

FAMILY
HANDBOOK
2019



Beijing, China

CHINESE

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1. General Information

July 1, 2019—July 27, 2019

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Middlebury Interactive Languages complies with applicable provisions of state and federal law which prohibits discrimination in employment or in admission or access to its educational or extracurricular programs, activities or facilities on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States or against qualified individuals with disabilities on the basis of disability. Questions relating to compliance during the summer session may be addressed to the MIL Human Resources Department, 23 Pond Lane, Middlebury, VT, 05753.

MIL endeavors to present an accurate overview of the programs, facilities and fees of the MIL Summer Academy in this publication. However, MIL reserves the right to alter any program, facility or fees described in this publication without notice or obligation. MIL welcomes students, faculty and staff with many abilities and disabilities.

Dear Families,

The directors, faculty and staff welcome you to the 2019 session of the Middlebury Interactive Languages' Summer Academy. In Beijing, you will be joining an exceptional community of learners; teachers, staff and students dedicated to world languages and global citizenship. We hope you are ready to embark on a fun, exciting and challenging summer experience – our staff is eager to meet you when you arrive on campus!

The Middlebury Interactive Languages' Summer Academy is modeled on the world-renowned Middlebury College Language Schools' "No English Spoken Here" immersion programs. These summer programs, which celebrated their 100th anniversary in 2015, have taught thousands of academics, artists, diplomats, and those who simply have a love for language, proficiency in the language of their choice. The MIL Summer Academy brings together this rich heritage with the innovative learning methodologies of Middlebury Interactive Languages, the leader in K-12 world language education.

Our immersive approach combines classroom learning with hands-on, experiential projects, activities and excursions, enabling utilization of language in a variety of contexts. Typical program activities might include: listening to contemporary music, being part of a cooking project, watching a movie (in language!), being part of a movie, playing in a soccer match, writing a news article, participating in a presentation by an author, artist or musician, learning new slang or vocabulary— the list goes on. A summer at the Academy is fun, but also a demanding commitment for students. You are expected to put forth your best effort to maximize language improvement.

Immersion means that you spend all your waking hours "in the language". You eat meals in the dining hall with students and staff speaking only in language with your roommate and classmates, friends, teachers and administrators at all times. You will be asked to sign the Academy Language Pledge® at the beginning of the summer session and are required to abide by it for the duration of the summer. The Pledge is a serious responsibility and while we understand the challenges of remaining in language, we hold our students to this standard at all times.

This handbook contains important information to help prepare you for a fun and successful summer. As with any program, our rules and expectations will ensure you benefit from a productive learning community. If you have questions about any policy outlined in this handbook, we encourage you to contact our office at 888-216-0135 or email us at academies@middleburyinteractive.com. We welcome your inquires and look forward to meeting you on arrival day!

Sincerely,



Amy Kluber
Director, Summer Academies
Middlebury Interactive Languages™

2. Introduction

Summer Language Academy

The Middlebury Interactive Languages Summer Academy (formerly Middlebury Monterey Language Academy) began at Middlebury College in 2008 and was originally established in affiliation with the Monterey Institute of International Studies. The Academy is now run by Middlebury Interactive Languages, the leader in digital world language courses for K-12 students. Middlebury Interactive Languages is owned by K12 Inc., with an office in beautiful Middlebury, Vermont.

K12 Inc. is the nation's largest provider of proprietary curriculum and online education programs for K-12 students. Middlebury Interactive Languages offers a rich portfolio of world language products, in both online and in brick-and-mortar schools, with levels of immersion methodology to accommodate different learning styles. The Academy and the online courses are designed with the goal of language proficiency in alignment with the national standards set forth by the American Council on the Teaching of Foreign Languages (ACTFL).

MIL partners with CET Academic Programs to offer the Beijing Academy. CET is a study abroad organization based in Washington, DC that provides study abroad programs all over the world for participants like you. CET works with you, MIL, and your host campus and community abroad to provide you with this program experience.

A. Mission and Program Goals

The mission of the Academy is to provide excellent instruction in language and culture. Each summer, in an intensive immersion environment, students are provided unlimited opportunity to use the target language under the guidance of native and near-native language professionals and with each other. We believe that without real competency in language, there is little true cultural understanding. To be effective, language teaching must provide meaningful insight and access to other cultures.

The Academy immersion language program,

curriculum and pedagogy is intentionally designed for high school students and rooted in the expertise of Middlebury Language Schools' Immersion Language Methodology.

This methodology is based on five principles:

1. Teach to the whole person
2. Use age appropriate teaching strategies
3. Teach for real life communication
4. Learning a language takes time and effort—immersion accelerates learning
5. Language combined with culture enhances learning

B. Info for Parents and Guardians

The Academy staff establishes supportive relationships with students and families. All relationships are marked by open communication; we strive to keep you informed about your student's progress prior to, during, and following the Academy.

The Academy expects families to read this handbook in preparation for your arrival - understanding, respecting and accepting the rules and expectations set forth. The Academy cannot retain a student who is not willing or able to live within the Academy standards outlined. The Academy reserves the right to separate any student whose parent/guardian is not accepting of or compliant with Academy policies and procedures. Each student and parent is expected to review the expectations in this handbook prior to the program.

Parents and guardians of admitted students are expected to inform the Academy of any physical, emotional or developmental condition or history that might impact a child's assimilation to or participation in the Academy. This includes information pertaining to academic, medical and disciplinary history. The Academy reserves the right to withdraw a student in the event

that material information of this nature is withheld. Special accommodations can be requested with the Student Disability Accommodation request form and by providing pertinent personal history and information on the required health form submitted via CampDoc.

C. Before You Go

Read This Handbook! Your experience at the Academy is an investment in your education as well as your future. As the days draw closer, think about preparing your mind, as well as your suitcase. A few hours spent researching the history and language of Beijing will pay off in a few short weeks. The more you prepare now, the better adjusted you will be when you arrive and the more you will learn about the culture and yourself.

Begin preparing yourself for the fact that things are going to be different during your time in China. Some things in your daily life are going to be “better” than at home and some things are going to be “worse.” You will miss some things that you like, such as technology or your favorite hangouts, but you will also come to like new things that you can’t find at home.

Keep in mind that you are the guest, so it is up to you to conform to the customs and living habits in China. China will not change for you. You may have to modify your expectations about lifestyles, habits and customs of the Chinese. You will certainly encounter language frustrations and you will go through an adjustment period. This is part of growth and becoming open-minded as a result.

3. Accommodations

A. Academy Location

Beijing, China

Our Chinese Academy is located in Beijing at the Capital Normal University. CNU is known as one of China’s foremost foreign language teaching universities. This location serves as the backdrop to discover Beijing’s ancient history. Explore the

traditions of this bustling city, while visiting local historical sites and engaging in many aspects of Chinese culture.

Beijing is easily explored on foot and by using public transportation. Local and regional history, economics, art and cuisine provide unlimited material for exploring Chinese language and culture.

The campus in Beijing provides easy walking access to nearby shops and restaurants. Students will also use public transportation (bus and metro) to go on excursions around the city, accompanied by staff members.

B. Housing

The Capital Normal University campus is in the heart of Beijing, located on the Third Ring Road in the northwest section of the city. Our dorm and classroom space will be in the International Culture Plaza at Capital Normal University. The main building on campus contains the student living space, a walkway to classrooms and academic spaces, as well as restaurants. The CNU campus offers amenities similar to those offered at a US college campus, including dorms, classroom buildings, and athletic facilities. Your classrooms are located a two- to three-minute walk from your dorm.

You will live on campus where your classes and many co-curricular activities take place. You will benefit from living on campus with a group of peers and staff in a culturally immersive setting. Room and floor mates learn and practice self-cooperation. The residential program is an extension of informal learning throughout the day and is as essential to a student’s success as the quality of instruction.

Students live in the international student dorm at CNU. Residential Advisors and staff

live on the floor with the students. All rooms are doubles with private, ensuite bathrooms. The dorms are simple, clean, and nice.

It's important to remember that although you are living in a dorm similar to a US campus, there will be adjustments to living in your host country. We encourage participants to not set expectations and be flexible to the situation at hand. For example, although you have access to a Western-style toilet in your bathroom, there will be adjustments to living in the dorm. Specifically, the bathroom doesn't have a divider between the area where you shower and the rest of the bathroom because there's one central drain for water. So, when you're showering, the water typically fills the entirety of the bathroom floor. This is a very typical shower experience in China. The dorm room for your program is considered quality housing within the larger context of Chinese housing. It's important to remember that while in China, there are infrastructural issues and adjustments you'll experience while you're on the program. We encourage you to be flexible as these are all parts of the experience!

Rooms include a TV, desk, lamp, wardrobe, and air conditioner. Each room has a lockable drawer for storing belongings. There is a key-card requirement to access the dorm space and the room. The residence hall is air conditioned, but rooms also have windows that open. There are campus security personnel and front desk staff in the dorm building.

