



# DEPARTMENT OF MODERN LANGUAGES AND CULTURES

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## MLC and NCCU Online Tutor Expectations for Spring 2025

This document outlines the tutor's roles, responsibilities, and expectations for the spring semester of 2025 in the VMI-NCCU BEST Huayu Program. This document is in addition to the formal MOU and expectations set out between VMI and NCCU.

- Tutor Responsibilities

The tutor is expected to dedicate three hours each week to tutoring sessions with students. These sessions may be conducted one-on-one or in small groups, depending on the number of students who sign up and their specific needs. These sessions should focus on conversation practice, grammar support, and answering any language or cultural questions.

The tutor should schedule these sessions on a weekly basis ensuring accessibility for all students enrolled in Chinese classes at VMI. MLC faculty will be available to assist with setting up tutoring schedules to ensure adherence to VMI scheduling policies. MLC faculty will observe some tutoring sessions and be available to provide some pedagogical support.

- Expected Qualifications

The tutor is required to have a master's degree in a relevant field, such as Chinese language, linguistics, or Chinese studies.

The tutor should possess a high proficiency in Mandarin Chinese. They should be able to explain language nuances effectively and provide clear guidance on cultural references in language usage.

The tutor is expected to have a deep understanding of Chinese and/or Taiwanese cultural practices. They should be capable of integrating cultural insights into language teaching to enhance students' contextual knowledge of the language.

The tutor should be approachable, patient, and skilled at fostering a supportive learning environment. They must also be open to receiving feedback and willing to collaborate with faculty members from MLC to support students' success.

- Compensation

The BEST Huayu program will compensate the tutor through NCCU based on the number of hours worked per week for 14 weeks of tutoring. If students do not show up to tutoring sessions, the tutor will still be paid for their time.