

# **The FAQ of ICTP Program**

( Revised on November, 2018 )

1. Program Introduction
2. Eligible Candidate
3. Training Methodology
4. Course Content
5. Program Packages
6. Program Duration
7. Tuition Fees
8. Tuition Payment
9. Program Sessions
10. Application
11. Certificate
12. Single Course
13. Book and Materials
14. Admission Prerequisites
15. Learning Methods
16. Learning Process
17. Start Date
18. Grading
19. Make-up Exam Policies
20. Course re-take Policies
21. Certificate Awarding Policies
22. Proof of Study

## **1. Program Introduction**

Because of the rising population of Chinese learners and a shortage of highly qualified Chinese language teachers, Beijing Language and Culture University (BLCU), a comprehensive university with over 10 years' experience in online Chinese language teaching, is proud to present the innovative International Chinese Teacher Training Program - ICTP to meet the needs of Chinese teachers and those who are interested in making a career in teaching Chinese all over the world. The first global Online International Teacher Training Program is designed by BLCU's leading experts, and utilizes international quality standards to meet the demand of Chinese teaching overseas. Its mission is to deliver both quality courses and academic services enabling current or prospective teachers the flexibility and to efficiently learn, absorb and ultimately apply the methodology of Chinese language teaching.

## **2. Eligible Candidate**

Chinese Native speakers and qualified non-native Chinese who are willing to teach Chinese as a foreign language or are willing to further enhance the teaching skills.

## **3. Training Methodology**

The program is a 100% online curriculum. All courses are delivered through cloud-based Canvas learning management system that enables learners all over the world to have the access to course materials anywhere and anytime. Course contents are listed as modules. Successfully paid and enrolled applicants will receive log-in credentials from school and can start the course at their desired dates. There will be professional staff in both China and USA providing academic and technical assistance as necessary through phone or email communication.

## **4. Course Content**

ICTP program consists of 10 courses taught by renowned professors from BLCU who are specializing in the fields of teaching Chinese as a second language. The comprehensive course contents cover fundamental theory, classroom management, the application of modern technology and digital resources, and etc. To better serve the students and meet students' needs, BLCU ICTP program now divides original 10 courses into two packages: ICTP I "Language Elements Courses" and ICTP II "Comprehensive Skills Courses".

Course #	ICTP Package A: Language Elements Courses		Professor
ICTP_A01	汉语国际教育概论	Introduction to TCFL	Xun Liu
ICTP_A02	汉语语音与语音教学	Pronunciation and Its Teaching Methodology	Wen Cao
ICTP_A03	汉字与汉字教学	Chinese Characters and Their Teaching Methodology	Yanmin Liang
ICTP_A04	汉语词汇与词汇教学	Chinese Vocabulary and Its Teaching Methodology	Hongbin Wang
ICTP_A05	汉语语法与语法教学	Chinese Grammar and Its Teaching Methodology	Qiangong Liu
Course #	ICTP Package B: Comprehensive Skills Courses		Professor
ICTP_B01	汉语技能教学	Teaching Chinese Language Skills	Yan Zhai
ICTP_B02	汉语课堂教学活动设计	Chinese Classroom Activity Design	Liping Jiang
ICTP_B03	课堂组织管理	Classroom Organization and Management	Jiwei Fu
ICTP_B04	中国文化与跨文化交际	Chinese Culture and Intercultural Communication	Long Cheng
ICTP_B05	现代教育技术与数字资源应用	Modern Educational Technologies and Application of Digital Resources	Xuemei Zhao

Course Structure: each course takes 4 weeks to complete, followed by a final exam in the 4<sup>th</sup> week. Each course contains 12 units. The first 10 units are teaching/lecture units, the 11th is a review unit, and the 12th is the exam. For detailed description of each course, please visit:

<http://www.blcuonline.cn/anon/views/ictpProgram>

##### 5. Program Packages:

ICTP Package A: Language Elements Courses are designed to train new teachers or any non-professional Chinese teachers to improve and then master the basic Chinese language teaching methods and techniques.