Students have access to shared spaces on certain floors of the dorm. These spaces include a shared kitchen and pay per use laundry room. The laundry room has washers that you can use for a nominal fee. As with many amenities in China, be flexible when items are broken. Hanging laundry to dry is the norm in China, and students should plan to hang-dry clothes in their rooms. The dorm also houses two small restaurants, a coffee shop, and a small convenience store.

Upon check-in, be sure to check and make sure everything in your room is in working condition. You do NOT need to pay a deposit to the front desk upon check in, but you will be responsible for any room damage that is assessed upon check out.

Roommate Assignments

Students are assigned to rooms according to gender and age. For example, girls room with girls, boys with boys; younger students room with other younger students and older students with other older students. Residential Advisors live on the floor of student dormitories with groups of approximately fifteen students.

While the information provided in the Residential Life Preferences form help create the best possible roommate pairings, there are no guarantees that roommates will be perfect matches. The Academy staff members actively support you in your adjustment to living with a roommate - learning to compromise and resolve conflicts.

Room Changes

The Academy does not allow roommate or room changes. Learning to live with a new individual is part of your Academy experience. If a roommate change is determined to be necessary, this change must be approved by the Resident Director.

Leaving Campus

For reasons of safety and to maximize the time spent in the Academy's immersion environment, we do not allow you to sign out of Academy during the session or to accept visitors. All requests to arrive late, depart early or leave the Academy for any reason must be approved before the beginning of the session.

Requests must be submitted to the Academy

Admissions Office by email to Academies@middleburyinteractive.com.

Guests

Visitors to the Academy must sign in at the Site Office, show identification and receive permission from the Academic or Resident Director to visit any part of the campus. Visitors must abide by the Language Pledge® and refrain from speaking in English within hearing distance of students in the Academy.

C. Meals & Dining Services

Students will have most meals on and around campus during the week (Monday-Friday). Daily breakfast is provided in the dorm building. Lunch and dinner are a mix of group meals with peers and program staff, and small group, independent meals where students will receive a stipend to cover expenses. Most lunches are group meals, while most dinners will be independent. Students will also have several group lunches and dinners on the weekends as part of activities and excursions. Off-campus meals will be located within defined boundaries and with smaller groups. This dining option will provide variety and flexibility for students. They will practice ordering and sampling local foods. Campus meals are served family style, with traditional Chinese fare and a focus on fresh, locally produced food. A sample menu of traditional Chinese cuisine could include fresh vegetables with protein and rice, with fresh fruit for dessert. All meals will include beverages.

Special Diets

Vegetarian and dairy-free diets are becoming easier to navigate in China. Vegetarians should make a point of requesting meat-free dishes cooked in vegetable oil since vegetable dishes (broths in particular) may be made with lard or other animal products. Ask a MIL staff member to help you figure out the types of dishes you should avoid and also the ones you should seek out.

Strict vegan, no seafood, and no soy diets can be more difficult to accommodate.

Special dietary needs will be accommodated whenever possible and should be indicated on the Student Health Information and Residential Life Preferences forms. Please contact the MIL Admissions office to discuss special dietary requirements (888-216-0135 or email academies@middleburyinteractive.com).

D. Recreation

Academy students will have free use of Capital Normal University's track, basketball and tennis courts. There is also a fitness gym available for a monthly fee. The gym is equipped with treadmills, elliptical machines and western weight lifting equipment. There may be a small pool available in the dorm building, available on pay-per-use basis. Students will be allowed to explore the area surrounding campus in small groups during specific free time blocks and with defined walking boundaries.

E. Packing List

Emphasis should be on comfort and suitability for a range of activities from relaxing in the dorm, to walking in the city, to hiking and sports or visits local sites. Also note that Beijing can be very hot in the summer, with frequent thunderstorms.

Dress at the Academy is generally informal. You may not wear clothing that includes offensive logos, images or words or contains references to alcohol or drugs. In recognition of the diverse cultural community on campus, please bring clothing with modest styles. This means that halter, backless, midriff, transparent and off-the-shoulder fashions are not permitted.

Clothing

Bring clothes just for two weeks, no more. You will have access to pay-per-use laundry facilities within the dorm and detergent can be purchased in the campus store or in a nearby store.

- Sport clothes: maximum of 10 t-shirts, three shorts, a pair of long trousers, or an informal summer dress. Quick-dry clothing is recommended.
- Dress clothes: There will be a couple of days with shows or more formal events. Bring some nice clothes (shirt/polo and trousers or a dress or shirt with trousers/skirt).
- Shoes: sneakers, flip flops and a pair of comfortable walking sandals with backs
- Bathing suit
- Underwear and socks: 10 pairs
- 2 summer pajamas
- A jacket or sweatshirt for layering

Toiletries

- Toothbrush
- Toothpaste
- Soap
- Shampoo
- Feminine hygiene products
- Other personal items

Supplies

- Pens/Pencils
- 1-2 notebooks or composition books
- Chinese/English dictionary

Miscellaneous

- Beach towel
- SPF 50+, Chapstick
- Hat and sunglasses
- Rain gear and waterproof shoes
- Comfortable day pack

- Plug adapter—if you wish to bring electric devices, a transformer is necessary for CNY 100-200.
- Hair dryer (to be used with adapter only—this can also be purchased once in Beijing)
- Back-up pair of contact lenses or glasses
- Flashlight
- Water bottle
- Sports equipment that are easy to pack (Frisbee, Hacky Sack, no skateboards, rollerblades, bicycles)
- Stain stick
- ¥ 600 RMB in emergency cash
- Index cards for flash cards
- Towels and facecloths (quick-dry is recommended)

Purchasing Items in Beijing

Most items you will need can be purchased in Beijing. This includes:

- Most toiletries (including deodorant), though probably not in your favorite brand
- Towels
- Plug adapter
- Shoes up to the US equivalent of size 8 (women) or size 10 (men). Prices are similar to those in the US.
- Clothing up to size L, although large sizes can be difficult to find. Prices can be inexpensive or similar to the US.

Some items, however, are difficult to find in Beijing. Consider bringing these items with you from home:

- Tampons with applicators
- Hand sanitizer
- Spot remover
- Index cards

Items to Leave at Home

The following items are not allowed at the Academy:

- Tablets
- Laptop computers
- Weapons of any kind
- Any flame-producing device
- Pets of any kind
- Products that damage surface finishes
- Televisions, computer/video games, DVDs
- Water guns
- Appliances, halogen lamps, refrigerators or cooking devices
- Laser pointers
- Hoverboards
- Linens, blankets, and pillows (these are provided)

In addition to the above list, we reserve the right to confiscate any items that, in our judgment, pose an undue risk to the safety and well-being of other students or property.

You are responsible at all times for the safe-keeping of your personal belongings. We urge you to label all belongings, including clothing, with first and last names. Neither MIL nor the host site can be responsible for theft or other losses of or damages to, personal belongings, including musical instruments or electronic equipment. When considering whether to bring an expensive item, families may wish to investigate possible coverage under your own insurance. In general, we recommend that you leave valuables at home.

F. Spending Money

You may wish to prepare up to \$500 USD via debit card as spending money for occasional snacks, souvenirs, and any purchases you wish to make during off-campus excursions or trips. You are responsible for providing your own spending money and for keeping it secure. Debit cards and

pre-paid debit cards designed for teens are highly recommended instead of cash, as banks in China will not change money for students under age 18. We also recommend spending money for airline luggage fees and meals during your travel to and from China. Most ATM and Visa or Master Card debit cards can be used to withdraw money throughout Beijing. There may be fees associated with these transactions depending on the bank. In the past, MIL staff have had a good experience with Charles Schwab Bank, which offers a free checking account that reimburses ATM fees for cash withdrawals worldwide. Credit cards *cannot* be used in most stores and restaurants. The easiest and best way to access money in China is to bring a debit card from home, and then withdraw local currency from ATMs in Beijing.

Bank/debit cards are linked to networks. ATMs connect to these networks to complete transactions. You can usually find your network, such as Visa/Plus or MasterCard/Cirrus/ Maestro, by checking the logo on the front or back of your card. If you don't see any of these logos, contact your bank for assistance.



Make sure to contact your card or bank prior to leaving for China. Frequently, for fraud protection, banks will freeze access for credit or ATM cards used abroad without prior notice. This can lead to great inconveniences if you need to withdraw money in an

emergency situation.

You should also ask the following questions of your bank prior to traveling abroad:

- Ask about limits on withdrawal amounts and cash advances.
- Ask if you will incur withdrawal fees from them while abroad and ask if those fees can be negotiated/waived since you will be living overseas (some students have reported success in having these fees waived).
- Change your PIN if it is more than four digits (PINs with more than four digits typically don't work on foreign ATMs).
- Make sure the account being accessed in the U.S. is a checking account; savings accounts typically cannot be accessed from ATM machines abroad.
- Give your bank information about when and where you will be living abroad.

