Dear XXX,

We are pleased with your decision to participate in the University of Pittsburgh’s Confucius Institute (CI-Pitt) volunteer teacher program for the coming academic year 2015-2016. As you know, CI-Pitt is dedicated to enhancing the understanding of China and Chinese language and culture to those in the United States and in 34 other countries around the world. Supported by funds from the Office of Chinese Language International (Chinese Ministry of Education, Hanban) Confucius Institute is a conduit by which schools, businesses and local constituents can learn about China and have an opportunity to study Mandarin Chinese.

As part of our ongoing commitment to your school and to your Chinese language program I wanted to give you a clear idea of the commitments and expectations of the Confucius Institute volunteer teacher program.

The University of Pittsburgh’s Confucius Institute will provide/oversee the following to you as part of our Chinese language program:

1. Provide a highly qualified teacher of Chinese as a second language from our sister institution, Wuhan University. CI-Pitt will personally interview and screen all candidates (interviews conducted in China), evaluate their competency and oversee the paperwork to bring the candidate to the United States.
2. Work with the Office of International Students to secure visas, documentation and all other necessary visa-related paperwork.
3. Provide a two-week orientation program, pedagogical training and training on curriculum development according to the standards of the University of Pittsburgh’s Confucius Institute. These standards will also be in line with the Pennsylvania state guidelines for foreign language acquisition.
4. All government documents from China; inform teachers of the importance of carrying with them all official documents for certification from PDE.
5. Oversee the transition to the United States by establishing banking accounts, cell phones etc.
6. Ensure proper communications between the sister institution, the Chinese governmental organization (Hanban), and the University of Pittsburgh. Be certain the
teachers are awarded living stipends from Hanban and understand the obligations to their teaching here in the United States.

7. Provide additional teaching materials for the schools as long as material is available from Hanban.

8. Provide ongoing pedagogical training throughout the academic year (two workshops per semester).

As part of your responsibilities to the project we expect your district to provide or oversee the following:

1. Health insurance for incoming teacher (including reimbursement of first month paid by teacher upon arrival in the United States; approximately $60).

2. Housing. This can be rent on an apartment (including security deposit and utilities) or provide a home-stay for the teacher.

3. Travel allowance for monthly bus pass and/or transportation from station to school if necessary for teacher.


5. Small miscellaneous expenses/items related to teaching (internet access, office supplies, a small office or cubicle from which to grade papers etc.)

6. Book fees for students and/or curriculum fees (where necessary)

7. Pennsylvania Department of Education Teacher Certification documents. All fees related to certification and all documentation must be handled by the school district themselves. This includes any fees related to filing paperwork, physical exams not covered by insurance, certification of Chinese documents by outside sources etc.

8. University of Pittsburgh Confucius Institute administrative fee. Currently this amount is $2500 per teacher per school district per academic year (due July 20, 2015) for any school that has worked with a Confucius Institute teacher. (Please see enclosed invoice).

9. A designated point-person within the school that will oversee the incoming teacher and help him/her to adjust to the environment of your school and to working and teaching in the United States.

Please be aware of one significant feature of our program for the coming year. All teachers will be required to come to the University of Pittsburgh once per semester for additional pedagogical training. CI-Pitt is now requiring the host school to make arrangements and incur the expense of getting their teachers to and from the university for these training workshops. Due to the number of teachers in our program we can no longer make arrangements for transportation and appreciate your cooperation in overseeing this within your district. As in the past we will oversee all costs associated with housing and feeding the volunteers for the training weekends. The dates for the workshops will be announced sometime during the fall semester.

The dates this year for the summer training session are from July 23th to July 31st. Please remember that each school is responsible for picking up their volunteer teacher(s) at the University of Pittsburgh on Friday (July 31) by 2:00 p.m. to be taken back to their new place of residency.
We want to congratulate you on taking the necessary steps to internationalize your educational endeavors and create a learning environment that will uniquely prepare your students for the challenges of an increasingly global world. We are here to help you in any way we can to have a very successful Chinese language program.

If you have any questions, please feel free to contact me. I look forward to meeting you and to supporting you in this exciting new program.

Sincerely,

Michele F. Heryford
Director, Confucius Institute

Please sign below and return one copy of this letter with the required administration fee by July 20, 2015. All checks must be made to the University of Pittsburgh and mailed to: CI-Pitt, 4100 Posvar Hall, University Center for International Studies, University of Pittsburgh, Pittsburgh, PA15260

I agree to the terms in the attached letter and acknowledge the Confucius Institute volunteer(s) will be working in our district for the academic year 2015-2016.

Signed:

(School official of record)                         Name of School or District                         Date