

Chengdu American Center for Study Abroad

Faculty FAQ

Academic related policy

1. Syllabus

The Center will provide a template syllabus in advance, and all syllabi should be in the same format. All syllabi will be uploaded to the G-MEO official website and faculty should review and edit this document in order to meet the requirements of the semester, and send students syllabi no later than the second class. After that, no major change is allowed in the content of syllabus.

2. Add/drop policy

Students will be given 3 academic days in summer semester and 1 week in regular semester for adding/dropping courses. It is the students' responsibility to get the approval from their academic adviser and fulfill the add/drop form at Center's office. After the final add/drop date, students may not add/drop a course.

3. Course evaluation

In order to improve the quality and effectiveness of instructional activity, the Center will conduct mid-term course diagnosis and the result will be sent to course instructors as feedback. At the end of the semester, course evaluations will be conducted, and the result will be sent to ASC (Academic Steering Committee) for evaluating instructors' performance.

4. Office hours

Course instructors are required to have two hours office hours per week.

5. Online course management

For online courses, the instructor should inform the Center how the online courses will be conducted and how students will be assessed. If there are demands for proctoring exams, video chatting with students, or other issues, instructors could contact the Center's staff for assistance.

6. Grading

Grading scale should follow the instruction of G-MEO Academic Policy.

100 Point Scale	Grade	Grade Point
95 or above	A	4.0
90-94	A-	3.67
85-89	B+	3.33
80-84	B	3.0
75-79	B-	2.67
70-74	C+	2.33
65-69	C	2.0
60-64	C-	1.67
55-59	D+	1.33
50-54	D	1.0
49 or below	F	0.0
Fail with Academic Dishonesty	F	0.0
N/A	W	Withdraw
N/A	XF	For violation of Honor Code
N/A	I	Incomplete

Each home institution will be handling the transfer of credits and grades according to their own credit and grade transfer policies.

7. Grades input

All grades should be input in G-MEO official website by course instructors. Faculty account and grades inputting instruction will be assigned for each in advance. The grading criteria will be based on course syllabus. It is the responsibility of course instructors to ensure the correction of grades.

8. Class attendance record

Attendance is required throughout the program, unless announced otherwise. Students should not arrive late to or leave early from any part of the program--including all mandatory scheduled classes, lectures, activities, and excursions. All students are expected to attend all classes unless leave is granted by the instructor. Students who cannot participate for reasons of health, accidents, or other emergency situations should inform the instructor ahead of time. It is the responsibility of course instructors to keep class attendance records well. The record should be submitted to the Center at the end of each semester for keeping.

9. Course schedule and students' name list

The course schedule for each semester program will be emailed to faculty about 3 weeks in advance. A name list of students' enrollment in each class will be sent to you after students' arrival/on the orientation day.

10. Facilities/Supplies

Office—All Summer faculty will be placed in a shared open office for the semester.

Printer—The Center provides wireless printing and several printers. Ask the administrative office for assistance or instructions for use.

Laptop—Faculty are required to provide their own laptop for their use. The Center has 2 shared laptops which may be used, however the OS, Office programs, and Browsers may be in Mandarin.

Projector—Classrooms have a screen and projector for faculty to use during classes.

Adapter—The Administrative Office has several adapters for connecting laptops to the projectors. Faculty are also encouraged to bring their own adapter to connect to the VGA port.

Speakers—The Center has 2 small speakers which may be used by faculty.

Housing and Accommodation

Accommodation will be arranged in places with convenient transportation and neighborhood. Detailed description and instructions will be emailed to faculty in advance.

Regular semester: Faculty will stay in an apartment rented by the Center, faculty should pay for all utility fees by themselves.

Summer semester: Faculty will stay at either apartments or hotels, and all utility fees are covered by the Center.

Food

Faculty are not given cafeteria cards, however there are many cheap restaurants surrounding the campus and the Center staff will give faculty an orientation to eating and buying food at them. These options are very cheap and fast, and are a common means of eating on campuses in China. There is a market about a block from campus, and there are supermarkets within walking distance of the campus including Raffle City, Carrefour, and Wal-Mart.

Visa

It is recommended that faculty wait until it is confirmed their course is running before purchasing plane tickets and applying for a visa. Faculty can apply for a visa on their own through the Chinese consulate in the region or use an agency like LLL International Travel Inc. in New York. Please note G-MEO has no responsibility or financial agreement with this agency, but rather past participants have reported them to be reliable. Visa type is subject to change at any point by Chinese consulate policies and G-MEO has no control over changes. G-MEO NY headquarters will offer assistance throughout the process, if needed.

For regular semesters, the Center will coordinate with Sichuan University to provide

an F Visa Invitation Letter for Visa application. Once the G-MEO New York team has received the invitation letter, they will forward it to faculty.

For summer sessions, faculty will need to apply for a tourist visa (L) for which an invitation letter should not be necessary, but a hotel address may be. The address is Somerset Riverview Chengdu Apartments, No. 1 Section 3, Renmin South Road, Wuhou District, Chengdu 610041, China. G-MEO will let faculty know if their course is running by mid-April, which is the final deadline for student applications for G-MEO summer programs, or earlier if possible.

