but particularly in public restrooms. Very often there will be water to wash your hands, but there may not be toilet paper or soap. It is a good idea to carry a small amount of toilet paper and hand sanitizer with you at all times.

Spitting

Although spitting in public is considered a health hazard and the Chinese government has implemented fines in several big cities for such act of boorish behavior, the reality is that the regulations are loosely enforced. The older generations are especially oblivious to the taboo associated with spitting in public. It is best to keep an open mind and remember that spitting in public is just part of the Chinese culture along with the endless crowds.

Precautions

In general, most foreigners have experienced the occasional upset stomach (lā dùzi, 拉肚子) especially when they just arrive in China or travel within China. Air quality in China’s major cities is another concern, which often exacerbates allergies and colds. While we sadly cannot do anything about the air quality, we can help you minimize the risk of excessive illness.

Eat well

This means eat lots of fresh fruits and vegetables. And supplement your diet with vitamins, especially if you feel that your diet here is very different from the one you follow at home.

Fruit and vegetables are available at small markets all over the city, and there are also a number of vendors with good selections off campus. However, it is best to peel fruit before you eat it. Furthermore, it is not wise to eat vegetables raw in China, as it is easy to get sick from fertilizers and other contaminants on the vegetables and in the tap water used to clean them.

When eating on the street and at small restaurants, some places are obviously cleaner than others. Enjoy the excellent food in China, but use good judgment about sanitation. Trust your instincts, if you wander into a restaurant that just doesn’t feel right, leave. And don’t be shy about asking for disposable chopsticks (*fāngbiàn kuài* 方便筷). Avoid raw meat and raw seafood. Freshly cooked foods are safest. Be cautious of food left standing unrefrigerated for a long period of time, as well as foods left uncovered. Do not share water bottles and utensils.

Stay Hydrated

The positive effects of water on your energy level, your body’s capacity to process and eliminate toxins, etc., are obvious. Drink lots of water. Tap water is not drinkable; drink only bottled or boiled water. A good idea is to carry a bottle of fresh drinking water with you at all times, you can boil water in your hotel room, and refill your water bottle.

Get Enough Sleep

Speaking a foreign language all day is exhausting. You will be surprised at how tired you are at night, especially the first few weeks. The Chinese also live by the adage, “Early to bed, early to rise.” In the morning Chinese classes start at 8am every day, so adjust your schedule accordingly.

Wash Your Hands

You will be able to avoid most colds and upset stomachs by washing your hands every chance you get. Always wash your hands before you eat. Some restaurants may have sink with soap or provide sanitizing towelettes, but carrying a small hand sanitizer with you would be a good idea, especially when you are away from your residence and classrooms.

Vaccinations & Prescription Medication

Visit the travel web site of the Center for Disease Control and Prevention (CDC) at <http://wwwnc.cdc.gov/travel>. Here you will find health recommendations and warnings. Before going abroad, consult with your physician about vaccinations. It is important that your immunizations for common diseases are up to date. Some physicians also recommend hepatitis inoculation (A and B) vaccinations.

If you take prescription medicine, you must make arrangements to bring a complete supply for your entire stay abroad, including a little extra in case you lose some. Here are some tips:

- Prescription medicine should be kept in a bottle labeled with your name and doctor's name
- Ask your doctor for a letter that explains that you have a prescription for this medicine
- Doctors may be unable to write prescriptions for large supplies of certain medications. If you cannot obtain a sufficient supply of your prescription, contact OSU CLS Program immediately.
- It is your responsibility to bring all necessary medications on the CLS Program. We will do everything we can to facilitate this process, but we cannot deliver medications to you during the CLS Program. If you leave without a sufficient supply of your medication and are unable to obtain it abroad, you will not be able to complete the program.

If you plan to purchase medication in China, you will need to present a copy of your prescription and see a Chinese physician to obtain a new one. Prescriptions may be sent through the mail, but the mail is not always reliable and there may be delays at customs, so it is best to bring all of the medication you think you will need for the term.

Bringing enough prescription medication is particularly important as prescription medication and even over-the-counter drugs are often restricted from entering China via mail service by PRC customs officials. If you wear prescription eyeglasses, you should bring a copy of your prescription. It is easy and inexpensive to have glasses made in China. Contact lenses and solutions are also available in China, though not all brands you are familiar with will be available.

HIV & Sexually Transmitted Infections

The decision to engage in sexual activity in China entails risks. Sexually transmitted infections (STIs) are a risk you face.