Some students also prefer to bring a credit card as a backup means of payment in case of emergency. Here are some tips:

- In general, plan to use your bank/debit card for primary banking and your credit card as a backup. Visa and MasterCard are widely accepted all over the world by merchants that accept credit cards. American Express and Discover Card are accepted on a more limited basis. However, keep in mind that US credit cards are not accepted by many merchants in China.
- Contact your credit card company prior to departing to inform them that you will be living abroad. If you don't do this, your card may get flagged and the account frozen due to unusual activity. Throughout your time abroad, continue to update your credit card company about additional international

destinations (if you have any); many credit card companies have travel registries on their websites.

- Be aware of the international fees that your credit card may charge for transactions abroad. Many credit cards charge anywhere from 1% to 5% on all foreign purchases, although some offer low or no international transaction fees. If you must use a card with fees, ask if you can have those fees waived since you will be living overseas (some students have been successful in negotiating fees with their credit card companies).
- Review the cardholder information with your family. If your credit card is lost or stolen, or if you have questions about your account, it may be easier to have someone in the United States call your credit card company on your behalf. A credit card company can typically only talk to the cardholder about the account, so it is important to understand who is listed as the account holder.
- Set up a PIN for your credit card. Overseas, it is common for credit cards to have a PIN, and you may be required to enter a PIN in order to make purchases with your credit card.
- Before going abroad, make photocopies of the front and back of all credit cards that you are taking overseas. Leave a set of copies at home with a parent/trusted family member and take a set of copies abroad with you. Keep these copies separate from the cards themselves. In the event of accidental

loss or theft, you will have the photocopy which contains the 800 number to call and the credit card number/expiration/security code information.

- While abroad, carry only the credit card that you need. Keep additional credit cards in a safe place.
- We also encourage you to bring ¥ 600 RMB in cash in case you have an issue with your bank card.

G. Student ID/Keys Card

Academy students and staff will wear a neck “wallet” at all times while on-campus except when sleeping, showering or during sports. This is to ensure that members of the Academy community can be readily identified on campus. Your key card may be kept in the wallet.

H. Laundry and Linens

Clean linens are provided weekly for you to change: sheets, pillow, cases and a blanket. However, students will need to bring and wash their own towels. Students will have access to pay-per-use washing machines on four floors in the dorm. One load of laundry costs 4 RMB to wash, plus a one-time 20RMB refundable fee to purchase a payment card. Hanging laundry to dry (rather than using a dryer) is the norm in China, and students should plan to hang their clothes to dry while at the program. Laundry detergent may be obtained in local supermarkets.

I. Housekeeping

Campus staff cleans common spaces daily. However, you are responsible for keeping your individual rooms clean and orderly.

J. Lost Items

MIL makes every attempt to return lost items to you. Should you realize that you left something at the Academy after the program, please call the administrative office as soon as possible. Unfortunately, the chances of recovering a lost

item after we vacate the host campus are small. Please label all items. MIL is not responsible for lost items.

4. Academics

The Middlebury Interactive Languages’ Summer Academies honor a proud tradition of teaching world languages through a commitment to speak, read, write and listen only in the target language. At the core of this tradition is the Language Pledge®, which began at the Middlebury College Language Schools. The Pledge embodies an attitude toward language learning that calls on all participants to summon the personal discipline to “stay in language.” Staff members work hard to create an atmosphere that supports your efforts. (See the following section on the Language Pledge®.)

The Academy language program consists of four weeks of hands-on language immersion with both academic and experiential curricula. Every student is required to honor the Language Pledge® for the entire Academy. On the average, you will receive 124 hours of supervised instruction and participate in an additional 150 hours in the target language in residential and informal settings.

Classes bring together groups of students at similar levels to complete a variety of projects. Our curriculum is coherent and comprehensive, connecting all parts of the day to maximize your learning by utilizing language in a variety of contexts.

A. Academic Faculty

The Academy works with teachers who represent a variety of backgrounds to expose you to different accents and vocabulary. The teachers are among the most creative and dynamic in the field— who bring the language

to life!

B. Language Level Placement

Students are placed within small groups with similar language ability. Placement is designed to strengthen areas for individual student improvement. The curriculum provides a wide range of speaking, listening, reading and writing opportunities for students at every skill level. Occasionally, students are moved between groups at faculty discretion to ensure you are appropriately challenged.

In late spring, you will receive instructions for completing an online placement test. Initial placements will be made based upon the information provided in your application. Adjustments may be made once on campus. Student requests to change levels during the session will be considered in consultation with the Academic Director.

C. Attendance and Participation

Because every component of the curriculum is designed to reinforce language learning, students are expected to attend and participate in all scheduled activities—assemblies, classes, excursions, events—seven days a week. There will be daily free time provided.

We ask that families refrain from requesting student absences during the program. However, any requests to have a student excused from the Academy for any period of time should be made in advance of the program and must be approved by MIL staff. Absences will jeopardize the ability to achieve the full language proficiency gains. Requests will be evaluated on an individual basis. In the event that a student needs to leave campus for an approved absence, all travel arrangements must be made by the family. MIL is not responsible for student transportation, except during arrival and departure travel between campus and the approved airport, train or bus station.

Unauthorized absences initiated by the student (cutting class, skipping activities, etc.) are violations of the Student Code of Conduct, constituting a breach of Academy rules pertaining to the safety and whereabouts of Academy participants. (See Community Standards).

Final Academic Report and School Placement

To facilitate middle or high school recognition of language study with the Academy, families will receive a Final Academic Report approximately three weeks after the completion of the Academy. This report includes a summary of the post assessment results taken during the Academy, as well as narrative feedback from faculty. This document is useful for school officials when making student placements.

D. Daily Schedule

Students are engaged throughout the day in varied activities, classes and events. While the schedule included is a general one and may change to make best use of time, space and learning, you should expect consistent day-to-day scheduling and advance notice for any schedule changes. Please note that schedules may change during the week, for Arrival Day, Departure Day, off-campus excursions, and to accommodate special speakers and performances.

Monday—Friday

8:00—9:20	Breakfast & Morning Assembly
9:30—10:20	Class Block 1
10:30—1:20	Class Block 2
11:30—12:20	Class Block 3
12:30—14:30	Lunch
14:30—17:30	Language Practicum / Cultural Excursion
17:30—19:15	Free time/dinner

19:15–20:05	Cultural Exploration Classes
20:30–21:20	Study hall/Student presentations/ performances
19:00–21:00	Study hall/RA clubs/Student presentations/performances

Evening Activities

You will participate in co-curricular programs including tai chi, traditional Chinese painting, calligraphy and wushu, in which you can showcase and develop your talents and language skills.

Classrooms

Classrooms are located on campus and are spacious and comfortable. Classrooms are equipped with smart technologies. While the Academy will not have exclusive use of the campus facilities, each of these spaces will be exclusive to our program.

Guest Speakers and Performers

Beijing has an active entertainment schedule during the summer, with each performance serving as an opportunity for you to participate in local activities and interact with the community. You will have the chance to meet and converse with local and native speakers on excursions and in classroom presentations.

Excursions

You will make daily excursions into Beijing for classroom projects, interviews with local shopkeepers and residents and to meet with local teenagers for sports and games (in Chinese!). Each week, you will visit local and regional sites of cultural, historic and architectural interest.

Weekly Themes

Each week introduces a theme for the student levels. All student projects will be linked to themes within four levels of language proficiency. Students will explore each theme through hands-on activities, developing language ability and cultural understanding of the region.

5. The Language Pledge®

At the core of the language teaching philosophy of the Academy, as in the Language Schools at Middlebury College, is the Language Pledge®. The Pledge is both an ideal to aspire to and a concrete and effective tool to greatly enhance the process of language learning. The power of the Academy's immersion environment relies on the creation of a community of learners striving to achieve shared language learning goals, in which each member commits to work as hard as possible to use only your target language. The Language Pledge® is the vehicle that creates such a community and supports you in that effort.

A. Pledge Standards

All Academy students agree to abide by the Language Pledge®, a formal commitment to speak, listen, read and write the language of study as the only means of communication for the entire summer session.

The Pledge helps you focus your energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. It plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in class are "put in motion" right away, so they are acquired, used and not forgotten.

Our goal is to have you succeed in the Academy's immersion environment. We recognize that living 24/7 in a language other than one's native language is a significant challenge for any person, let alone an adolescent. Academy staff will support, encourage and work with you to acclimate and adjust behavior to meet the Language

Pledge's® expectations.

