

# Welcome to Online Chinese Tutoring with the Chinese Language Teacher Certification Program!

The Chinese Language Teacher Certification Program (CLTCP) at Michigan State University offers 7 weeks of Chinese language tutoring for K-12 students over the summer. This non-profit tutoring is for children who are interested in learning the Chinese language and culture. No previous exposure to the Chinese language is necessary. We offer 7 weeks of tutoring with sessions for different grade levels of students. During tutoring, students will have opportunities to engage in diverse activities with a Chinese speaking teacher.

For some of you, this is your first time at tutoring. For others, we are lucky to have you back as a returning participant. We hope during the time you are with us, you enjoy tutoring and learn something new!

Chinese Summer Tutoring will run from June 7, 2022, to July 27, 2022, with a break during the week of July 11, 2022-July 15, 2022.

**Note:** The last few pages of this booklet contain paperwork that needs to be read through, printed, signed, and returned by email to CLTCP as soon as possible. Participation cannot begin without having these forms filed with the program.



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# Program Staffing and Responsibilities

## CLTCP Program Staff and Session Administrators

- **Nancy Romig**  
Associate Director  
[romignan@msu.edu](mailto:romignan@msu.edu)
- **Gina McGarey**  
Program Coordinator  
[mcgareyg@msu.edu](mailto:mcgareyg@msu.edu)
- **Kate Chen**  
Project Coordinator  
[chenyuc2@msu.edu](mailto:chenyuc2@msu.edu)
- **Elana Nanney**  
Program Secretary  
[nanneye1@msu.edu](mailto:nanneye1@msu.edu)
- **TE 891 instructor**

## General Contact Information

Please feel free to contact our office by phone from 8am—4pm at 517-355-3801

Or

Email us at [cltcp@msu.edu](mailto:cltcp@msu.edu) to get in touch with anyone involved with the program

## Chinese Tutoring Instructors:

- Xiaoqi Hu
- Min Liu
- Lingxiao Ma
- Sisi Zeng
- Siqi Zhu

# Program Details

## Tutoring Activities

Depending on students' proficiency and age levels, they will build on their knowledge of Chinese language and characters. They will also have the opportunity to explore Chinese culture and communicate in Chinese with their tutor. Tutors will tailor lessons to student needs and interests.

## Sample Tutoring Session Content from Previous Tutoring Sessions

**K-12**  
Chinese Songs  
Topic-based learning  
Conversation  
Games  
Language learning Videos  
Homework  
Acting out skits/scenarios

**Tutoring Dates and Times:** Tuesdays from 10am-12pm and Thursdays from 2pm-4pm June 7, 2022-July 27, 2022, and Wednesdays in July from 2pm-4pm excluding the week of July 11, 2022-July 15, 2022.

**Format:** Online Chinese Tutoring will take place over the communications software called Zoom. Please ensure the participant is familiar with this software and parents can provide assistance if needed.

Participants can sign up for half hour-long tutoring sessions (no more than one per day per participant). After participants join the zoom room, they will be put into a breakout room with their instructor for one-on-one instruction (unless circumstances necessitate small group teaching). The tutoring session administrator will be available in the main room and able to step into the breakout rooms. If parents or guardians are uncomfortable with one-on-one teaching for their child in a breakout room with a session administrator in the main Zoom room, we ask that they attend the session with their child. Participants are expected to join the Zoom room a couple of minutes before their session starts, so tutoring session administrators can assign them to their breakout room.

**Registration:** Once parents/guardians and participants have read this handbook and filled out, signed, and sent the required forms for registration at the end of this document to the CLTCP, the CLTCP will send a link to sign up for tutoring sessions. Individuals cannot attend tutoring sessions without completing all required paperwork. When signing up for tutoring slots, please note that certain slots may be reserved for specific grade levels.

If any changes or updates to program links, passwords, or platforms need to be made, official communication will be sent to participants and parents/guardians by Yu-chen Kate Chen or Elana Nanney at [chenyuc2@msu.edu](mailto:chenyuc2@msu.edu) or [cltcp@msu.edu](mailto:cltcp@msu.edu).

In the interest of safety, pay attention to the E-mail addresses and names of people who send you invitations to connect and do not accept invitations sent by anyone other than the official people listed above.

## Online Safety Information and Resources for Participants and Parents/Guardians

We encourage parents, guardians, and participants to educate themselves on safety and security tips when engaging in online learning activities. Below are some resources that may be helpful:

- **Protecting Kids Online-** *Federal Trade Commission, Consumer Information*

Link: <https://www.consumer.ftc.gov/topics/protecting-kids-online>

Description: This website provides information about promoting safe and responsible decisions to help reduce online risks for children.