- The level of public awareness about their symptoms and transmission is generally low, and the rate of infection is rising in some segments of the population.
- If you choose to engage in sexual activity abroad, you should use Western contraceptives. Even though it is possible to find contraceptives in China, it is recommended that all students – regardless of whether they plan to engage in sexual activity – bring a supply of condoms from the U.S.

Health Coverage

All CLS students are strongly encouraged to have primary health coverage. Your regular health coverage will be supplemented by limited emergency and accident medical coverage from the Accident and Sickness Program for Exchanges (ASPE). ASPE is provided for all participants in programs sponsored by

the Bureau of Educational and Cultural Affairs of the U.S. Department of State. You will receive more information about coverage in May.

Leaving your CLS country during the program is prohibited, and if you do leave, all ASPE benefits cease. In addition, ASPE coverage is only provided during the period of the program. If you plan to do independent travel after finishing the program, you are responsible for purchasing your own medical coverage.

Dental

Your health coverage during the CLS Program does not include dental coverage. We recommend that you visit your dentist before leaving for the CLS Program. Plan your visit approximately one month before leaving so that you have time to take care of any problems your dentist might find. There are Western-style dental services available in China, but their services will not be covered by the program medical coverage.

Emergency Procedures

CLS staff will help you if you need to visit a doctor during the program. You should not visit a hospital or clinic without talking with your resident director, who will accompany you to a clinic in order to facilitate your admission and care.

In case of emergency or severe illness, contact your resident director immediately. If you cannot reach your resident director, call other local CLS staff. You will be given a cell phone for use during the CLS Program and should make sure to keep money on this phone and the battery charged so that you can call in case of emergency and receive calls in case you need to be notified of a serious situation. If there is an emergency, your resident director and local staff director will work with OSU CLS staff in Ohio, to find the best possible resolution to the situation.

Section X: Safety & Security

Studying in a foreign country is fun, but you should also be aware of potential threats and take precautions to avoid putting yourself in harm's way. This section discusses safety and security you should be aware of during your stay in China.

Staying healthy and safe in China is important. It is imperative that your judgment always be at its best. Here are some good guidelines to observe:

1. Never insist on being in the right if it will land you in a dangerous altercation. Chinese culture values personal modesty and humility. Being proud or self-righteous can leave people with a bad impression of you ... or worse. Whether bargaining or talking politics, winning isn't always worth the price and shouldn't necessarily be the goal. Furthermore, if you even suspect you might be in the wrong on a matter, it's a good idea to apologize and seek advice from a staff member or other knowledgeable person on what to do if such a situation arises in the future. No matter how angry or wronged you may feel, never get self-righteous or visibly perturbed; and especially never get physically threatening. In China physical violence is rare, but when it erupts it can escalate very quickly.
2. Never purposely insult someone, or use inflammatory language, even if you believe that the person can't understand it (and especially if you know they can). Swearing in English (and especially occasional

Chinese words you may pick up) can land you in serious trouble. Some English profanities have different connotations in China so best just to eliminate them from your vocabulary. As for Chinese swear words, sometimes you may not understand the possible connotations of profanities you learn in Chinese, so it's best to avoid them.

3. Do NOT violate the laws of China, especially in regard to proselytizing and drugs. In China proselytizing is not legal. This topic is extremely sensitive, and we suggest that you NOT engage a Chinese person in a conversation where it can be construed that you are attempting to persuade him or her to adopt your religious beliefs. Drugs are also not legal in the country and offenses are regarded with the gravest severity. DO NOT have anything to do with them and stay clear of anyone who does.
4. Be tolerant of different attitudes towards race, gender, sexual orientation, religion and politics. China is a large country with a huge population and many opinions, some of which may surprise or even offend you. Always be willing to listen to other people's opinions on these issues, and if you feel uncomfortable, leave the situation rather than spark an argument. You are not here to change China.
5. Be sensitive to the growing gap in wealth and privilege in China. The citizens of China's main cities enjoy incredible privileges (access to better education, better health care, and a much higher standard of living) compared to those from the smaller towns and villages. Furthermore, even within a large city there is an enormous gap between the haves and the have-nots. It is leading to increasing unrest throughout the country, as China's increased economic successes are more and more centered around a few privileged "capitalists" in the big cities. As a foreigner, you unwittingly become a part of this growing social crisis, as you will find many things in China (taxi fares, clothing, food, etc.) to be rather inexpensive compared to the prices in the U.S. Please do try to stay mindful of the fact that flaunting the relative ease with which you can afford many aspects of city life might leave some Chinese with a poor impression of you – especially those directly selling you their merchandise or serving you in restaurants and cabs. Do not take advantage of language partners and friends. They will often offer to pay for things even if they cannot afford to do so. When you invite someone to partake in meals or refreshments, you pay even if they protest and seem determined to pay.
6. In the event of any emergency, the resident director and local staff will need to account for all students as soon as possible.

