



2009 Teach in China Program

Location	Varies; placements available throughout mainland China. Most placements available in Shenyang, Qingdao, Guilin, Yantai, and Xiamen. Beijing and Shanghai placements more competitive.
Start Dates	Spring Semester: ~ End of February – mid-June. Summer Semester: ~ July 7 – August 8. Fall Semester: ~ Early Sept. – early January.
Program Fees	Summer: US\$895; Semester: US\$1105; Academic Year: US\$1255
What's Included	<ul style="list-style-type: none"> • Guaranteed teach placement prior to departure. • Housing. • Meals (most schools offer paid lunches). • 20 unit on-line TEFL course (optional for Summer placements for a low fee). • International Traveler's Insurance. • Airport pick-up. • Orientation & Training. • Pre-departure and in-country, local support. • Airfare reimbursement for 1-2 semesters commitment.
What's Not Included	<ul style="list-style-type: none"> • International and local transportation. • Visa fees.
Benefits	Local salary varies with respect to school, location, and experience. Average salary ranges from ~¥4000-¥5000 per month (US\$475-600).
Accommodations	Furnished housing included with position. Living arrangements typically include private room and shared bathroom with other internationals. Kitchen facilities, internet access, and laundry services generally available.
Country Facts:	
Capital	Beijing
Total Population	~ 1.32 billion
Currency and Exchange Rate	Yuan (RMB; CNY; ¥). Daily exchange rates: http://www.xe.com/ucc/

Program Details & Highlights

In today's increasingly interconnected global community, cultural awareness has emerged as a supreme currency in virtually every public arena. English is currently the most widely used and studied language in the world, while Chinese is quickly becoming an international business language. So why not use your English reading and writing skills as a passport to traveling and working in the world's fastest developing industrial nation -- China?

Cultural Embrace offers an exciting and affordable opportunity for native English speakers to live, work, and travel in this fascinating country. Expect to teach English language skills to students at institutions ranging from private academies, public elementary and secondary schools, universities, and professional businesses. You will teach an average of 20 hours per week, leaving you ample time to see the sites and explore the rich cultural backdrop of China's expansive history. China includes English in its schools' curriculum starting in elementary school, so most students are already somewhat proficient with English reading and writing. Many, however, remain shy and embarrassed about practicing their conversational skills. As an English language skills teacher, you will engage with and make your students feel more comfortable by interacting with them in your native tongue, a task made easier by implementing the skills that you will have learned in *Cultural Embrace's* online TEFL course.

With *Cultural Embrace's* Teach in China programs, you will gain invaluable, lifelong communications skills as a result of your time abroad, and your international experience with the varied cultures and communities in China will put you a step ahead as both a culturally sensitive individual and a well-rounded professional!

Teaching in China Offers:

- The satisfaction of helping others.
- An opportunity to broaden your perspective and worldview.
- An economical way to live and travel abroad.
- An opportunity to participate in and learn about local cultural activities (e.g. language and tradition, taiqi, calligraphy, cooking, etc.)
- Memorable travel experiences and the chance to see exotic sites you have always dreamed about.
- The opportunity to make lifelong friends from around the world.
- A valuable, marketable work experience that strengthens your resume.
- A great way to develop and support your self-confidence and interpersonal skills.

Cultural Embrace Offers:

- **Guaranteed Paid Teaching Position Prior to Departure**
Cultural Embrace pre-arranges your teaching placement before you leave home to ensure an easy and hassle-free transition to your new life abroad. Most placements are for English language teachers, who will help students develop their English conversation and literacy

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skills. Some positions are available for specialty subjects in taught in English, such as International Relations, Global Issues, Business, World Geography, and Computer skills.

- **Paid Salary**

The average teacher's salary ranges from ~¥4000-¥5000 (US\$475-600) per month for full academic semester positions. This is more than double the salary of local professors and it is easily enough to cover your expenses while living in China. Salaries for summer semester teachers average ¥4000 (US\$550) for those with university degrees. Students who have yet to obtain a Bachelor's degree may apply for a summer teaching position and receive a stipend of up to ¥1000 (US\$150) based on experience and demand.

- **Pre-arranged Housing**

Furnished housing will be included with your teaching placement. Schools will have basic but comfortable living arrangements. Usually, teachers will have a private room with shared common areas, hot water, a kitchen, laundry facilities, etc.

- **Airfare Reimbursement**

Most schools offer airfare reimbursements of ~¥5000 (US\$730) for a one-semester commitment and ~¥10000 (US\$1460) for a two-semester commitment.

- **Online TEFL (Teaching English as a Foreign Language) Course**

This course teaches the skills and techniques required for successful language teaching and classroom preparation. It is a 20-unit course to be completed at your leisure, requiring approximately 100-120 hours of attention. Not included for summer teaching placements, but can be added for US\$295.