- **Keeping Children Safe Online-** *The United States Department of Justice*

Link: <https://www.justice.gov/coronavirus/keeping-children-safe-online>

Description: This website provides tips for protecting children during online activities, informational videos for parents and children, and additional informational resources related to online child safety.

- **Prevent Cyberbullying-** *Stopbullying.gov*

Link: <https://www.stopbullying.gov/cyberbullying/prevention>

Description: This website provides information about preventing, identifying, and responding to cyberbullying.

## Participant Expectations and Rules

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules. Tutoring participants are required to follow all program expectations. Students will be asked to leave if there are significant and consistent behavioral problems that negatively affect other student's experiences or place an undue burden on the staff. Refer to your code of conduct form for a complete list of university policies and program rules. No exceptions will be made for students who do not comply with the following program expectations and university policies. This will ensure and maintain a safe and comfortable learning environment for all students.

The following acts are prohibited and will not be tolerated:

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons
- Violence of any kind will not be tolerated
- Tampering with fire alarms, safety, or security equipment
- Malicious damage of university or personal property
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated
- Any violation of the University Anti-Discrimination Policy will not be tolerated
  - See the handbook section on the MSU Anti-Discrimination Policy for more information.
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated
- Gambling
- Use of any fire hazard materials
- Theft of property regardless of the owner
- Misuse or damage of University property. Participants may be financially responsible for damage or misuse of University property
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
- Hitting, biting, or harassing any attendees or staff at tutoring
- Leaving the assigned Zoom breakout room is not permitted unless they notify the tutoring session administrator. Since this program is remote, participants are not expected to be on MSU's campus.

Participants are restricted to the Zoom breakout room designated by the instructors and tutoring session administrators.

### **Statement on “Zoom Bombing”**

- MSU prohibits “Zoom Bombing” and similar disruptive behaviors.
  - **Definition:** “Zoom Bombing” is the act of accessing Zoom sessions without authorization.
- **Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:**
  - Violates program safety and security rules;
  - Contribute to “Zoom Bombing” or other similar disruptions; and/or
  - Share program links, passwords, or other program login information with individuals outside of the program.

When creating an online profile for the instruction platform or any other online account, limit the information that is shared.

- For example, just because the platform asks for your address does not mean that you have to provide your actual personal address.
- If a picture is required, the picture provided should be neutral and appropriate.
- Do not share personal information in the virtual meeting.

# Statement for Disability Inclusion

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting the project coordinator, Yu-chen Kate Chen with the CLTCP (chenyuc2@msu.edu), by May 24, 2022. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

## Michigan State University Anti-Discrimination Policy

- All staff, volunteers, participants, and any people that can be heard or seen over Zoom while a participant is taking part in tutoring are expected to follow the University Anti-Discrimination Policy (ADP). It states expectations for institutional and individual conduct. A detailed description of the ADP can be found at [https://hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html).
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at <https://civilrights.msu.edu/assets/documents/ADP%20Users%20Manual%20-%20Updated%202020.02.171.pdf>
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://oie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

## Michigan State University Relationship Violence and Sexual Misconduct Policy

Youth program staff, volunteers, and other individuals associated with a youth program must adhere to University protocols for reporting child abuse, sexual assault, and child pornography.

Information about MSU Policies related to Title IX:

1. MSU Anti-Discrimination Policy and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

2. Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex.
3. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.
4. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Discrimination on the basis of sex includes: Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex; sexual harassment; and sexual assault.
5. **MSU's Title IX Coordinator** oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.
- 6.

**Nicole Schmidtke**

Title IX Coordinator

Office for Civil Rights and Title IX Education and

Compliance 4 Olds Hall

East Lansing, MI 48824

Phone: (517) 884-0610

Website: [civilrights.msu.edu](http://civilrights.msu.edu)

### **Reporting Procedures and Resources**

7. All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource.

- [Find a comprehensive list of these resources.](#)
- [Find a list of these resources specifically available for youth.](#)

**Report to the [Office of Institutional Equity \(OIE\)](#)** by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

Address: 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

E-mail: [oie@msu.edu](mailto:oie@msu.edu)

Online reporting: [Public Incident Reporting Form: https://civilrights.msu.edu/file-a-report/index.html](https://civilrights.msu.edu/file-a-report/index.html)

**Contact the [MSU Police](#)** (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

**MSU Police Department**

Address: 1120 Red Cedar Rd., East Lansing, MI 48824

Emergencies: call 9-1-1

Non-Emergency Line: 517-355-2221

# Procedures for Responding to Behaviors that Violate Policies

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the individuals responsible for the policy violation and the individuals directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts, and the participant must leave the communications software (Zoom). Depending on the severity of the violation, the participant may be banned from future participation.