Make sure to check in with the resident director and let him know that you are safe and where he can reach you. He will then be able to provide you with further instructions. If it is after office hours, first contact the resident director through his mobile phone. The key is to keep safe and make sure that staff knows where you are and how to reach you. As in all matters, please follow the instructions of staff.

Crime prevention and awareness tips

Your safety is important. Our intention is not to frighten you, but to make sure you have basic information about crime prevention. Here are some additional tips:

- Appear like a savvy traveler by avoiding American mannerisms that draw attention to you: smiling as you walk down the street, speaking loudly in public, or making eye contact.
- Traveling with a friend or in a small group is better than traveling alone or with a large group.
- Walking with someone else helps deflect approaches by people who might bother you, but walking in a large group may call more attention to you.

- If you are out at night or drinking, always walk with someone else. If you visit friends alone in the evening, ask them to escort you home or to a bus stop.
- Always tell someone where you are going and when you expect to return.
- If you want to visit a new neighborhood, make your first visit during the day. Look at the map and note the nearest sources of public transportation and routes.
- When asking for directions, approach people who seem non-threatening.
- Observe traffic lights and be aware of cars. Drivers in Chinese cities are aggressive and often erratic. Pedestrians do not have right-of-way. Never assume a car will stop for you or steer out of the way. Stay on sidewalks away from the curb, and walk facing on-coming traffic whenever possible. Observe how the local pedestrians negotiate traffic and try to stay close to them when crossing city streets or threading through crowds.
- Beware of street scams. In busy areas, purse strings have been cut and purses stolen when foreigners have been approached and distracted by friendly young English-speaking Chinese.
- State Department security briefings recommend carrying a decoy purse if shopping in busy areas.
- Never put your wallet in your pocket, whether in a backpack outside pocket or in a clothing pocket. Wallets in the back pocket of your pants make for an attractive target.
- If you have any concerns about the city, speak to your RD and local staff. Your safety is one of their goals, and as locals they will be able to give you more detailed information about areas you may want to avoid.

Safety in Taxis

Be careful when selecting taxis, and follow the tips below:

- Do not get into the taxi if other people are in the vehicle.
- If your luggage is in the trunk, do not exit the vehicle until the driver exits and proceeds to open the trunk.
- Leave the passenger door open until all your luggage is removed from the vehicle.
- Do not accept rides from private drivers who earn money by offering rides (hēi chē, 黑车). There have been a number of reports of robberies by these drivers.
- It is a good idea to use seatbelts whenever they are available. Chinese drivers often drive fast, and the roads can be dangerous.

Safety on Trains

You may not have an opportunity to lock your cabin, so it is important to keep an awareness of your belongings while traveling by train. Take as little valuables and money as possible on trains. Keep passport, credit and debit cards, and cash on your person while sleeping or when outside your compartment.

Crowds

Keep an eye on your purse, bag, or wallet, especially in crowded public areas such as public transportation, crowded sidewalks, markets, and metro stations.

- In crowds, keep your bags close to your person, either under your arm or by your chest.
- Backpacks should not be worn on crowded public transportation, as you will not be able to watch them. If you must wear a backpack, keep your valuables in a separate location and use a small combination lock on your zipper. You may wish to hold the backpack in front of you or over one shoulder to ensure that you can watch it at all times.
- A concealed money belt is best in very crowded situations.

- Avoid carrying large bags during travel, as it will draw attention and attract pickpockets.

Be vigilant in restaurants, hotel lobbies, train compartments, airports and train stations. Be wary of con artists, distractions, and diversions.

Clubs & Bars

CLS students are strongly urged not to frequent night clubs that operate through the night from 11:00 p.m. to 6:00 a.m. You should ask your resident director and local staff about places that are known to be safe, as well as places to avoid.

Alcohol & Drugs

- If you plan to drink, always drink in moderation. Avoid drinking large quantities of alcohol, particularly with people you do not know well and in public places like cafes or hotel bars.
- Avoid drinking with large groups of local males or in locations where large groups of young men congregate.
- Do not ever think that you can win a drinking contest.
- Do not drink in public (i.e. on the street, in parks). Drinking in public is **illegal**, although you may observe Chinese doing this.

Abuse of alcohol that endangers the participant or others will result in expulsion from the CLS Program.