The Academy staff recognizes that fidelity to the Language Pledge® is a significant challenge and commitment for all students. The Pledge is also the core value within our community on campus. Our approach is to support you in meeting your obligations to each other by honoring the spirit, philosophy and integrity of the Pledge. While inadvertent or unintentional mistakes may result in a break from speaking in language, intentional, multiple and on-going failures to speak, listen, read and write in language will be treated as conduct that violates the Language Pledge® and will result in disciplinary actions.

B. Common Questions about the Language Pledge®

What is the Language Pledge®?

All Academy students agree to abide by the Language Pledge®, a commitment to speak, listen, read and write the language of study as the only means of communication. It is the foundation of our intensive immersion program and originated with the Middlebury Language Schools.

What does the Language Pledge® say?

In signing this Language Pledge® I will do my utmost to follow the letter and spirit of the Pledge as defined by the Middlebury Interactive Languages' Summer Academy).

I understand ... that Chinese is the means of communication for me during all four weeks of the Academy session, except for the few times specified by the Directors as non-immersion moments.

I will respect ... the Language Pledge® taken by other students in my Academy and I will not speak a language other than Chinese in their presence.

I will respect ... the Language Pledge® taken by all staff members in my Academy and I will not speak a language other than Chinese in their presence.

I understand that failure to comply with the Language Pledge® may result in a call to my parents or guardians and that subsequent infractions may result in my expulsion from the Academy without credit or refund.

Signature

Print Name/Date

Why are students required to take the Pledge?

The Pledge helps you focus your energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. The Language Pledge® plays a major role in the success of the Academy, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in group sessions are “put in motion” right away so they are acquired, used and remembered.

Are beginning students, who have never studied the language, required to take the Language Pledge®?

Those students beginning your study of a language take a modified and progressively more rigorous, Pledge. The Academy has built-in times and structures to enable beginners to succeed during the early learning period. All teaching and residential staff members at the Academy are bilingual and can speak to you in both the target language and English.

When is the Language Pledge® waived?

You are not expected to speak in your language of study when you are faced with an emergency, when conversing with a member of the Academy administrative staff, when speaking with the nurse or a health care professional or during phone calls with family. In addition, you are not required to

speak in your language of study during specific times designated by Academy faculty or when you are not under the jurisdiction of the Academy (see below). Most important is adherence to the spirit of the Pledge and the sincere effort to use the target language as exclusively as possible during the session.

May I call my parents, family and friends?

For calls home and when you are not under the jurisdiction of the Academy, (i.e., off-campus after being signed out by a family member), the Language Pledge® is waived. We know that it is important for you to maintain contact with your families and friends and encourage you to call or email your family and friends during the designated times each week. Keeping this contact to a minimum will enhance your language learning success at the Academy.

As indicated in this Handbook, there is limited time available for you to phone or email home. These policies are in place to support both the Language Pledge® and your successful transition from home. In case of an emergency, you may use the Academy phone or send an email message.

Are there incentives to adhering to the Pledge?

The first and most important incentive is the progress experienced in the target language. The Academy also rewards those students who are exemplary in your commitment to the Pledge.

What happens if I violate the Language Pledge®?

Adhering to the Language Pledge® is part of the Code of Conduct. However, maintaining the Pledge is a challenging undertaking. A student will receive Verbal Warnings for the first violation. Students who continue to violate the Pledge, receive a Written Warning and a call to parents/guardians. Continued violations result in more serious disciplinary actions up to and including dismissal from the Academy without tuition refund.

What can I do if I'm having difficulty honoring the

Pledge?

Our goal is to have you succeed in the Academy's immersion environment, not to punish you for trying. Please seek out Academy staff, who will be happy to discuss the nature of the problem, brainstorm ideas for success and offer encouragement and support. Remember that you are probably not alone in experiencing challenges, but the goal is to try your best to overcome—not succumb to—them.

When does the Pledge begin?

Adherence to the Pledge begins when you sign the Language Pledge®, which will occur at the beginning of the third full day of the Academy. Once signed, the Pledge is in effect and you are expected to strive to honor its terms and spirit.

May I read books, newspapers or magazines in a language other than my target language?

May I listen to music in other languages?

Please do not bring reading material and/or music in English or any language other than your target language. Again, the Pledge is not simply a rule against using languages other than your target language; it's a commitment for using your target language. Therefore, you should read, listen and write (except for letters home) only in your language of study. Doing otherwise is a violation of the Pledge.

However, language use includes listening, reading, writing, as well as speaking; you will have access to interesting things to read, listen to and watch in your target language.

Families are encouraged to send mail in either English, your native language, or in the language you are studying. While letters in English (or your native language) are fine, we ask that family and friends please refrain from sending English-language/native language magazines, videos, DVDs, etc. The

use of all such material will slow a student's progress in the target language.

6. Keeping in Touch

The following policies have been developed to maintain the Academy's immersion environment and to support you in your adherence to the Language Pledge®.

A. During the program

Families are welcome to call the MIL administrative office at [888-216-0135](tel:888-216-0135) with concerns or questions. This number can be used to contact our Middlebury Office during regular office hours, 9 am – 5 pm Eastern Time.

For emergency calls or calls outside the hours listed above please call the MIL Emergency Line: 802-777-2124. Please note that this phone is to be used only in case of emergency, *defined as situations immediately impacting the health and safety of a student or immediate family member.*

Please note that the Academy on campus works through a system of messages, as our administrators, staff and faculty are generally engaged with students throughout the day. Our on-site staff is in close communication with MIL and CET staff. Please allow 24 to 36 hours to receive a response to non-urgent questions. This will allow sufficient time for on-site staff to respond to the questions and inform our US-based team. Due to the time difference between the US and China, an immediate response is not always possible.

Families can also leave messages for students by using the site's email: BeijingAcademy@cetacademicprograms.com. To ensure delivery, any emailed messages should include a student's full name in the subject line. These messages will be printed by our staff and delivered each day.

B. Calling Home

Just like our Residential Academy in the U.S., students in Beijing will have time to call friends and family during designated times each week. The specific times are communicated to families prior to the program start. Of course, in the case of an emergency, students can call any time.

For calling home times, we recommend that students bring a cell phone or WiFi device from home. Because of costly calling rates for overseas calls, we also recommend that students use Facetime, Skype, or WeChat to communicate online with family. Our loaner computers will have Skype availability, or you will have access to your own phone.

If you plan to use your cell phone, be sure to speak with your cell phone provider well in advance. Some phones must be "unlocked," which only your cell phone provider can do. **WeChat and Skype communication are excellent, economical choices to communicate across the globe without charge.** WeChat is very popular in China and allows free user-to-user texting and calls using data. Be sure to set up both your accounts ahead of time and understand how to use the service before leaving home. See <http://www.wechat.com/en/> and <http://www.skype.com/intl/en-us/home>.

While we respect and understand families' communication habits, we ask that families NOT request exceptions to the designated Academy calling home times. The calling home times are scheduled around Academy events, excursions, and commitments; therefore, we ask that you respect the rigidity of this schedule.

Please remember that some students will want to talk to their parents on the phone during calling home times, and others may be hesitant, for a number of reasons. It may

make them feel homesick, they may be trying to be more independent, or they may just not know what to talk about. Many students also find that they are busy and happy during the Academy and do not prioritize calling home.

C. VPNs

China places a firewall to internet access. The best way to ensure you can use your preferred sites and services to **set up a VPN before going abroad, as it is extremely difficult to download a VPN while in China.** [Astrill](#) and [ExpressVPN](#) are popular VPN services that students purchase in advance for use while abroad. **Even with a VPN, access to the internet in China is unreliable.**

Most students have **set up a new email address** with Yahoo! and have had their emails forwarded to that account to minimize missing emails.

Wireless connections are also slower than you may be accustomed to in the US, especially during peak hours in the day (afternoon and evening).

D. Using your Device in China

The **voltage in China is 220V.** Most sophisticated electronics come with a built-in voltage converter and will function in China. Users' manuals and power supplies usually state the voltage range an appliance will accept.

Outlets in China fit plugs of many shapes and sizes. Most outlets match the images below. Plan for your appliances to fit into this outlet type. Note that this outlet does not accommodate a US-style plug with a third prong, nor does it fit polarized two-prong plugs where one prong is larger than the other.

To make your appliance fit in a Chinese outlet, you may need a **plug adapter.** The onsite staff can help you determine whether or not your appliance can be plugged into the outlet and can advise you on buying an inexpensive adapter in China.

Typical Chinese outlet:



E. Cell Phone Policy

Students will be given the option to have their own cell phones during designated times, to be determined by the Academic and Resident Directors. These times may include field trips, workshops, etc. Details of the cell phone policy will be provided to students when they arrive on-campus.

