Welcome to the Chinese Program at Mount Holyoke College. We are pleased that you will be becoming part of our Chinese language teaching team for the next academic year. We also hope that you will have a great learning experience at Mount Holyoke College. In addition to your studies, you are also expected to fulfill the following duties as the Foreign Fellows for Chinese:

> Please plan to spend 6-8 hours a week working in various capacities for the Chinese program. Among your assignments will be the responsibilities for facilitating three to four 50-minute conversation sessions held each week for higher-level Chinese classes and conducting three to four hours of individual tutorials for students who are taking lower-level language classes.

> We may also ask you to help with various program functions, including the weekly Chinese language table gatherings in the designated student dining hall, academic and cultural activities such as study abroad orientation, movies nights, Moon Festival and Chinese New Year celebrations, and the Gracious Dinner organized at MacGregor Hall once a year.

In teaching conversation sessions and conducting individual tutorials, it is important to do the following:

1. Keep precise attendance records and prepare written evaluations of each student in each conversation session. These evaluations and attendance figures are to be given to the instructors each semester before final exams begin.

2. Should illness or an emergency prevent you from facilitating a conversation class or conducting an individual tutorial, you must arrange for the other Chinese Foreign Fellow to replace you or arrange with your students for a make-up session.

3. Communicate with the class instructors weekly about plans, students’ progress, suggestions and improvements.