CLS employs a zero tolerance policy concerning substance abuse, resulting in immediate expulsion.

Using illegal drugs is not only a health risk but also puts you at risk for arrest:

- The legal ramifications of using illegal drugs abroad can be very serious, and the U.S. government cannot get a U.S. citizen out of jail overseas if he or she has been convicted of a drug offense.
- Illegal drugs can be tainted or contain substances other than those advertised, and taking them can lead to an overdose or worse.
- Misuse or abuse of prescription drugs is dangerous. Don't respond to the stresses of adjusting to a new culture by taking more than the prescribed dosage of either your own psychological medication, or drugs prescribed to another student.
- The social and cultural consequences of using drugs can be different in a foreign country. This behavior may be viewed very negatively by your new acquaintances abroad.

Money Safety

- Do not handle or display large quantities of money—RMB or dollars—on the street. Retrieve from your wallet or pocket only the amount of money needed.
- Be discrete with credit cards, jewelry, and electronic devices
- Exchange small amounts of money frequently rather than large amounts all at once. You will get the most current exchange rate and will be less of a target
- Never carry more money than you immediately need or than you can afford to lose
- If you need to carry substantial amounts of money, wear it under your clothes in a concealed money belt or pouch
- At home, lock your money and credit cards in a suitcase in your room, and be discreet with money around your roommate. Even if you trust them, you may not be able to trust visitors they have while you are out.

Exchanging and Withdrawing Money from ATMs

Avoid black-market transactions, which are illegal. There are many safe locations where you can legally exchange money. When you do this, you will be able to receive a receipt (收据).

Here are some tips for avoiding problems:

- Go with a friend when you exchange money or use an ATM.
- Bring your passport with you when exchanging money because you will be asked for it.
- Avoid exchanging or withdrawing money when it is dark.
- Do not call attention to yourself by speaking loudly when dealing with money.
- Count your money before stepping away from the exchange counter. There have been reports of exchange workers not giving foreigners the proper amount of money in exchange. Use your cell phone calculator to figure the exchange rate and be sure you received the right amount of money.
- Travelers' checks can only be exchanged in actual banks or at an American Express office, which are not be widely available.
- Do not rely entirely on your ATM card for retrieving money. Have some cash you can exchange if your ATM card is not working.
- Make sure your ATM card will not expire during your time abroad. If it seems that it will, call your bank ahead of time and request a new card early.
- Alert your bank that you will be going overseas; they may stop your card if you do not let them know.

Credit Cards

Bring a credit card even if you do not plan to use it, it is a good backup and may be used to pay medical fees if you need to pay in advance before submitting for reimbursement from your medical coverage. Some big stores and Western stores in China accept Visa and MasterCard, and recently more and more grocery stores and bookstores have begun to accept credit cards. Here are some tips:

- Inform your credit card company that you will be using the card in China.
- Find out if your credit card company allows you to call collect from abroad to report loss, theft, or fraud.
- Check that your credit card company does not charge fees for purchases made abroad.
- Find out terms on cash advances. These can cost you a lot, so make sure you understand the terms before requesting a cash advance.
- Always check the total and do the math on the exchange when you use your credit card. Some places prey on foreigners who just sign the receipt without checking the accuracy.
- Make sure you are signing only one credit card charge sheet, not one with carbon copies beneath that may be used to make multiple withdrawals from your account.

For more detailed information on money matters in China, see Appendix E: Money Matters.

The Police

The police may stop you to check your identification papers. Always carry a copy of your passport and your student ID card with you at all times.

As much as possible, avoid having to interact with a police officer. However, if you are stopped by one, here are some tips:

- Be respectful but cautious with police officers. Do not resist inquiry, and be cooperative but firm.
- Speak in Chinese only if you are sure you can understand what is being said. If you feel you may not understand a line of questioning or if you are brought to the police station, insist on speaking only in

English, and request to contact your resident director and the U.S. Embassy or consulate immediately. If you continue speaking in Chinese, you may implicate yourself or confess to a crime simply because you do not understand what is being asked of you.

- If required to accompany the police officer to the station, request permission to telephone your resident director immediately. If you cannot reach him, call any of the backup emergency numbers you were given at orientation.
- Never initiate a bribe with a police officer. Bribery is against the law. However, if a police officer demands money or takes money from you, it is best not to argue.
- **Never**, under any circumstances, sign any document without first speaking with your resident director, the U.S. Embassy, or another emergency contact person. The emergency cards provided for you at orientation list the numbers for the U.S. Embassy or Consulates in China, as well as back-up emergency contact numbers.