We expect students to make responsible and appropriate use of their phones at all times. **Students are also reminded that use of their phone for other than limited calling home times, contacting staff, taking photographs/video during excursions and Chinese Dictionary applications in the classroom seriously undermines the language learning, breaks our immersion environment, and disrupts engagement in the Academy.**

If cell phone usage becomes problematic or disruptive for specific students or for the entire program, Academy staff will institute a cell phone check-in policy on an individual or program-wide basis.

During orientation, students will be given instructions for contacting staff in case of emergency, and will be instructed to program these numbers into their phones. Before departing for the program, **it is recommended that families register for an international phone plan or check with their provider to see if their cell phone is unlocked for a Chinese SIM card.** This will make it easier for students to contact staff in case of

an emergency. Time will be set aside during orientation for students to purchase local SIM cards.

Neither MIL nor CET Academic Programs are responsible for any loss or damage to students' cell phones or other electronic equipment at any time. It is recommended that families purchase insurance to cover these items.

Students may go off campus during independent meals. In this setting, students will be able to walk around independently in groups of three or more within a defined boundary and with a pre-determined time and location for a meeting point (i.e. 1 – 1.5 hours). For these instances, students will either: 1. Have access to their own phone with a local SIM card or 2. Be provided a basic Nokia phone with instructions for use in the case of emergency and with campus contact information. Students are responsible for returning all phone components (phone and charger) in working order.

During field trips, students have the privilege to use their cell phones to take pictures. Students are reminded that field trips are an essential part of their cultural and language experience in Beijing, and that usage of the phone for other purposes seriously undermines their ability to fully participate in programming. If a student abuses their cell phone privileges, their phone will be taken away at the discretion of the Resident Director.

MIL is not responsible for any damage to your devices. You may wish to invest in additional insurance for your devices while you are abroad.

F. Email and Computer Access

The Academy will provide computer access for language learning during the session. However, like cell phones, the use of computers to communicate in English seriously undermines language learning and breaks our immersion environment. Therefore, we strongly discourage

you from bringing computers/laptops/tablets to campus.

G. Letters & Packages from Home

China's postal service is unreliable.

Sometimes international airmail does not reach its destination. When it does, delivery time varies considerably. First-class mail (letters, not packages) sent from the United States to China can take from two weeks to a month to arrive, with an average delivery time of 15 days.

MIL and CET are not responsible for, nor will we be able to forward, any mail received for you in China after you leave the program.

Student Name: _____

Capital Normal University
International Cultural Plaza, Rm
716
MIL Beijing Program
83 West Third Ring Road
Haidian District
Beijing, China (100089)

Student Name: _____

北京市海淀区西三环北
路 83 号, 首师大北一区国
际文化大厦, 南楼 716 室,
100089
+86.10.6846.6219

Sending packages to you in China is not recommended due to the high likelihood of delayed delivery and potential customs fees, as well as the possibility that a package will just get lost and never arrive. If you absolutely must send a package, consider sending it with a courier service that offers tracking, or via the "global priority" service with USPS, and be sure to write the address in Chinese and include the local Chinese phone number as part of the address.

Any letters sent to you during the program should be sent to the MIL Beijing office. Please include the address in both English and Chinese, and make sure that it includes the office phone number, as local postal

workers are used to calling the addressee for delivery details. You may use the label below. Addresses with English only will not be accepted by the Beijing Postal Service. Please print the mailing label provided below and affix it to the package or letter.

H. Campus Blog

We encourage families to visit the Academy blog for Beijing. A link can be found on our main webpage at www.middleburyinteractive.com/summer-language-academy/blog. When time allows, staff and/or students will post photos and a summary of daily events, as well as highlights of special happenings on campus. This is an excellent way to see what is happening at the Academy.

Photographing of Students

Photographs and videos captured during the Summer Academy are used on our Academy Blog, social media and on our website, publications and advertisements. All photographs, video or audio are exclusive property of Middlebury Interactive Languages, and no compensation is paid to students or staff for such content. Student names and other identifying information is not shared without prior written parental consent. If you have any questions about this policy, please contact us at academies@middleburyinteractive.com.

I. Homesickness

Homesickness is a normal and typical reaction to being away from family and friends. We recommend that families read the suggested resources on homesickness listed below. Remember that homesickness can strike anyone of any age and is completely normal.

Also keep in mind that some students do not experience significant homesickness; while they miss their friends and family, they also learn to combat it quickly. What works for one student may not be effective for another. For example, some students find it helpful to talk to someone at

home, while it may make the homesickness more acute for others. We suggest all parents follow their student's lead and try to "listen between the words."

Suggested resources on homesickness:

- [American Camping Association guide to homesickness](#)
- [New York Times article: "Soothing the Homesick Child"](#)

J. Identity & Culture Shock

Identity

Group identity is a prevalent part of Chinese culture. You will typically be identified as part of a certain group based on your appearance. Reflect on your own identity and norms before, during, and after your time in China. Consider keeping a personal journal while you are in Beijing.

In general, sense of personal space can be very different in China than in the US. This also applies to conversations. What we might consider intrusive, personal questions in the US are a normal part of conversation in China.

Students with Asian heritage may have different experiences than their peers on the program. Asian heritage learners may be criticized for language and cultural skills while non-Asian students are praised.

It's important to remember that students on your program will be having many experiences based on identity. Consider this when you're in a public setting and be proactive with looking out for those in your program who may be having an experience unlike yours.

Your Resident Director is a resource who can help with tips on responding to and

understanding situations that arise based on identity.

Culture Shock

Many students experience emotional highs and lows while living abroad. Here are some ways of coping with the lows to get to a point of cultural acceptance.

- Set goals now so you can remind yourself of your motivation for attending the program. For example: Order by yourself at a restaurant or read a Harry Potter book in Chinese. Being able to see your language progress helps reinforce the benefits of being immersed in Chinese culture.
- Rather than isolating yourself when you're feeling down, get out and enjoy the best parts of Chinese life. Enjoy sports? Join your MIL classmates in a game of soccer. Seeking out the things you like can help turn your outlook around.
- Talk to someone else on the program. Odds are, you're not the only one feeling like this. Others may be able to cheer you up or at least make you realize you're not alone in this. You can also keep a journal as a way to remind yourself of what you enjoy and help you through the hard times.

7. Travel

Families must submit travel plans to the MIL office. If you are departing to and from New York on the group flight to Beijing you will be accompanied by MIL and CET staff chaperones. If you are traveling independently to and from Beijing, please read the following information carefully. A MIL staff member will be contacting all families to confirm travel details.

A. Group Travel

MIL has partnered with Student Universe, a

student-based consolidator for air travel to reserve a block of round-trip seats at a discounted rate from New York's JFK Airport to Beijing.

Departure from the US

The chaperoned group flight will depart from JFK Airport in New York City on Sunday, June 30 at 4:50pm (EST).

Students departing from New York with the group flight are expected to arrive at JFK Airport International Terminal 1 Departure Lobby no later than 1:00 pm (EST) in time for the 4:50 pm flight to Beijing.

Arrival in China

The group flight will arrive in Beijing, China at 6:20pm local time on Monday, July 1. Those on the group flight will be met by Academy staff at the airport, assisted through arrival procedures and baggage claim and transported by bus to the campus in Beijing.

Returning Home

On Saturday, July 27th, those on the 1:00pm group flight will depart from campus in Beijing by bus to the Beijing Airport. Students traveling on the group flight are supervised during transit from campus, at the airport, and in-flight, but students will need to get to their connecting gates at the New York (JFK) Airport on their own after arrival at 2:20pm (EST).

B. Independent Travel to China

If you are not traveling with the group flight, you are expected to arrive and depart directly from the Beijing Airport. Please read the following directions carefully.

You will receive emailed instructions on how to meet the group transport to campus at the Beijing airport starting at 12pm to 4pm on July 1st.

When to Meet: Academy staff will be in the waiting area with signs from approximately 12pm and 4pm on July 1st. The arrival instructions you receive two weeks before the program will give more details on the meet-up point.

If you believe you are unable to arrive between the 12pm and 4pm window, please do not book your travel before discussing your plans with CET by contacting Jon Weible at academies@middleburyinteractive.com.

Please note that students will not be able to check into the dormitory until noon or after on July 1st.

If you will be traveling to Beijing with an adult family member, you may wish to consider taking a taxi directly to the CNU campus. We are unable to provide shuttle transportation for family members. We will provide instructions via email on how to take a taxi to campus two weeks before the program.

CHANGING MONEY

If you are not taking Academy-arranged transportation from the airport AND you do not have an ATM card that can be used in China, we recommend that you exchange around \$100 US at the airport. Otherwise, you should wait to use an ATM near the dorm because exchange rates at the airport are less favorable than those at banks and ATMs inside the city. It is strongly suggested to avoid exchanging cash or traveler's checks at banks near campus due to short hours, long lines and bank policy that prohibits exchanging money for students under age 18.