ICTP Package B: Comprehensive Skills Courses are designed for teachers who have years of experiences, yet hope to improve their teaching skills to a higher level. Each package emphasizes particularly on different contents and skills. Candidates can apply for either or both packages that best fit their needs. If both packages are selected, students will be awarded two certificates for each package upon the completions.

## **6. Package Duration**

Each course takes 4 weeks to complete, and the final exam falls on the end of the 4<sup>th</sup> week. Candidates need to take the course continuously until they complete the learning of an entire package. Each package takes about 20 weeks to complete.

## **7. Tuition Fee**

Tuition fee for each package is \$1,250 (RMB ¥8400). Eligible applicant may be subject to additional scholarship grant on need and merit basis. Deduction of the tuition fee is available if the applicants provide reasonable written proof or application. The deduction won't be guaranteed.

## **8. Tuition Payment**

Installment payments are available upon request for each package. Payment deadline is five days prior to the desired start date. To be considered for the scholarship grant or deduction, applicants are required to submit a formal personal statement via online application. School also encourages applicants to seek alternative financial aid.

BLCU provides receipt of the tuition fee for applicants. Default invoice description is "Program Tuition" and it can be customized upon student's request.

We accept online credit card payment, bank wire transfer and cash. Bank information is listed under personal profile in student portal.

### **1 ) Credit Card Payment**

Accepted Card: VISA, MasterCard, American Express, JCB.

### **2 ) Bank Wire Transfer**

Tuition fee can be paid by domestic or international wire transfer or postal order.

### **3 ) Cash**

## **9. Program Sessions**

Courses are open for enrollment periodically. When apply, students can choose a desired start date. Please note that the students must successfully register and submit the tuition fee before the payment due date in order to start learning on time. Detailed opening dates can be found on:

<http://www.blcuonline.cn/anon/views/startDates>

## **10. Application**

To apply for this program, please visit official website ([www.blcuonline.cn](http://www.blcuonline.cn)) to fill in requested fields on the website. Student will then be contacted by our Enrollment Specialist. Prospective students who reside in mainland China may send your inquiry by phone (8610+82300172) or email ( [ebldcu@blcu.edu.cn](mailto:ebldcu@blcu.edu.cn)).

## **11. Certificate**

Students who have completed all the courses with a passing grade will earn the internationally recognized ICTP Certificate issued by Beijing Language and Culture University (Training Certificate of Online International Chinese Teacher Program). The certificate is a proof that the certificate holder has received a formal systematic training from BLCU and is eligible to join BLCU worldwide alumni network. This will bring more exposure to job opportunities for the students. A sample of the certificate can be found at:

[http://www.blcuonline.cn/images/web/zh/images/blcu\\_sample\\_certificate ICTP.jpg](http://www.blcuonline.cn/images/web/zh/images/blcu_sample_certificate ICTP.jpg)

## **12. Single Course**

ICTP program aims to systematically improve teachers' skill set. A total of 10 courses are efficiently segmented and closely interconnected in contents. We do not recommend students to take only one or a few courses from the entire program.

## **13. Books and Materials**

ICTP program is 100% delivered online. There is no required textbook. Books referred or cited during course are for your reference only.

## **14. Admissions Pre-requisite**

- 1 ) Education: Associate degree or above
- 2 ) Minimum Chinese proficiency: Native Chinese speaker or non-native speaker with HSK level 6 certificate

## 15. Learning Method

Program is 100% on Canvas platform where students will study through multimedia learning materials, discussion board, asynchronous tutor session and online interactive video learning.

Each course includes a large number of multimedia learning materials that can be viewed for multiple times.

Discussion board is open weekly for student to discuss about related topics in course content.

For any questions regarding the learning process, students are encouraged to seek for information via email or phone contact to lecturers or Teaching Assistants. Questions will be replied within 48 hours. Contact information can be found in course syllabus.