Friendships & Romantic Relationships

You might find that many Chinese people are curious about you, and eager to get to know you. Even strangers (taxi drivers, vendors, and maybe people you meet walking down the street) may stop you with questions, or perhaps to practice English. In general these kinds of interactions are safe, and people do not have ulterior motives (except perhaps for a free English lesson). You may be invited out to meals and to people's homes after not having known them long; these are gestures of Chinese hospitality. In most cases, these kinds of outings should be safe and can be a good way to learn more about Chinese culture. Most Americans traveling to China have found Chinese people to be open, friendly and curious, especially about Americans. You can easily have an interesting discussion about Chinese-American relations with someone you just met.

One thing you might want to be on the lookout for is people taking every opportunity to find someone with whom they can speak English. Though this is understandable, it can sometimes be a bit frustrating especially for a student of Chinese language. Since learning English is given such a high priority in China, many young people especially will take any opportunity to talk with a native speaker, and occasionally people will make you feel "trapped" in conversation. A good way to avert this is to insist on speaking in Chinese with everyone you meet! (That said; don't get angry if a Chinese person answers you in English. Like you, they also want to practice their target language.)

If you meet someone that you are particularly interested in, take the name and contact information and tell that person that you will be making contact AFTER your program is over. This is an intensive program of study and you will not have time to pursue a proper romantic relationship. You are likely to be returning to China for study and work in the future. This trip is for improving your ability to communicate in the language and culture.

Going out to eat: Often when going out to eat with Chinese friends, one person will treat rather than everyone splitting the bill. Your Chinese friend or date may insist on paying for you with the tacit understanding that you will pay the next time. However it should be noted that younger Chinese people and students are starting to "go Dutch" more frequently. Also be careful about your interactions with fellow CLS participants. Be careful not to do something just because you are wrapped up in the excitement of being abroad. Make sure the choices you make about romantic relationships and sexual activity are what you really want and what you would choose if you were in the U.S.

Sexual Harassment & Assault

Most of these comments are directed at female participants, but American men have also been victims of sexual assaults. It is important to be vigilant about your safety. Here are some tips:

- American women may find that they are the object of frequent male attention, not all of it unpleasant. Because Chinese men tend to be more outgoing than women, it may be easier to meet and socialize with men. It is possible to have friends of the opposite gender, but keep in mind that they may think you are interested in a sexual relationship.
- If you make eye contact with a male stranger, **do not smile**. American friendliness is easily misinterpreted as a sexual invitation.
- Avoidance is the safest tactic. Try to avoid situations that may be dangerous, such as being out late at night by yourself or being alone with a man you do not know well.
- The best response to unwanted stares, comments, or touches is to ignore the harasser and remove yourself from the situation quickly and calmly. Aggressive verbal responses or cursing can result in the perpetrator hitting you. There is no pervasive Chinese cultural taboo against men hitting women.
- If you are followed, spoken to, or touched after repeated attempts to get away, try to move into a very public place.
- Sometimes threatening to get the police involved if you are in a dangerous situation is effective, but you should not count on the police to be supportive.
- Always avoid intoxicated Chinese males.

Section XI: Returning home

Reverse Culture Shock

While you return home from the CLS Program, you may experience reverse culture shock.

Reverse culture shock refers to feelings of anxiety, disorientation, uncertainty, or confusion and difficulties in adjustment that you might feel after returning home from a significant period of living abroad.

Often a person idealizes the home environment while abroad and may be upset when he finds that there are problems at home just as there were abroad. Many people also expect to feel completely familiar and comfortable when they return home and therefore have trouble coping with changes that have occurred while they were away.

Symptoms of reverse culture shock may include:

- Frustration
- Feelings of alienation
- Misunderstandings or differences in assumptions about life, study, or the future
- Restlessness
- Reverse homesickness: intensely missing people and places from abroad
- Boredom, insecurity, uncertainty, confusion
- Need for excessive sleep
- Negativity toward American attitudes or behaviors
- Feelings of resistance toward family and friends



You may experience the following types of situations:

- People don't seem to care about your experiences abroad.
- It feels like nobody understands you, and you are different from friends and family members.
- Others might appear jealous of your experiences abroad.
- You might feel stuck in one place without foreseeable opportunities to travel again.
- You might feel bogged down by the realities of everyday life: having to enroll in classes, plan for the future, pay off student loans, take care of a sick relative, etc.