ARRIVAL ON CAMPUS

Registration is located in the International Culture Plaza Dorm Lobby. Address: Capital Normal University, International Cultural Plaza, 83 West Third Ring Road, Haidian District, Beijing, China (100089). Please note that check-in is not available until after noon on July 1st.

C. Passport and Visa

When traveling outside your home country to attend the Academy in Beijing, China, you must have a valid passport. If you do not already have a passport, contact MIL immediately. A clearly legible copy or digital scan of your passport must be submitted to the MIL Admissions Office by March 31. To learn more about how to obtain a U.S. passport or visa, please see: http://travel.state.gov/passport/get/get_4855.html.

International students attending the Academy will require a visa for China. The entire process of applying for and receiving a visa for China will take about four weeks. You will receive separate instructions on applying for a visa for China.

United States Customs: Declaration of Purchases American citizens and permanent residents must complete the front side of the declarations forms distributed on the return flight to the US, listing in US dollars the total value of good acquired and signing the reverse side. It may prove helpful to save your receipts and pack purchases in one section of your luggage. More information can be found at: http://travel.state.gov/passport/get/get_4855.html.

D. Luggage Requirements

The standard international baggage regulations permit two pieces of checked luggage. Contact your air carrier for further information about baggage size restrictions. Charges due to oversized and/or extra pieces of luggage are your responsibility. We recommend packing a small carry-on bag with a change of clothes and necessary medications, in case a checked bag should go astray temporarily.

If your luggage does get lost, inform a staff member so that he/she can assist you in filling out a lost luggage report before leaving the airport. Please also notify the Resident Director immediately upon your arrival.

You may choose to equip your luggage with locking devices. Your bag may be locked at check-in with a TSA-approved lock. In order to read the current regulations on what items you are not permitted to take on board flights, visit:

<https://www.tsa.gov/travel/security-screening/whatcanibring>.

E. Required Documents

Be sure you have the following with you and easily accessible prior to traveling:

- Passport
- Student Tourism Visa
- Documentation/notes from physician about medical conditions, allergies, medications
- Notarized consent to travel form
- It's also advised that you make two to three copies of each of the above pieces of information and keep them separated in your possession.

F. Traveling Alone as a Minor

If you will be traveling alone, please consult your transportation service on its Unaccompanied Minor (UM) policy. Passengers aged 16 and younger are often required to use the carrier's UM service which provides you with an escort from the trip's beginning to its end.

To use the service, parents must notify the airline in advance and complete the appropriate paperwork. MIL staff will be prepared to escort each officially registered UM through security to and from your gate. The MIL authorization contact for Unaccompanied Minors is: Program Representative, Middlebury Interactive Languages, 2300 Corporate Park Dr. Herndon, VA 20171. To

be sure we are prepared for your UM and we are in compliance with any specific UM procedures, please submit your UM requirements in the online Travel Information form.

An Academy representative will contact you to confirm travel arrangements.

8. Campus Staff

Academic faculty members and residential staff are highly skilled in language instruction. The members of the Academic Faculty and Residential Life teams work closely with staff members at Middlebury Interactive Languages. The goal for all staff is to promote a safe, productive and enjoyable environment for students that is conducive to personal growth, language learning and development of community. The Academy in Beijing is staffed in partnership with CET.

A. Academic Team

Academic staff members oversee implementation of the curriculum and ensure that all aspects of life abroad are supportive of language learning.

Academic Director, Li Xu

Li Xu is a lecturer at Duke Kunshan University. She teaches Chinese courses for undergraduate students at all levels. Before joining Duke Kunshan University, Li Xu served as a Chinese lecturer at Princeton University from 2007 to 2011 and Language Director at the Alliance for Global Education from 2011 to 2014. She has taught in summer language programs, such as PiB (Princeton in Beijing Intensive Language Program) and Middlebury College Summer School. She has also worked as Chinese Language Director at CLS program (U.S. State Department's Critical Language Scholarship).

Li Xu holds a B.A. in Chinese Language and Literature and an M.A. in Applied Linguistics from Beijing Normal University. She has experience in defining and maintaining superior language instruction and working closely with students. Her academic interests focus on language teaching methods, intercultural communication competence, and assessment.

Teachers

Teachers prepare and teach language classes and project-based electives and assist with evening activities. The teaching team has members from both the U.S. and China.

B. Residential Life Team

The Residential Life staff provides supervision, guidance and support to students in their efforts to uphold and enforce Academy expectations and rules.

Director of Residential Life, Katherine Wang Whitman

A native of New Canaan, Connecticut, Katie first developed a serious interest in Chinese language when she spent two summers in high school as a part of an exchange program with Heilongjiang University in Harbin, China. In college, she majored in Math and Economics while continuing to study Chinese, hoping to eventually combine these two interests. After graduating from Columbia University in 2009, and she gained perspective in a gap year that included studying Spanish in Madrid, taking an outdoor sailing course in Baja California and teaching English in Yunnan. Following her gap year, Katie joined Credit Suisse's Healthcare Investment Banking group in New York City. She moved to Beijing in 2012 to study Mandarin full-time at the Inter-University Program (IUP) at Tsinghua University.

After IUP, she transitioned to a career in education, first working as an admissions consultant for Chinese students planning to study abroad before joining CET Academic Programs as Resident

Director of the Beijing Intensive Language program. She's also overseen the students in the first and second classes of the Schwarzman Scholars Program at Tsinghua University as an Associate Director of Health and Safety. Most recently, she's transitioned back to working as a college counselor with Chinese and American high school students during the academic year.

With six years of experience living in Beijing, Katie has honed her Chinese language skills and knowledge of the city. As her own high school study abroad experience in China acted as the catalyst for her continued interest in the language and eventual career path, she's very excited about creating a similarly rewarding experience for MIL's students and helping them make the most of their time in Beijing.

Assistant Directors of Residential Life

The Assistant Directors of Residential Life (ADRL) support the Resident Director in the day-to-day logistics of the program, from health & safety to communications and overseeing the Resident Advisor team.

Resident Advisors

Each RA lives with a group of approximately ten students. RAs provide supervision, coaching and support. They serve as teachers during informal learning parts of the day and are present with students during all non-classroom time, to supervise trips and lead afternoon activities.

Nurse

The Academy will have a full-time, in-house nurse available during set hours each day to assess your health care needs. When the nurse is off-hours, resident staff will be available to assist in providing support on campus, or with transport to the hospital, if necessary.

9. Health and Safety

The health, safety and well-being of our students is the highest priority of faculty and staff. The academic and/or residential staff provide support at all times. Students are expected to meet Academy standards for safe behavior. Community Standards and Rules dictate strict disciplinary responses for violations. Students will adhere to prescribed behaviors and boundaries of the campus buildings and local surroundings.

A. Health

The Academy will provide a Nurse during regular hours and on-call during off-hours for student health emergencies. A nearby Hospital will be available to students, with staff escort, if needed. The ability to meet specialized health and dietary requirements may be limited within the residential environment and by local services and offerings. Please discuss your student's needs with our staff as soon as possible to ensure appropriate care will be possible and in place. Please notify the Admissions Office at (888) 216-0135 to address specific health concerns.

Information Forms

Please return the following health information forms prior to May 15:

- Health and Medications Information
- Permission to Treat
- Health Insurance Information
- Physician Release
- Copy of health insurance card

CampDoc is our system for collecting student health information. Please provide us with as much information as possible prior to the start of the program to ensure the best care.

Insurance

You must provide proof of health insurance

coverage. The insurance company must have a contact office in the United States. Short-term insurance coverage for international students is available through CampDoc; please call the MIL Admissions Office (888-216-0135) or by email academies@middleburyinteractive.com for details. During the program, a visit to the doctor, dentist, orthodontist, medical facility, or a prescription for medication will be billed directly to you for submission to your insurance company, for direct payment to the provider for reimbursement.

Students at the Beijing Academy are also covered by insurance through Geoblue; login information will be shared via email prior to the program start.

Medical Care on Site

The Academy will provide on-site health care for routine medical treatment, including dispensing of medication and bandaging cuts and scrapes.

B. Medications

If necessary, the nurse will hold and dispense medications to students in the nurse's office at scheduled times. In order for staff to dispense medication, health information forms through CampDoc must be completed. The appropriate sections of the health information forms must be completed both by parents and the physician. The doctor must list, in English, all prescription and non-prescription medications, dosages and frequency. A prescription bottle is not adequate and will not replace the written doctor's order.

All medications—prescription and over the counter, including vitamins, are checked in by the campus Nurse and stored in the Health Office. Please be sure that you have enough medication to last the entire session. Please

refrain from sending common OTC medication to campus unless it is required daily. *Exceptions are: inhalers, topical creams and ointments, insulin and epi-pens, which you may keep in your room or carry with you.*

Students will carry prescriptions with them on the plane and check them in with Site Staff on arrival. All medications must be **IN THEIR ORIGINAL CONTAINERS**. In addition, we strongly suggest bringing an original prescription from the prescribing physician. Students may not keep prescription medication in their dorm rooms or on their person, with the exception of topical creams and ointments, asthma relief medications, insulin or epinephrine.