Airport pick up

Contact Sara Luo at sara.luo@g-meo.com to provide your flight information, and the Center's staff will pick you up at Chengdu Airport if it is your first time to come to Chengdu. If any changes happen, please inform Chengdu Center ASAP.

Emergency leave related to students

- If a student has to take an early leave before the semester ends, the Center will call for a faculty meeting to discuss if studying remotely is allowed for each course.
- Once student gets approval to continue studying the course remotely in US and wants to take the final exam remotely, student will be required to discuss with course instructors for the arrangements for unfinished courses and assignments.
- For final exam, students could choose to take the final exam remotely with following procedures:
 - a) Students are responsible for taking the initiative in communicating with your professors and completing all the required assignments timely; Students are also responsible for confirming with all faculty respondents for the exact date/time line/venue set for final exams.

- b) G-MEO will send all the exam papers to their home University and inform the University of the necessary information for exams;
- c) The Study Abroad Office of home University will collaborate with G-MEO for proctor and arrangement for the exams and send back the papers within the day that you finish your exams.
- If students still cannot attend the final exam, make-up examinations can be allowed with following procedures:
 - a) Students are obliged to inform G-MEO Chengdu as well as the faculty respondents of personal case with doctor notes if needed;
 - b) Students are obliged to fill in the form of Application for Make-up Examinations as attached document and hand in to the faculty respondents and copy the G-MEO office;
 - c) If the faculty respondents do not allow for make-up examinations after checking your application and your case, no make-up examinations will be held;
 - d) If the faculty respondents allow for make-up examinations, the professor shall inform G-MEO Office of the date, time, venue as well as ways of exam (i.e., thesis, written test, or presentation). A G-MEO Academic Coordinator can offer assistance if needed such as coordinating a proctor.

Daily life and health

If there is any difficulty in your daily life, the Center will be willing to help. There are Wal-Mart, Carrefour and many other supermarkets in the city or near where you live.

Faculty will be covered by GeoBlue Insurance bought by G-MEO.

*** For a doctor's visit:**

1. Call the Global Doctor Clinic to set up an appointment (contact information below) and provide the following information:

- a) Desired date and time of visit;

- b) Reason for visit
 - c) Passport number
2. Call the 24-hour GeoBlue Insurance hotline at +1.800.257.4823 or e-mail globalhealth@geo-blue.com and provide the following information:
- a) Insurance policy number of patient
 - b) Reason for doctor's visit
 - c) Request a "Guarantee of Payment" be sent to chengdu@globaldoctor.com.au;

Global Doctors Chengdu Clinic -- 环球医生成都诊所
Address: No.62, Kehua Bei Road, Lippo Tower, 2nd Floor, Section S, No. 9 - 11
诊所地址: 科华北路62号力宝大厦S区2楼9-11号
Hours: 9:00 – 18:00, Monday to Friday
Telephone: +86 028 8528-3638, +86 028 8528-3660 (9:00-18:00)
***24-hour Emergency Phone:** 139-8225-6966 (18:00-9:00)

Expenses and Money related issue

1. Money Exchange Rate:

The exchange rate of U.S. dollars with Chinese RMB is about 1:6.4~6.8.
 A regular Chinese meal in Chengdu costs \$3-5. A nice dinner might cost \$10-20 per person. A subway ride costs 35 cents while a taxi ride for 10 km costs \$6.

Expense	Amount
Living Expenses	\$600 to \$800 (per month)
Airfare	\$1200 to \$1800 for round trip
New Passport	\$110 to \$135
Visa	\$140
Local Transportation	\$8 for Transit Card (includes \$3 deposit + \$5 balance)- \$4 for per taxi ride inside the city. \$30 -\$40 for a second-hand bike

Cell Phone	\$60 to \$180 for device, \$5/month for service
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**Note: Prices listed above are just for reference and is subject to change.*

2. China is mainly a cash-based country. But you could still use your credit card (with VISA sign, MasterCard, Union Pay sign) at hotels, delicate restaurants and shopping malls. ATM machines are available around the city, where you could get RMB out of your U.S. deposit card (with sign of VISA, MasterCard, Union Pay). Paying by phone is becoming incredibly common via Wechat and Alipay.

Cell Phones & Internet

Unlocked smart phones can work regularly in China. Locked phones can only work in the area with Wi-Fi. Or you could get a Chinese local phone and SIM Card after your arrival, with rough expense listed above.

*** Suggested Phone Apps to download PRIOR to arrival in China:**

- Pleco Chinese-English Dictionary
- Air Quality China
- WeChat (Very popular in China, Accessible wherever there is wifi)
- VPN (for computer and phone, but might slow down the internet)

Planned Outings/Cultural Trips

The Center organizes trips and activities throughout the Summer semester for students. Faculty are welcome to attend, however they are usually expected to pay any additional costs on their own.

Transportation in the City and near the Center

Chengdu City is comparatively a convenient city, with complete metro or bus system. A metro map of the city will be handed out to you upon your arrival at the Center (at

Office Assistant

Student Life Coordinator

Welcome to Chengdu!

We hope you have an amazing time in China and cannot wait to see new pictures and posts about your experience