Although these feelings are difficult to cope with, you should recognize that they are part of the normal process of adjusting to life at home. Just as you had to adjust to life abroad, you have to give yourself time to readjust to life at home. These tips can help:

- Find an outlet for sharing your experiences.
- Volunteer to speak at an elementary or high school.
- Join a language circle or club where like-minded people gather.
- Volunteer to help immigrants from the country where you studied.
- Stay in touch with fellow CLS alumni and friends from your host country.
- Join an international student club at your college, where you can meet students from around the world and share your own international experiences.
- Continue to study Chinese and follow news about China.
- Keep in touch with friends in China and fellow CLS alumni. Use Facebook, e-mail, Skype or other VoIP programs, and other online resources to stay connected.
- Recognize that things may have changed for people at home while you were away and show an interest in other people's activities and interests. If you show an interest in their lives, others might be more willing to show an interest in your experiences abroad.
- Journal about your thoughts and emotions.
- Participate in CLS alumni activities and activities offered by your college's study abroad office.
- Search for future opportunities to study, travel, or live abroad.

Alumni Activities

After completing all CLS requirements, you will have the opportunity to participate in CLS alumni initiatives.

Activities include:

- Alumni Ambassador Program – Apply to take a leadership role as a CLS alum! Applications will be available in early July with an early August deadline.
- Alumni Development Fund – Apply for a small grant to support ongoing language learning or professional/academic development. Watch for the announcement in the fall.
- Photo and Video Contest – Share your photos and videos, and compete for a prize!
- Online Newsletter – Send us updates about your new job, fellowship, scholarship, volunteer activity, or award!
- More opportunities – Send us your ideas!

CLS also offers opportunities to stay connected and meet other CLS alumni online:

- *CLS Website (www.clsscholarship.org) and Blog*

- Read alumni stories and view photos
- Check out newsletter articles from earlier additions
- *International Exchange Alumni site (alumni.state.gov)*
 - Job and grant postings
 - Access to online journals and newspapers
 - Share experiences and network with alumni from other U.S. Department of State programs
 - Practice your language on the Joint Language University site
- *ExchangesConnect (connect.state.gov)*
 - Meet others in the CLS group or country-specific groups
 - Share your CLS experiences with prospective students
- *CLS on Facebook (www.facebook.com/clsscholarship)*
- *CLS on Twitter (twitter.com/clsscholarship)*
- *LinkedIn* – join the group exclusively for CLS alumni
- *YouTube (www.youtube.com/user/CLSscholarship)*

It is important to keep your contact information current so that we can be in touch with you about alumni opportunities. Please notify us if your e-mail address changes by writing to: 2014cls_ea@osu.edu.

Your Resume & Job Search

As you apply for internships, jobs, or graduate school, make the most of your CLS experience by highlighting it on your resume and discussing it in interviews. Network with other CLS alumni on the social media sites listed above, and keep in touch with CLS staff.

You might want to highlight some of the skills you developed or utilized during the CLS Program, such as:

- Foreign language skills
- Intercultural competence
- Open-mindedness
- Ability to learn quickly
- Experience working with people of different backgrounds
- Flexibility
- Communication skills

In your resume, you may want to include CLS in a section about education, awards/scholarships, or languages. Here is what you might write on your resume:

Intensive Chinese Study: Critical Language Scholarship Program, U.S. Department of State.
Suzhou University, Suzhou, China (Summer 2014)

- Studied Chinese in an 8-week intensive language program
- adhered to a Chinese-only language policy
- Post-program ACTFL Oral Proficiency Interview score: Advanced Low

Continuing to Learn

The CLS Program wants you to continue to study Chinese after completing the program. It is important that you continue to build on the language skills and cultural understanding you developed during the CLS Program. Suggestions for ways to continue to learn include:

- Enroll in a language class at your college or university.
- Meet with a private tutor. If you can't find one in your city, you may be able to find one through an online tutoring site.
- Utilize online resources such as language-learning websites, Chinese news sites, video and TV streaming sites that provide access to Chinese programs, and music sites.
- Volunteer with international organizations or service organizations that work with immigrants from your host country.
- Read novels, short stories, or poetry in Chinese (remember to buy a few books before you leave China!).
- Conduct research for assigned research papers in Chinese instead of in English.
- Join social networking sites that are popular in China, and use Skype or other VoIP programs to keep in touch with Chinese friends.
- Invite people who speak Chinese to a dinner of traditional foods, conversation, and games.
- Apply for study abroad and intensive language-learning programs to continue your study.
- Seek out jobs where you can use your language skills.