If anyone other than the participant visible or hearable in the participants' side of the Zoom room is involved with an incident that violates University and/or program policy, the same process will apply. In the instance that such an individual has violated University and program policies, they may be asked to leave the room the participant is in. If they cannot or will not leave the area, the participant may be asked to leave or be removed from the Zoom room.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to make contact with a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If program staff, a group leader, or other individual associated with a youth program is alleged to have violated University policies or conduct rules/expectations of the program other than those listed in the next paragraph, the tutoring session administrator(s) or the program coordinator will review the situation and decide on actions to take, up to and including removing the individual from the program.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by [the MSU Operational Requirements for Conducting University Youth Programs](#) until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

# Procedures for Early Dismissal

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant's authorized parent(s), guardian(s), or other emergency contact(s) must alert the program by contacting Kate Chen at [chenyuc2@msu.edu](mailto:chenyuc2@msu.edu) or 517-355-3801 ahead of time or the tutoring session administrator on Zoom if they are already at their session.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will attempt to make contact with the participant's approved adult contacts. They will also inform the participant if they have to leave the Zoom software. If the participant does not leave when asked, the tutoring session administrator may remove them from the Zoom room or meeting.

## Notification Procedures for Emergency Situations

In the instance of a medical or behavioral incident or emergency, program staff will contact the participant's parent(s), guardian(s), or other emergency contact(s). If parents/legal guardians cannot be reached over the communications software (Zoom), program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant's registration materials. If emergency responders need to make contact with the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

Program staff will communicate with participants' and emergency contacts if an emergency involving them occurs. In the instance that an immediate emergency occurs, program staff may be unable to provide help due to the remote/online nature of this program. If appropriate, program staff may contact emergency services and share location and contact information participants and their parents/legal guardians gave to the program.

## Guidelines for Contacting Your Participant during Online Chinese Tutoring

Due to the remote nature of the program, it is expected that parents/legal guardians will be able to contact their child directly during the program. In the instance that a parent, guardian, or emergency contact listed on file as an approved adult needs to contact the program, please contact the CLTCP by calling 517-355-3801. Please understand that in the interest of safety for all participants, program staff will not be able to discuss information about a participant or facilitate contact with an individual who is not listed on file as an approved adult without written authorization from the participant's authorized adult contacts.

# Attendance and Reporting

## Absences

Participants are expected to enter the Zoom room a couple of minutes before their registered tutoring session start time to ensure that their technology set-up is ready at the start time. If participants arrive more than 10 minutes late to a session, that day will automatically be treated as an absence. Each participant is expected to leave promptly after their session has ended unless they have need to discuss something with the tutoring session administrator for that day.

To report an absence, please email Kate Chen at [chenyuc2@msu.edu](mailto:chenyuc2@msu.edu) at least one day ahead of time. Participants will be given one free absence without previous notice with no programmatic consequences. After two absences without previous notice, any remaining time slots the participant is registered for will be cancelled and opened to others. In the case of 2 or more absences with previous notice, CLTCP staff will determine if any action needs to be taken, including future registered tutoring sessions being cancelled, on a case-by-case basis and communicate that with the participant and/or their parent/legal guardian.

## Safety and Security

There is at least one CLTCP tutoring session administrator present at all times to oversee tutoring activities. All teachers, mentors, and staff at the CLTCP Online Chinese Tutoring have been trained on CLTCP Online Chinese Tutoring and university policies and procedures. In the instance of protecting the safety of all youth participants, local authorities will be contacted and participant/parent or guardian contact information may be shared if it is deemed necessary by program staff.

## Discipline

Rules are established to help everyone maximize their learning and fun without infringing upon the rights of others. On rare occasions, we may find it necessary to remove a participant from the communication software (Zoom) for violating one or more rules. The tutoring session administrator(s) or program coordinator will make the final decisions to administer appropriate disciplinary actions and reach out to parents/guardians. Parents are responsible for supervision of their child throughout the program, including if the child is removed from the tutoring session.

Please refer to page 6 of this document for the University Prohibited Actions list, as well as your signed copy of the Code of Conduct (pages 12-13).