Planned changes to use of medication just prior to or during the program must be discussed with the MIL health staff prior to the start. Please include medications that were taken during the school year, which will not be taken during the program.

Health staff members do not give allergy medication injections. If you require allergy injections, please communicate with our health staff prior to the program to make necessary arrangements. Those who need Epi-Pens may keep them. Please bring at least two to the Academy, with the physician's original prescription.

Over-the-Counter Medicine

Common over-the-counter medications will be available in Beijing and will be on hand in the Nurses office. Common over the counter medications include: ibuprofen, acetaminophens, tums, Pepto Bismol, Imodium, Benadryl, hydrocortisone cream, calamine lotion. If you have a certain brand of over-the-counter medication you prefer (i.e., for colds, seasonal allergies, diarrhea), it is recommended you bring them and submit them to the nurse upon arrival.

Allergies to Medication

If you are allergic to any commonly prescribed medicine, such as penicillin, please notify the nurse and the Resident Director and ask your personal doctor to suggest some alternatives to the medication before leaving the U.S. If you regularly take or are allergic to any medicines, it is very important that you write down the generic name of that medicine. Ask your doctor to help you with this.

Health Tips

Whenever you go to any foreign country, you are exposed to germs to which your body has not yet built up a resistance. You may be more susceptible to illness than local people are. The most common areas for health problems are digestive and upper respiratory systems. Please take note of this if you have allergies or asthma and bring medication if necessary.

Illness

If a student becomes ill, they should seek medical attention immediately. In emergencies, MIL staff can take students to the hospital. Please note that MIL policy prevents staff from making medical decisions; the staff member will accompany students to the hospital or clinic in an emergency, but under no circumstances can he or she decide which medical services you should receive. Your program directors reserve the right to send any participant home who, in the judgment of the staff, is not mentally or physically fit to continue in the program.

Family Notification

Academy staff will notify parents and guardians in the following medical situations:

- A student goes to the hospital.
- An illness or injury necessitates a stay in the infirmary of more than 24 hours.
- A prescription medication is prescribed.

- A condition which might impact the family at home.
- A student visits a dentist or an orthodontist.
- Staff determine contact with a parent is in order.

Vaccinations

You may travel many places around the world without any special inoculations. However, if you plan to visit countries in the Eastern Mediterranean, Eastern Europe, Asia, or Africa, we advise you to talk with your doctor or consult your county Department of Public Health. We also recommend that you consult the Centers for Disease Control. For travel to Eastern Europe, the CDC recommends vaccinations against Hepatitis A and boosters as needed for tetanus-diphtheria and measles. The CDC operates an international travelers' hotline which provides up-to-date vaccination requirements for any region or country you select. Contact the CDC at 800.232.4636 or visit them on the web at www.cdc.gov.

Meningitis Vaccine

MIL does not require that you get the meningitis vaccine. However, you will live in residence halls. Therefore, we are providing the following recommendation by the American College Health Association:

"Bacterial meningitis is a serious infection of the membranes surrounding the brain and spinal cord. The most common cause of this disease in young adults is the bacterium *Neisseria meningitidis*, also known as meningococcus. Recent evidence shows that college students residing in dormitories are at higher risk for meningitis than are college students as a whole. Due to this finding, the Centers for Disease Control has recommended that undergraduates planning to reside in dormitories consider getting the meningococcal vaccine. The vaccine is very safe. Please ask your family physician for more information and advice about the vaccine."

C. Food Allergies

If you have serious allergies to foods, like peanuts, legumes or gluten, please let us know so that we can help make appropriate accommodations in China.

D. Safety in Beijing

As in any city, you should take reasonable precautions against crime. Lock your room and guard money and passport against pickpockets. In situations where you must have large amounts of money or your passport, keep these in a money belt that can be concealed under your clothing. Do not carry your wallet in your back pocket or carry bags that do not zip or snap closed. It is best to carry bags close to your body and keep backpacks on your front in crowded areas.

In the City

You should carry your student ID and a copy of your passport in your wallet or purse at all times. Remember, when it comes to safety, a little bit of common sense goes a long way! Academy staff will go over safety issues and precautions particular to your visits in detail once on campus. For your own safety, we ask that you be aware of what is happening around you at all times and exercise good judgment in social situations.

10. Community Standards

The Academy in Beijing offers a unique opportunity for you to improve your world language skills, learn about new cultures and make life-long friends. The Academy's standards are designed to help create and maintain the safe and productive environment in which these goals can be attained.

Participation in the Academy is voluntary. In choosing to attend, you agree to abide by and uphold the values, principles and policies of

the Academy. Young people flourish when clear expectations, caring support and defined consequences for violations of community standards are provided. Disciplinary action will be taken if you violate Academy's policies, standards of conduct, rules and regulations. As a learning community, the Academy approaches every disciplinary intervention as a learning opportunity. Disciplinary decisions are based on the circumstances of the offense and the well-being of the Academy community. Administrative staff strives to keep parents informed during any disciplinary process. Students are expected to follow the Code of Conduct and adhere to all rules and policies.

A. Student Code of Conduct

The rules and expectations below are formulated to ensure a safe and productive environment for all members of the community. Rules are based on respect for all community members, honesty and integrity in conduct, relationships with others, concern for the well-being of self and others, and an appreciation of hard work and a positive outlook.

Alcoholic Beverages

Students are prohibited from drinking alcohol at any time while a participant of Academy program. A violation of this rule will result in immediate expulsion. When a student is dismissed, they will return home at the parent's expense.

Student Dormitory Regulations

- You are not allowed in the rooms of students of the opposite sex.
- To respect roommate rights, both must agree to entertain other students (of the same sex) in the room.
- Passports, travel documents and valuables should be locked up in your room or stored in the Site Office. MIL is not responsible for lost, damaged, or stolen items.

- Rooms must be closed when you are away and unbolted when you are inside the room.
- At room curfew, you should be in your own room, unless you have staff permission.
- You must sleep in your own room.

Room Access, Room Inspections, Room Searches

The Academy reserves the right to enter a room for issues of safety, maintenance or to determine if illegal, stolen or dangerous items are contained therein. Room inspections to ensure rooms are kept safe and reasonably clean are conducted periodically. You are responsible for keeping dorm rooms clean and orderly.

Disciplinary action will be pursued if illegal, dangerous, stolen or prohibited items are in view during routine room inspections. Room searches are authorized by the Director of Residential Life in situations of concern for illegal, dangerous, stolen or prohibited items.

Damage

Rooms are thoroughly checked before the program start to ensure readiness. Problems noted by you should be brought to the attention of residential staff immediately for repair. Damages caused by you during the session will be charged to your family's account. Hall damages are assessed on a per-capita basis if damage is not attributed to a specific student.

Language Pledge® Violations

We recognize that living 24/7 in a language other than one's native language is a significant challenge for any adolescent. Academy staff will support and encourage students to meet the Language Pledge® expectations.

The Pledge is the core value within our community. Our approach is to support you in meeting your obligations to each other by honoring the spirit, philosophy and integrity of the Pledge. While inadvertent or unintentional mistakes may result in a break from speaking in language, intentional, multiple and on-going failures to speak, listen, read and write in language will be treated as conduct that violates the Language Pledge® and results in disciplinary actions.

The first week of the Academy, LP violations are resolved through discussion with the Academic Director and Resident Director. Staff will respond with graduated disciplinary responses to continued Language Pledge® violations.

Sanctions will be determined based upon the nature and scope of the violation and your prior Language Pledge® record. Disciplinary and corrective actions may include but are not limited to: a written warning and a conversation with your parent/ guardian. Other disciplinary consequences, such as the loss of privileges, may also be applied. Should violations still continue, the Resident Director will handle more serious disciplinary response: these responses include further loss of privileges, probation and dismissal.

Language Pledge® violations which are considered by Academy staff to be deliberate, provocative and/or demonstrate a non-cooperative attitude are grounds for dismissal.

Leaving the Jurisdiction of the Academy

For safety reasons, leaving the physical boundaries of the Academy or leaving your group on any Academy- conducted excursions without explicit permission of an Academy staff member will result in immediate dismissal from the Academy. You will be shown the boundaries of the campus and will receive a map on the first day of the program.