Appendix A: Contact Information

Critical Language Scholarship Program
 Department of East Asian Languages and Literatures
 The Ohio State University
 398 Hagerty Hall, 1775 College Road, Columbus, OH 43210
 Telephone: (614) 292 – 2692 or 614-247-8906
 Fax: (614) 292-3225
 Email: 2014cls_ea@osu.edu

CLS Chinese Program Staff in USA

Name	E-mail	Telephone	Cell phone
Galal Walker, East Asian Languages Program Director	Walker.17@osu.edu	614-292-4243	
Xiaobin Jian, China Program Director	jian.1@osu.edu	614-792-0858	86 13969809671
Sunny Zong Program Manager	2014cls_ea@osu.edu	614-247-8906	614-531-1196*
Zhiwei Bi Program Officer	2014cls_ea@osu.edu	614-292-2692	
Matthew Garner Program Assistant	2014cls_ea@osu.edu	614-247-4254	
*For emergencies only			

CLS Chinese Program Staff in China

School Address	Contact Name	E-mail	Telephone
Suzhou University 1 Shizi Street Suzhou, China 215006	Dr. Feng Chenghua Director of Suzhou CLS Institutes	laowu557@yeah.net	86 512 6588 0517 (o) 86 139 6212 9113 (c) 86 512 6588 0517 (fax)
	Ms. Junqing Jia Resident Director Gusu Institute	jia.63@osu.edu	TBA
	Mr. Cong Li Resident Director Dushuhu Institute	li.2908@osu.edu	TBA
Zhejiang University of Technology	Dr. Wang Lixiang Director of Hangzhou	wanglixiang72@163.com	86 571 8529 0295 (o) +86 138 5808 7290 (c)

288 Liuhe Road Hangzhou, China 310023	CLS Institute		86 571 8529 0295 (fax)
	Ms. Jianfen Wang Resident Director	wang.1440@osu.edu	TBA
Sun Yat-sen University 135 Xingang Xi Road Guangzhou, China 510275	Mr. Zhou Xiaobing Director of Guangzhou CLS Institute	cslzxb@qq.com	86 20 8411 3110 (o) 86 138 2216 7338 (c) 86 20 8411 0233 (fax)
	Ms. Zhini Zeng Resident Director	zeng.51@osu.edu	TBA

Appendix B: Department of State Consular Information

U.S. Embassy, Beijing, American Citizen Services

No. 55 An Jia Lou Road, Beijing 100600 (北京安家楼路 55 号)

Tel: (86-10) 8531-3000

Emergency Contact Number: (86-10) 8531-4000

AFTER HOURS Emergencies (86-10) 6532-1910

Fax: (86-10) 8531-3300

E-mail: AmCitBeijing@state.gov

Website: <http://beijing.usembassy-china.org.cn/index.html>

U.S. Consulate General in Chengdu, American Citizen Services

4 Lingshiguan Road, Chengdu, Sichuan, China 610041 (四川成都市领事馆路四号)

Tel: (86-28) 8558 3992

Emergencies: (86) 137 0800 1422

Fax: (86-28) 8554 6229

Email: AmCitchengdu@State.gov

Website: <http://chengdu.usembassy-china.org.cn/>

U. S. Consulate Guangzhou, American Citizen Services

Physical Address:

5/F Tian Yu Garden, Phase II, 136-142 Lin He Zhong Lu, Tianhe District, Guangzhou
(广州市天河林和中路 136-142 号天誉花园二期五楼)

Mailing Address:

No.1 South Shamian Street, Guangzhou 510133 (广州市沙面南街 1 号 邮编 510133)

Telephone: (86-20) 8518-7605

After Hours Emergency Telephone: (86-20) 8531-4000

Fax: (86-20) 3884-4410

Email: GuangzhouACS@state.gov

Website: <http://guangzhou.usembassy-china.org.cn/>

U.S. Consulate, Shanghai, American Citizen Services

Westgate Mall, 1038 West Nanjing Road, 8th Floor (上海南京西路 1038 号梅龙镇广场 8 楼)

Tel: (86-21) 3217-4650

Regular Hours: 8:15am-11:30am and 1:30pm-3:30pm Monday to Friday. Closed on Wednesday afternoons

After Hours Emergencies: (86-21) 3217-4650 then press "0" for an operator

E-mail: ShanghaiACS@state.gov

Website: <http://shanghai.usembassy-china.org.cn/service.html>

American Citizen Online Registration: Smart Traveler Enrollment Program (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate. To sign up please go to: <https://travelregistration.state.gov/ibrs>

Appendix C: Money Matters

Bank ATMs

You can use your U.S. bank ATM or credit card to obtain PRC Ren Min Bi currency at some ATM machines. The fees for ATM use are often deducted from your bank account as part of the transaction and can seem invisible on first glance. It is a good idea to keep track of the fees assessed to your account and choose wisely how much money you will withdraw per transaction. Bank of China, for example, usually limits withdrawals to 2,500 RMB for any given 24-hour period.