If a common question is raised by a significant amount of students and cannot be resolved by the attempts above, lecturers or TAs will schedule a time to answer the questions from the students through real-time video.

For more detailed explanations, please refer to ICTP-00 Course Orientation.

## 16. Learning Process

- 1) Submit an online application via <http://blcuonline.cn>
- 2) Application review (contacted by enrollment specialist within 48 hours)
- 3) Receive enrollment confirmation email and credential to log into student portal
- 4) Log in to student portal to pay for tuition fee <http://ictp.eblcu.com>
- 5) Receive payment confirmation email and credential to log into Canvas learning platform
- 6) Start course on desired start date by logging into <https://eblcu.instructure.com>.
- 7) Selected courses will be available to take in sequence, and the students need to complete all the courses continuously..
- 8) Complete course with a passing grade and receive the certificate from BLCU.

## 17. Start Date

Program courses are open for enrollment periodically. Students can inquire about start date via <http://www.blcuonline.cn/anon/views/startDates> In addition, there are reminder settings on the student portal and on Canvas platform to remind the students of the start dates.

Each course takes 4 weeks to complete, and the exam falls on the 4<sup>th</sup> week. Please note the due date of each week's discussion, assignment and assessment. The cut-off time is usually the following Monday at 12:00pm Beijing time. Students may not receive a grade if they miss the deadline.

### **18. Grading**

Each course is graded independently. The final grade is comprised of participation (discussion, assignment, weekly quiz) and the final exam. Class participation accounts for 40% and final exam accounts for 60%. The lecturers will respond to students' weekly quiz and assignment as well as the final exam within 3 days after submission. Students can also check the grades and lecturers' comments under "My Grade".

A passing grade is 60% or above. Students with a failing grade can contact school to schedule a make-up exam or to re-take the course.

### **19. Make-up exam Policies**

Make-up exam only replace the grade of final exam. The grade of participation will remain the same. Make-up exam's questions are randomly selected from Test Bank to ensure a similar format and difficulty level. Only 1 make-up exam is allowed for each course in a single program cycle.

To apply for a make-up exam, students can log-in personal profile page and submit "application for make-up exam" within 2 business days after obtaining the course grade.

Make-up exam starts at 12:01 AM the week of new course, and ends on the following Monday at 11:59 AM Beijing Time.

### **20. Re-take Exam Policies**

Free course re-take is available if student meet one or more conditions below:

- ① does not start or complete the current course
- ② does not attend the final exam of current course
- ③ failed Make-up exam

To apply to re-take a course, students must register for the course one week prior to the beginning of the same course in the next program cycle by logging into their personal profile page and submit an "application for course re-take".

Each course will only have one FREE course re-take opportunity. If a student fails the exam during course re-take, the student can apply for an additional make-up exam. If student still fails, the student must re-register for the program and submit tuition fee as a new applicant. There is no limit on how many times the student can re-register for the program.

## **21. Certificate Award Policies**

Students who have completed courses with a passing grade will be awarded ICTP Certificate issued by Beijing Language and Culture University.

Students need to submit the Certificate of Completion Application to gain the certificate. Within 5 days after the completion of the last course, the students can log into their personal profile page, and submit the Certificate of Completion Application. Students can also send the application to [ictp14@blcu.edu.cn](mailto:ictp14@blcu.edu.cn). There will be a verifying process after the application is received, and the certificate will only be granted if the students pass the verification. There will be about 20 days of pending time before the students receive their certificate.

Students who have completed 10 courses (2 packages) can apply for separated certificates after the completion of 5 courses in the same package. However, if the courses don't belong in the same package, the application will not be accepted.

## **22. Proof of study**

Students must have completed at least 3 out of 5 courses in one package in order to qualify for the proof of study issued by BLCU. Please visit the personal profile page and click "Proof of Study application". Students will receive a scanned copy of their proof of study within 10 days of the request submission.