- **Cultural & Social Activities**

Various Chinese cultural and social activities will be available to teachers at their institution and in their community. Most schools include two hours per week of free Chinese lessons, welcome and farewell banquet dinners, local excursions, cooking lessons, and details about Chinese Kung Fu, Taiqi, art, and music lessons.

- **Visa Assistance**

Cultural Embrace and your local host institution will assist you with information and invitation letters to obtain a proper visa, but we have neither control over nor the ability to guarantee government issuance and/or visa availability.

- **Arrival Assistance**

We will arrange an airport pick-up and transfer for you. A representative will pick you up from the airport or train station and take you to your accommodations and school.

- **Orientation & Training**

You will receive training for your new job, responsibilities, and curriculum, and an orientation concerning your local community and culture. Each local, in-country representative will have a varied orientation schedule, but most will last 2-5 days and end shortly before the start of the semester.

- **Travel Insurance: Basic Major Medical Coverage**

Our policy provides basic medical coverage at your teaching location. *Cultural Embrace* highly recommends purchasing additional travel insurance.

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- **Cultural Embrace Teacher's Kit**

Useful tips, advice, and information to prepare you for the adventure of living and working abroad as well as advice on teaching English in China.

- **Full-time Representation**

Cultural Embrace provides representation in the United States and China prior to, during, and after your placement.

- **Certification**

If you wish to receive a certificate detailing your teaching experience, please let us know and we will provide the necessary documentation.

Program Requirements

- Good command of the English language and subject matter. Knowledge of Chinese helpful, but NOT required.
- Bachelor's degree in any discipline. Education majors and classroom experience preferred, but not required. Note: juniors and seniors will only be considered for summer teaching positions or assistantships.
- Enjoy leading groups and teaching children and/or adults.
- Good lesson planning and organizational skills.
- Attendance at staff meetings.
- Open to foreign cultures and living abroad.
- High level of responsibility.
- Dedication to completing the full term of commitment.
- Health tests and immunizations necessary to obtain the proper Class Z work permit. Chinese law may require an EKG or HIV test or tetanus, hepatitis, and typhoid vaccinations etc.
- A criminal background check may be required by some schools for certain positions.

2009 Schedule & Fees

Summer session	US\$895
1 semester	US\$1105
1 school year	US\$1255

**Can\$, Aus\$, Br£, Euros€ may be accepted with an additional service charge for currency conversion.*

Spring Semester: ~ End of February – mid-June.

Summer Semester: ~ July 7 – August 8.

Fall Semester: ~ Early Sept. – early January

How to Apply

1. Obtain the **Work Abroad Application Forms & Procedures** documents in one of two ways:
 - (a) Download the forms from our website at www.culturalembrace.com

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- (b) Call *Cultural Embrace* at 1-512-469-9089 or 1-888-214-8570 to have the forms mailed to you within 7-10 days.
2. Read the instructions carefully and complete all forms.
3. Submit your completed application packet to:

CULTURAL EMBRACE
7201 Bill Hughes Road
Austin, TX 78745 USA

Completed packets should include the following:

- Completed Teach Program Application.
- Signed Teach Program Agreement.
- Resume/CV.
- Cover letter explaining why you want to teach in China.
- Copy of your Bachelor's degree and other significant credentials.
- Copy of your passport (information page only).
- Three letters of recommendation. Your referrer(s) can send them directly via post or email.
- Four 1½" x 2" official passport-size photos with your name printed on the back.
- One smiling full-length photo of yourself.
- Police background check (obtainable from your community's local police station).
- Medical report.
- US\$200 non-refundable deposit (credited towards your program fee).

Upon receipt of your application, a *Cultural Embrace* coordinator will contact you for a 20-30 minute phone interview. Once we accept you in to our program, you will receive an invoice for the remainder of your program fee. In order for us to contact our local partners to start your placement process and initiate the online TEFL course (if applicable), we require at least 50% of your program fee.

We recommend submitting your application and program fee at least 16-20 weeks prior to your desired start date in order for us to organize and arrange your placement.

**Cultural Embrace* requires an expedited application fee for those applying 16 weeks or fewer before the desired date of departure. Applications received 12-16 weeks prior to desired departure date will be charged \$150. Applications received fewer than 12 weeks before the desired departure date will be charged \$250.

Frequently Asked Questions

1.) *Where are the teach placements located and can I choose where I will be placed?*

We have contacts in over 30 cities throughout China. We have placed many teachers along the coastal Northwest areas (e.g. Shenyang, Qingdao, Xiamen, etc.). You may ask for a specific area and we will try our best to meet your preferences, but please keep in mind that we can only make placements according to school availability and acceptance. Please keep in mind that positions in Beijing and Shanghai are limited and very competitive due to the highly regarded reputation of local institutions there. Most of the schools in the major cities seek highly qualified and experienced teachers.