## CODE OF CONDUCT

**These are the guidelines that all participants are expected to observe during the tutoring.**

**All participants must agree to abide by this Code of Conduct.**

1. All participants are expected to participate fully in the tutoring sessions.
  - a. Participants are responsible for being on time to their respective tutoring sessions.
  - b. Participants must be respectful to tutoring leaders (instructors, mentors, and tutoring session administrators) and other participants.
  - c. Students will be asked to leave if there are behavioral problems that negatively affect other participants' experience or place an undue burden on staff.
  - d. Stay wherever the activities take place.
  - e. Inform your instructors or tutoring session administrator of your whereabouts.
2. Dress casually but neatly and appropriately for the occasion.
3. Participants are expected to be on time to their tutoring sessions and stay the whole allotted time.
4. Participants must abide by all University regulations and may be removed from the program for violation of such rules.
5. Participants may not assign themselves to specific rooms or teachers in the communications software (Zoom) and are expected to stay with their assigned teacher in their assigned room unless they have need to leave it. Please report any problems to the tutoring session administrator.
6. Leaving the assigned Zoom breakout room is not permitted unless they notify the tutoring session administrator.
7. Participants must use a neutral background (e.g. blank wall, digital Zoom filter, etc.) to prevent showing much of the inside of the home in the interest of privacy and safety.
8. Do not share personal information in the virtual meeting.
9. Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
10. In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
11. The following are not permitted. Violators may immediately be removed from the Zoom room and dismissed from the CLTCP Online Chinese Tutoring, including being barred from future program participation. Those engaged in illegal activities will be turned over to the proper authorities. Repair costs for damages incurred to property will be billed to those responsible for such damage. Disciplinary action will vary based on the degree of the offense and will be determined by the staff in charge of the event. The following are not permitted and will not be tolerated:
  - a. Theft (regardless of owner), vandalism, any kind of violence will not be tolerated
  - b. Using or possessing alcohol, drugs, tobacco, guns, or other weapons
  - c. Use of anything that smokes: candles, incense, cigarettes, fireworks, etc.
  - d. Sexual harassment, sexual abuse, and other inappropriate sexual behavior and/or behavior that violates rights of others
  - e. Any violation of the University Anti-Discrimination Policy
  - f. Hazing and bullying (physical, verbal, or cyber-bullying)

- g. Misuse or damage of University property. Participants may be financially responsible for damage or misuse of University property
- h. The inappropriate use of cameras, imaging and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants
- i. Zoom bombing and similar disruptive behaviors
- j. Recording interactions with other participants through the online instruction platforms
- k. Taking screen shots of or otherwise recording other participants' images, information, or participation contributions during the program
- l. Sharing inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform

MSU staff is responsible for enforcing the rules as stated. Violators will be asked to leave. If they do not leave the Zoom room promptly, they may be removed from it by staff. These rules are not subject to interpretation and each group is expected to follow them without exception. Our primary consideration is to provide a safe, secure environment for all participants. In the instance of protecting the safety of all youth participants, local authorities will be contacted and participant/parent or guardian contact information may be shared if it is deemed necessary by program staff.

**PARTICIPANT: I have read and agree to abide by this code of conduct.**

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*Participant's Signature* *Date*

**PARENT / GUARDIAN: I expect my child to abide by this Code of Conduct.**

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*Parent /Legal Guardian's Signature* *Date*

Please read, print, sign and return the form by email to CLTCP at [cltcp@msu.edu](mailto:cltcp@msu.edu)

# MICHIGAN STATE UNIVERSITY YOUTH PROGRAM PARENT/GUARDIAN CONSENT FORM

I grant permission for (print participant's name) \_\_\_\_\_ to participate in all educational and social activities of the following MSU program or activity:

Program name: Online Chinese Tutoring by the Chinese Language Teacher Certification Program

Program dates: June 7, 2022, to July 27, 2022, with a break during the week of July 11, 2022-July 15, 2022.

MSU unit/department: Chinese Language Teacher Certification Program

I understand that sessions may entail field trips and/or campus facility tours. I also understand that participants may engage in athletic or other recreational activities that have special risks.

I have read the session descriptions and approve of my child's selections. I accept any risks associated with the assigned sessions and selected recreational activities.

I understand that my child has a role to play as regards his or her safety and security. I will speak with my child about the need to honor safety rules and to behave responsibly.

(Please print):

\_\_\_\_\_  
(Parent or legal guardian)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please read, print, sign and return the form by email to CLTCP at [cltcp@msu.edu](mailto:cltcp@msu.edu)

## MICHIGAN STATE UNIVERSITY MEDIA RELEASE FORM

Participants in MSU-sponsored programs and activities may be photographed and videotaped for use in MSU promotional and educational materials. The participants are not identified by name in the materials.

I authorize MSU to record the image and voice of the subject named below and I give MSU, and all those acting with MSU's approval, all rights to use these images and voice recordings. I understand that such images and/or recordings may be used for educational and promotional purposes. This authority extends to all conventional and electronic media, including the Internet and any future media, and to any printed material.

I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any manner without compensation or liability, in perpetuity.

Print subject's name: \_\_\_\_\_

Signature of Parent/Guardian of minor participant or of participant aged 18 and up:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

# **Summer Tutoring Contact Information Form**

## **Parent/Guardian**

Name:

Email:

Phone Number:

Address:

## **Other Emergency Contact**

Name:

Email:

Phone Number:

## **Participant Name(s):**

Please return this form by email to CLTCP at [cltcp@msu.edu](mailto:cltcp@msu.edu)