B. Major Rules

Those who violate any of these rules should expect to be dismissed. If you knowingly and willingly remain in the presence of open violations in the Student Code of Conduct, you shall be treated as though you yourself had violated the rule. You are expected to:

- **Respect others and their well-being.**
Examples of behaviors that violate this rule: bullying; harassment and hazing; impinging on the well-being of others; physical threats and violence; unwanted physical contact, such as pushing, touching, tripping, etc.; verbal threats and the use of language that disparages others based on race, religion, gender, sexual orientation, age, disability, ethnic origin or other characteristics protected by law in the state/country in which the Academy is being conducted; and behaviors or language intended to humiliate and/or denigrate others or that cause emotional or physical harm to others.
- **Act with honesty and integrity.**
Examples of behaviors that violate this rule: lying or deceitful behavior; telephone or computer fraud; academic dishonesty.
- **Respect community property and the property of others.**
Examples of behaviors that violate this rule: theft; the use or possession of stolen property; the unauthorized use or possession of another's property; the destruction of or abuse of individual, Academy or host site property.

- **Maintain a safe environment.**
Examples of behaviors that violate this rule: possession of or use of dangerous objects or substances, weapons of any kind (knives, firearms), fireworks or explosives or caustic materials; violation of fire safety regulations; possession of incense, candles, matches, lighters; use of or evidence of the use of, an open flame inside any Academy building (i.e. cigarette butts, burnt candles or incense, etc.).

- **Abide by Academy standards concerning the use and possession of alcohol, illegal substances, tobacco and prescribed medications.**
Examples of behaviors that violate this rule: possession, use, providing or distribution of alcohol, illegal drugs and substances (including drug- or alcohol-related paraphernalia) or tobacco in any form; misuse of prescription drugs (including the providing of prescription drugs or other chemical substances to others); possession of prescription or over-the-counter drugs without Academy permission. This policy includes vaping and the use of e-cigarettes.

You are prohibited from drinking alcohol at any time while you are a participant of this program. A violation of this rule will result in immediate expulsion and travel home at the parent's expense.

- **Uphold boundary and whereabouts policies.**
Examples of behaviors that violate this rule: leaving the boundaries of the Academy without permission; deliberate absence from any scheduled Academy activity; leaving the dorm and/or floor after curfew; being on the floor of the other gender; being in dangerous

or unauthorized areas (restricted dorm areas, window ledges, roofs, etc.)

- **Maintain a positive and cooperative attitude for the community.**
Examples of behaviors that violate this rule: refusal to respect and follow the instructions of leaders, faculty, and staff at the Academy; unfriendly, irresponsible and/or disrespectful behavior toward others in the community or toward persons you may have interactions with while under the jurisdiction of the Academy; deliberate disobedience; use of profanity; possession of prohibited or inappropriate items (cell phone, mobile internet device, pornography); uncooperative and/or disruptive behavior and/or attitude; non-compliance with Academy rules and expectations and/or staff requests.

Note on Self-Destructive Behaviors

Behaviors and conditions such as eating disorders, cutting or other self-harm, suicidal ideation, threats or attempts and similar behaviors are potentially life threatening and require the intervention of trained medical personnel. The Academy is not designed to provide appropriate treatment and support for these behaviors. Those exhibiting or threatening these behaviors are required to leave the Academy to ensure their own safety and well-being and that of others. MIL reserves the sole right to decide whether a student's behavior requires separation from the Academy.

Statement on Sexual Harassment and Other Harassment Based on Protected Characteristics

In accordance with the Academy's

determination to provide a safe and positive environment for all Academy community members, no form of sexual harassment or harassment based on characteristics protected by the law applicable in the state in which the Academy is operated will be tolerated at the Academy. (For example, race, religion, gender, sexual orientation, age, disability, ethnic origin, etc.) Any reports of sexual harassment will be investigated by the Director of Residential Life and any individual found to have so harassed another Academy participant or staff member will be liable for sanctions up to and including immediate dismissal.

Statement on Sexual Behavior

Because the Academy aims to create a comfortable environment for a culturally and age diverse community, students are prohibited from engaging in any inappropriate physical contact or overtly sexual behavior. Those who engage in inappropriate physical conduct or overtly sexual behavior will be spoken to by the Director of Residential Life regarding the implications of your actions and the impact of your behavior on the comfort and sensibilities of others.

Parents/guardians are notified and you are asked to speak with your parent regarding these actions. You will face disciplinary action if, in the course of your inappropriate behavior, you violate other Academy rules (e.g., being on the floor of the other gender in the dorm; leaving the Academy's boundaries.)

C. Disciplinary Responses and Process

Violation of Major Rules cause serious disruption to the safety and integrity of the Academy environment. Therefore, we reserve the right to dismiss a student who violates a Major Rule immediately.

The Academy utilizes a graduated system of response to violations of the Code of Conduct. Unless you violate a Major Rule, we are ready to provide a series of interventions to educate you.

Continued violations lead to more serious discipline, with dismissal as a last resort. The following are the disciplinary responses utilized at the Academy:

1. Verbal Warning

A verbal warning is the first level of discipline at the Academy. Typical offenses may include: early violations of the Language Pledge®, being late to an event, inappropriate language, being disruptive, violations of dorm protocol, etc. These are simple statements letting you know your behavior is problematic and why and that such behavior should not be repeated.

2. Written Warning—Parent Contact

A Written Warning is the first formal disciplinary status of the Academy, completed by a staff member or Director. It occurs after you receive several verbal warnings or violate a significant rule. The Written Warning is placed in your file and parents are contacted to let them know of your behavior. You will meet with a staff member and any other party involved. This conversation is conducted in English to ensure understanding.

3. Probation—Parent Contact

You may be put on Probation after a Written Warning is received and the behavior continues or if you exhibit behavior of a more serious nature. (See Student Code of Conduct section.) A record of the violation is placed in your file and the parents are contacted and informed of the situation. The Director of Residential Life initiates the conversation with you and speaks to your parent. If you are already on probation, you are likely to be dismissed for subsequently violating an Academy rule or policy.

4. Dismissal

You are liable for dismissal if you, while on probation, continue the behavior or break another Academy rule. Those violating a Major Rule will be liable for dismissal at the first occurrence. The Director of Residential Life, in consultation with staff, makes the initial recommendation for dismissal. The final decision is made by year-round Academy staff members.

In the event of dismissal (or voluntary withdrawal), parents must arrange for your expeditious transportation from the Academy, at your own expense. The Academy will not house a dismissed (or withdrawing) student for more than 24 hours after you have been separated from the Academy. There is no refund of any Academy charges for students who are dismissed from the Academy. If you damage property, the cost of repair or replacement is added to your family's account. If you are dismissed from the Academy for disciplinary reasons, you will not be allowed to enroll in a subsequent summer Academy.

11. Student Disability Accommodation Policy

MIL welcomes students with disabilities and is committed to making reasonable accommodations for disabilities that substantially impact program participation. In assisting individuals with disabilities, the Academy is guided by the Americans with Disabilities Act (ADA) and the ADA amendments, designed to eliminate discrimination against individuals with disabilities. Although you may be of the age covered by the Individuals with Disabilities Education Act (IDEA), the Academy is a college-based program that follows procedures, standards and laws that pertain to provision of disability accommodations in post-secondary institutions.

The Academy endeavors to make reasonable

accommodations that afford access to and full participation in its programs and services without fundamental alterations or undue financial burden. Disabilities include, for example, visual impairments, hearing or mobility impairments, psychological conditions, medical conditions and learning disabilities which substantially limit one or more of a person's major life activities and may necessitate accommodations or modifications to the facilities, programs or services provided by the Academy. Accommodations and services for students with disabilities are determined on an individual basis; accommodations can relate to the instructional components of the Academy and/or the residential elements.

Parents should complete the Disability Accommodation Request Form and return it as soon as possible to begin the process for accommodations. The full MIL Disability Accommodation/ADA Policy is available on our website at:

<http://www.middleburyinteractive.com/summer-language-academy/student-life/policies/ada-policy>.

12. Closing

You chose to apply for this program, so you probably have a lot of expectations about what your program experience will be like. As a student participating on our program, MIL and CET also have expectations of you.

What you can expect from MIL and CET:

- Before your program begins, MIL and CET will answer your questions about the program or pre-departure materials,

guide you through program logistics, and provide you with useful resources to prepare for your experience abroad.

- During your program, you can expect an enriching, engaging, intensive academic, personal, and cultural program experience, with 24/7 staff support to help you every step of the way.

In return, MIL and CET expect a few things from you:

- We expect that you will submit all of your forms on time. Please make sure you understand the requirements and their deadlines and contact MIL if you have any questions or concerns about meeting a deadline.

- We expect that you will keep yourself informed about your program experience by reading the resources provided to you.
- We expect that you will share this information with your loved ones.
- We expect that you remain in communication with MIL and CET as you prepare for your time abroad.

We are excited to have your students join us on campus this summer! We will do everything we can to ensure they have a successful summer. Know that we will be in touch if we have concerns. Likewise, families can always contact us with any questions.