Bank of America has a partnership with China Construction Bank, which allows customers to take money out of CCB ATM machines with no service fees. They do, however, charge a 1% fee for currency conversion. If you have a checking account with Bank of America, you can withdraw money with Bank of America ATM cards at any China Construction Bank branch or ATM.

One advantage to using an ATM is that you supposedly receive the best exchange rate available. Bank of China does not charge any service fee, though your bank at home might (some charge up to \$5 per transaction) so check with them before you come to China. Also take and keep your transaction receipts, even when the transaction is cancelled, because sometimes your account in the U.S. may be debited for an incomplete transaction, even though you did not receive the cash. You may also need this receipt when you leave the country and want to exchange RMB back to dollars. You should exchange money at banks, hotels that have authorized tellers. Be sure to bring your passport. You will need it when exchange money.

Don't wait until you have only one yuán left in your pocket before you go to get more cash. Anticipate your needs so that if you run into technical problems you can still afford to eat. We recommend having two U.S. bank accounts from which to access your money with ATM or credit cards. In case one is lost, stolen or gets 'eaten' by an ATM machine, you have the other account and card to use while you wait for your replacement card.

Before you leave home, it is a very good idea to confirm whether your bank at home has an existing relationship/partnership with a bank in China. For example, Bank of America, Wells Fargo, and a few other banks have relationships with banks in China that may facilitate your banking needs.

Cash Advance on your Credit Card

This option should be used in emergencies only – at most banks the interest will start compounding on your “withdrawal” immediately. However, in an emergency, it is a reliable way to come up with a lot of cash quickly. You can do so at most branches of Bank of China. Bring your passport, and be prepared to pay service fees to the local bank.

A Note on Credit Cards

Many students suffer culture shock when making the transition from America's “plastic” economy to China's “cash” economy. Though credit card transactions are becoming more common, most of the time you'll need cash to buy things. Exceptions include: large shopping malls, major hotels and restaurants, IKEA, Carrefour, and some travel agencies geared toward foreigners. This is not a complete list, but the reality is that you will use cash to buy everything from groceries, to train and plane tickets.

Wiring Money

Additional money and banking options include money wires via Western Union. It is safe and fast, usually taking two business days. In China, Western Union partners with China Post (the local postal service) and the Agricultural Bank of China. You can receive your Western Union wire at any of these institutions throughout China.

Appendix D: Important Contacts and Medical Emergencies

Host Institution Information

Name of Host Institution	Suzhou University	苏州大学
Address	1 Shizi Street Suzhou, China 215006	215006 中国 苏州市 十梓街 1 号
Phone	86 512-67163753	
Fax	86 512-67167519	
E-mail	mail@suda.edu.cn	
Website	www.suda.edu.cn	

Location of Student Accommodations: Gusu Campus

Hotel Name	Gusu Hotel	姑苏
Address	No.133.Xiangwang Rd., Canglang District, Suzhou, China	十全街相王路 133 号 沧浪区 苏州
Phone	86 512-6520-0566	
Fax	86 512-6519-9727	
Website	http://www.hkctshotels.com/gusuhotel	

Location of Student Accommodations: Dushuhu Campus

Hotel Name	Suzhou MBA Apartment-Hotel	苏州 MBA 酒店公寓
Address	No.621Linquan Street, Dushuhu Higher Education District, Suzhou, China 215123	林泉街 621 号沧浪区 苏州大学独墅湖校区 215123
Phone	86 512-6265-6588	

Emergency Medical and Routine Health Care Facilities

Name	The First Affiliated Hospital of Soochow University	苏州大学附属第一医院
Address	No. 188 Shizi Rd., Canglang District, Suzhou, China, 215006	十全街相王路 188 号 沧浪区 苏州
Phone	86 512-6522-3637	
Website	http://www.sdfyy.cn/wh/yyjj/yyjjc.asp	

Host Institution Emergency Contact for Students

Contact Name	Mr. Huang Xiaohui
Office phone	86 512-6588-0500
Cell	86 133-0621-4998

Fax	86 512-6588-0500
E-mail	sudahxh@qq.com
Website	http://www.sdfyy.cn/wh/yyjj/yyjjc.asp

Emergency Services Phone Number in Host Country

Police	110
Fire	119
Ambulance	120
Operator	114
Traffic Accident Report	122