
Teaching Schedule

While we know we won't get our class schedule until right before the session begins, is it possible to know how many times per week and/or hours per day my class will meet?

Summer: If it is a 3-credit course it typically meets 3 times a week for 3 hours, including break. For a 1-credit course, it typically meets once a week for 3 hours, including a 10- minute break.

Semester: If it is a 3-credit course, the class typically meets once a week for 3 hours including a break.

Teaching Facilities, Technology & Classroom Setup

Will there be office space available for VPS?

Unfortunately, the USAC Office in Shanghai is not large enough to accommodate Visiting Professors. Please plan on using your apartment/room as your office and to store your teaching materials.

Is there a printer available?

A printer in the USAC office is available for professors to print tests and handouts. One day notice is appreciated. Printing of class-related materials is free for the professor. If the professor is preparing a large reading packet that the students will use as their textbook, individual students will pay for this. You also have access to the university printing/copying centers at a reasonable cost, just bring them a thumb drive (and be sure to scan it for viruses when you put it back in your own computer).

A copy machine?

The USAC office in Shanghai doesn't have a copy machine, but there is a copy center available on campus, and USAC will pay for class-related copying, such as handouts and tests.

Is there high-speed internet?

Free campus Wi-Fi is available in the classrooms, as well as other areas on campus. It works fine most of the time, but sometimes the speed can be slow and the connection unstable. Access to campus Wi-Fi requires a student ID number and passcode, which can be obtained from USAC office once on-site.

A VCR or DVD player?

There is no VCR available. A DVD player can be arranged with early notice.

A projector for PowerPoint?

Yes, each classroom has an overhead projector and audio

Will I need to bring my own laptop or equipment to do any of the above?

Some classrooms have their own computer, but some don't. It will be addressed once on site.

What is a typical class size?

Approximately 10-25 out of 25-40 students may be enrolled in one class.

What are some suggestions about assigned readings for students?

Since students may add/drop courses on site, it is often a better idea for professors to prepare a reading packet for students made up of article/books excerpts rather than having students purchase a text book in the US. They can post these readings online and students can decide whether they would like to read them online or print them off. Students will have access to both Wi-Fi and Ethernet connections for the internet, so they will be able to access the readings, even though the internet connections can be slow. Past VPs have shared articles/readings electronically with students via emails, Dropbox, Google Docs, etc. and it has worked fine. You can also prepare "course packets" on individual thumb drives to hand out to students as most seem to bring their own devices with them. If choosing this option, let students know beforehand.

If the VP needs students to have a hardcopy of the assigned readings, s/he can print or make photocopies in the copy shop on campus. The USAC office can recommend the copy shop that the staff uses to the VP.

Students don't have access to a printer in their room/apartment or in the dormitory, but there are many places on campus for students and faculty to print, photocopy, scan, etc. One place near the USAC office does all of this, as well as book binding. The USAC office can print material, but not photocopy it, so it might be easiest for the VP to take a USB drive to the copy place, and print and photocopy their material all at once. To make it easier for everyone, USAC has an account set up at the copy place. VPs just need to sign their names after copying the material, and USAC pays them.

What is the dress code or customary dress for faculty?

China is pretty flexible with the dress code. In general, wear warm clothes with layers in winter; and light clothes in summer. (T-shirts, light shirts, jeans are common for men in summer. For women, T-shirts, dresses, skirts, light shirts, capri pants, etc.)

Campus Resources

Will I receive a Faculty ID from the host university? If so, what benefits will I be able to enjoy?

VPs coming to Shanghai will not receive a Faculty ID; instead they can get a student ID. The ID may be used for discounts on entrance tickets to museums, concerts and parks, or events that permit a student discount, although it is not respected everywhere (especially if you look much older than a normal student).

Are there facilities on campus to which I will have access (e.g. cafeteria, teacher's lounge, library, fitness center etc.)?

Since the VPs in Shanghai can obtain a student ID, the facilities that are accessible to students apply to VPs, i.e. cafeteria, library, etc. Facilities and/or events exclusively for faculty in the university may be accessible for VPs as well with an early arrangement. As for fitness, there are commercial fitness centers in the area for reasonable fees (be sure to negotiate down from the advertised prices).

Can I enroll in USAC classes?

Yes, Visiting Professors may enroll in language and USAC classes for no additional cost.

Housing

I understand that the on-site staff will help with making housing arrangements if I request it in my submission of the Housing form closer to departure, but can you give me an idea of what the most common type of housing is that VPs choose?

A spacious 2 bedroom apartment is available for VPs. The apartment is located in the proximity of campus. Typically, we locate apartments for VPs in the university neighborhood, within walking distance or a short metro ride to campus, unless otherwise requested. Being close to campus is a great asset as you may want to stop home for lunch between classes and it also provides easy access to the USAC Office. The main street there is also rich with a wide variety of restaurants. Another plus is easy access to spacious Zhabei Park and Daning Park which are within walking distance from the apartment or the campus. Finally, access to the subway is just a few minutes up the street (be sure to buy a rechargeable transit card for getting around the city).

Are there washers and? If not, where can I do laundry?

The apartment complex has hundreds of apartments, which are equivalent to houses in the US, so there are no public facilities such as washers, dryers, etc. Since using a dryer is not common in China, the landlord may equip the apartment with a washer, but no dryer.

Each international student dorm has washers and a dryer. Previous VPs have brought their clothes to school to do laundry.

There is also commercial laundry and dry clean service in the city. They charge a fee. Free pickup and delivery is available.

How do I pay for rent/utilities? Can I use personal checks?

Rent and utilities must be paid in cash. Unlike the US, personal checks are not used at all in China. It is not recommended to attempt to cash personal checks at a bank because it is inconvenient – it usually takes a couple of months to process regardless of the amount, and there is a high rate commission fee. The common practice for Shanghai is that the Resident Director will front the rent 3 months in advance to secure the lease. VPs pay to the RD as soon as they get to the site.

Previous Visiting Professors to Contact

Are there faculty members who have taught at this location before who I may contact for advice?

Yes. Please contact Sabrina Harris to request the contact information of former VPs who have agreed to be listed as contacts for newly selected VPs.

If you have any questions that are not addressed here, please contact Sabrina Harris at VisitingProfessors@usac.unr.edu for further information.