

CHEN, MIN

East Asian Languages and Literatures
Yale University

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PROFESSIONAL HIGHLIGHTS

Harvard Beijing Academy, BEIJING, CHINA

2009/6-8: Lecture instructor
 Course head of Second Year Chinese

Responsibilities:

- Plan the curriculum for the class
- Supervise and train 18 drill instructors
- Design classroom interactive activities
- Make dictations, quizzes, tests and final exams

DUKE STUDY IN CHINA, BEIJING, CHINA

2008/6-8: Lecture instructor
 Coordinator of Fourth Year Chinese

Responsibilities:

- Plan the curriculum for the class
- Design classroom interactive activities
- Supervise two drill instructors
- Make dictations, quizzes, tests, supplementary materials and final exams

YALE UNIVERSITY, CT, United States of America

2006/7-Present: Lector

Responsibilities:

- Lecture and drill intermediate Chinese (Chns130/140)
- Design classroom interactive activities

HARVARD UNIVERSITY, MA, United States of America

2004/9-2006/6: Preceptor
 Course Head of Elementary Chinese (Chinese Ba, Chinese Bb)

Responsibilities:

- Plan the curriculum for the class
- Design classroom interactive activities
- Choose sentence patterns
- Make dictations, quizzes, tests and final exams
- Supervise 3 to 5 drill instructors
- Help train new teaching fellows and drill instructors

HAMILTON COLLEGE, NY, United States of America

2003/7-2004/6: **Lecture instructor and coordinator of First Year Chinese**
Lecture instructor and coordinator of Second Year Chinese
Lecture instructor of Fourth Year Chinese

Responsibilities:

- Plan the curriculum for the class
- Design classroom interactive activities
- Choose sentence patterns
- Make dictations, quizzes and exams

ASSOCIATED COLLEGES IN CHINA, Beijing, China

2001/5-2003/7: **Lecture instructor of Second, Third and Fourth Year Chinese**
Assistant to the Field Director

Responsibilities:

- Plan the curriculum for the class
- Prepare lecture notes for the lectures
- Assist teacher recruitment and training workshop
- Organize extracurricular activities of the entire program (cultural lecture, languages practicum, weekend excursion, China Night and field trip)
- Communicate with ACC host university (CUEB) for regular operation, such as classroom and dorm reservation, transportation support

1998/6-2001/5: **Lecture, drill, conversation and individual class instructor of Second and Third Year Chinese**

Responsibilities:

- Plan the curriculum for the class
- Prepare lecture notes for the lectures
- Design drill class and conversation class activities
- Design weekly language practicum
- Make dictations, quizzes and exams

PEOPLE'S COURT OF CHAOYANG DISTRICT, Beijing China

1997/5 - 1997/7: **Judicial Clerkship (Internship)**

EDUCATION

Summer, 2010 – Present	Master of Teaching Chinese as a Foreign Language Middlebury College, Summer School
7-2000	Master of Arts, Economic Law Capital University of Economic and Business, Beijing, China
7-1997	Bachelor of Arts, Economic Law. Valedictorian

Capital University of Economic and Business, Beijing,
China

HONORS, AWARDS, AND GRANDS

1. Center of Language Study Summer Grand (Summer, 2008)
2. Center of Language Study Summer Grand (Summer, 2007)
3. Nomination for Joseph R. Levenson Memorial Teaching Prize (for undergraduate teaching, Harvard University, 2005)
4. Certificate of Distinction in Teaching Award (Harvard University, 2004-2005, 2005-2006)
5. Valedictorian Scholarship (Capital University of Economics and Business, 1994-1997)
6. Tokyo Bank Academic Scholarship (Capital University of Economics and Business, 1995)

PUBLICATION

Fun with Chinese (Foreign Language Teaching and Research Press, 2009-2010)

Crossing Paths – Living and Learning in China (Peking University Press, 2004)

CONFERENCE PAPERS

“High Technologies Applying in Yale University”, presented at The 5th International Conference and Workshops on Technology and Chinese Language Teaching in the 21st Century, Macau, China, June 2008 (Paper was collected in conference proceeding)

“Teaching Pronunciation and Tones Effectively: Skills in Teaching Elementary Class”, presented at The 6th International Conference on Chinese Language Pedagogy, Nanjing, China, August, 2007 (Paper was collected in conference proceeding)