2.) *Where will I live?*

Cultural Embrace will pre-arrange your housing before you leave for China. Accommodation varies based on placement location, but teachers are usually housed in furnished apartments near the schools. In Beijing, teachers will live in extended stay teacher dormitories or hotels. Most schools pay for utilities, but in some cases, you may have to pay for utilities with other foreign teachers or students sharing your unit.

3.) *How long can I teach in China?*

Teach placements are available for a summer, semester, or year-long contract. If you are interested in a placement longer than one year, please contact **Cultural Embrace**, as we may be able to negotiate an extended bonus.

4.) *What type of visa assistance does Cultural Embrace provide?*

Cultural Embrace and the host school will provide visa assistance to accepted teachers by providing information on how to obtain a visa along with a letter of invitation from the host school. Most schools will send you an invitation letter to apply for a Working Class F or Z visa.

Please note that any visa fees are the responsibility of the applicant. While we can assist you during the visa application process, ultimately it is your responsibility to ensure that you have obtained the appropriate visa for your work experience. **Cultural Embrace** has no control over the visa process and cannot guarantee that your visa application will be accepted.

5.) *What are the language requirements?*

Chinese language skills are helpful but not required. If you wish to take Chinese lessons before or during your teach placement in China, please just contact a **Cultural Embrace** representative. Many of the schools offer ~2 hours of Chinese lessons per week while you

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are teaching on their campus. Plus, your students and local friends will love to share their culture and language with you, and will teach you the 'must know' Chinese vocabulary.

6.) *What are the working conditions?*

Your work schedule will be assigned by your employer, but most positions average roughly 20 hours per week with two hours of homework duty. Each school has its own working and schedule arrangement that you should be willing to accept. Of course you are encouraged to travel, but please consult with your employer to see if you can organize a schedule that will be ideal/effective for all parties involved. Most institutions follow the M-F work week, but you will need to be prepared if some classes are held on Saturday mornings. Ultimately, scheduling is up to each school's discretion.

7.) *Do I have to bring specific clothes?*

Yes, you will need to dress professionally and appropriately for your teaching position. We recommend that you dress with a "smart casual" style. We will provide you with more details in your *Cultural Embrace* pre-departure kit regarding your placement and your packing list. China is a Mecca for street markets and you can always buy "Westernized" clothes at low costs.

8.) *Can I teach and/or live with a friend or partner?*

Yes, you can enroll in this program with other people. However, please note that positions may be limited within a school. For this reason, participants hoping to travel together will need to be more flexible with respect to the desired placement location. Additionally, we can arrange your accommodations such that you can stay together in a double occupancy or in single rooms in the same area.

9.) *How long will it take to make my placement?*

We ask that applicants apply at least 12-16 weeks in advance of the desired start date. For sake of sanity and proper preparation, the earlier you apply, the better. Placements may take less time than 12-16 weeks, but we want to ensure that we have enough time to find the best position for you and that you have sufficient time to take the on-line TEFL course and to obtain the proper visas etc. There are additional administrative fees if you apply less than 12 weeks in advance, and we do not contact our local partners until we receive at least 50% of the program fee payment.

10.) *When should I buy my plane ticket(s) and does **Cultural Embrace** provide any resources to help with plane tickets?*

Plane tickets should not be purchased until after your placement has been confirmed. *Cultural Embrace* works with consolidators and discount travel agencies that can help

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find cheaper tickets than those that are available to the general public. We have a partnership with STA Travel (1-877-236-1048) for great student/youth rates, and they have a very nominal service fee if you need to make any changes before or during your travels.

11.) *What do I do if I have a problem or complaint with my teach placement?*

You must speak to your employer or school director to give them an opportunity to explain or investigate the situation. If you feel the problem or complaint is not sufficiently addressed, then please contact your local representative in China as well as **Cultural Embrace** (Austin office) so we can mediate on your behalf. Please note that you will be assigned a local representative that will provide you with placement report(s) and the end-of-program evaluation.

A Few Words. . .

At *Cultural Embrace*, we want to facilitate experiences that, first and foremost, help individuals become better acquainted with both themselves and the richly textured cultures of the world around them. Our partnerships with language schools and other academic and professional institutions grant program participants the opportunity to explore first-hand China's incredible historical backdrop while adding valuable content to their resumes. Teaching English abroad is, putting it shortly, a tremendously edifying experience that is sure to leave you with lasting memories and a renewed sense of purpose. So do yourself a favor: call *Cultural Embrace* straight away and let us start planning your once-in-a-lifetime international adventure!

For any questions, please do not hesitate to contact us at teach@culturalembrace.com, or you can call us at 1-512-469-9089 or 1-888-214-8570 (US toll-free).

Discover the Similarities. . .
Share the Differences. . .