



Thank you for choosing Connect! We hope you have a wonderful experience on our program.

CONNECT looks to complement knowledge acquired in university classrooms and professional environments by providing a practical, professional job shadowing experience in an environment that expands the participants' global understanding and enhances their English communicative skills.

We hope participants will be equipped with the knowledge, skills and character that lead to successful careers and vibrant communities.

Connect Program

Participant Orientation Manual



NANJING CONNECT GLOBAL CO., LTD.

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A Letter from Our Executive Director



I have had the privilege of living and working in China since 2002. During this time, I've taught thousands of students on Chinese university campuses. My goal has always been to impart knowledge and skills that would give them the best chance of success in the future.

As I interacted with students, I began to discover the limitations of the classroom. Students who were about to graduate felt inexperienced and ill prepared for the next stage of their lives. My desire to see them succeed brought me to think of how I could take the life-changing experiences that have helped me be successful, and give them to students across China.

Those thoughts have led to the establishment of our company, which provides opportunities for individuals to develop professional skills, expand their worldview through firsthand experience, improve their English through immersion and acquire life lessons that lead to success.

I'm positive that our programs are true investments into the lives of individuals, and will improve their confidence and success when making career and life decisions.

Sincerely,

Adam Ryan Vincent

Adam Vincent

Executive Director



Model:

我的美国住家把我当作家里的一员，吃饭前大家一起唱歌挥手让我感到很温暖欢乐。



William:

It is such an exciting and fruitful summer living with an American family and work with professionals. It helped me know better about myself and prepare my future career.





Steven:

我之前觉得自己不会去儿科，因为不喜欢。不过参加威尔逊医学交流的时候，有机会跟着一个儿科专家见习，体验到儿科医生的工作。现在我感觉儿科也是个不错的选择。在这个项目中接触到很多科室，很赞！



Susan:

在美国的时候，我和很多医生都有交流。最喜欢的是整形外科，因为有好多仪器，我常称它们为“玩具”（笑）。不过除了长见识，寄宿家庭其实教会了我如何做人：从美国回来后，“为我的国家服务”这个观念已经深入人心，改变了我的生道路。



Getting Ready For America

Congratulations! Your American families and professional mentors are just as eager to meet you, as you are eager to meet them. This manual is designed to cover the essential information needed to get you ready for your amazing time in America from home to workplace.

Project Overview



Arrival

The first few days will get you oriented to your host homes, city and overall program experience. For example: sightseeing, city tour and welcome banquet. Be sure to get some rest if you need it.



Mondays-Fridays

Most of the time you are shadowing the professionals at their workplaces. These schedules take a lot of time to put together and may change. Your professional mentors are excited to show you what they do everyday at work. Please be patient and flexible. Respectfully communicate with your program director/Connect representative if there are any problems or requests.



Evenings

Expect to be busy with parties and other events. You will get tired of answering the same questions. People will be very curious about you. You will learn how Americans start conversations. Push yourself to engage. Be ready to make and give a presentation about China. Take these opportunities to improve your cultural understanding and communication skills.



Weekends

You will have three weekends in America. Expect some time with your host family, shopping or sightseeing. Most go to church on Sunday. Let your host family know if there is something specific you would like to do, they will try to arrange it for you.

Proper Behavior



In the Home

“Make yourself at home.” Wear your shoes inside and take off your jacket or coat, if you are wearing one. Expect to be in air-conditioned buildings all day and night.



Respect American Privacy

Stay out of other people’s bedrooms and home office. Kitchens and living rooms are free space. Ask first if you want to look at something in the house.



Laundry

Your host will offer to wash your clothes for you. Don’t be afraid to ask to have something washed. Only use the washing machine and dryer for cleaning clothes. Americans wash their undergarments with other clothing.



In the Bathrooms

- Toilet paper must go in the toilet, and tampons and pads go in the trash can beside the toilet.

- Ask the host how to use the shower, as it can be confusing, and make sure the shower curtain stays inside the bathtub to keep water from leaking out onto the floor, and the second curtain stays on the outside.

- Americans usually shower in the morning or after exercising, but showers at night are also acceptable. Try to keep your showers to less than 10 minutes, or else there might not be enough hot water for everyone.
- Hang your towel back on the rack to dry and use it again the next day.
- Towels, soap, shampoo and toothpaste are provided by the host.



Sleeping

Your bed will likely have a thin bottom sheet, a then top sheet and a quilt. Sleep between the two thin sheets. Don’t sleep with your windows open. Please keep your rooms tidy and make your bed when you are done sleeping.



Asher:

My experience in Walmart in America taught me how to be a small part in a huge company and how to truly in-tergrade into it.



Emily:

My favorite part of the program is that I could learn the culture of different companies and also improve my oral English.

Travel Preparation

- 五天的内衣裤和袜子。
- 带三套适合工作场合或者稍正式的场合的衣服。
- 夏季带一件薄外套，冬季带一件厚外套。
- 准备一双运动鞋一双皮鞋，运动鞋出去玩穿，皮鞋工作日穿。冬季女生也可以穿款式正式的靴子。一双室内拖鞋。
- 带个电脑，那边是可以上网的，打电话的话有时信号不好，qq微信上视频聊天比较好。
- Power converter 美国的电压不一样，没有转化器会伤害你的电子设备。
- 住家会提供毛巾，浴巾，肥皂，沐浴露等，自己的洗漱用挑一些轻便的带着。
- 对于女生，卫生用品和化妆品自己带。
- OTC 药物，如果你有自己特别需要的药物的话，记得带好。不要带液体的中药。
- 带一些零食。
- Hair dryer 我住的那家没准备，自己也没带，有点儿麻烦。注重发型的可以考虑带一个。
- Sunglasses 美国的天气一般很好，即使在中国不带太阳镜的也建议带一副。
- Connect Notebook 可以参考里面的问题向美国人提问。
- 礼物可以一家送一份，我当时就送给一家一幅裱好的十字绣，他们很喜欢。



Meals

If you are offered something you want, then accept it the first time; you may not get a second chance. You should try everything, but you don't have to finish anything. If you want more, ask for seconds. "May I have some more?" Water is safe to drink from the tap. Do not spit your food onto the table. If you have to take food out of your mouth, put it in a paper napkin. Drink soup with a spoon; do not lift the bowl to your mouth. Do not make slurping noises when eating or drinking, and try to chew with your mouth closed.

Americans are very concerned with their understand of "sanitation". Do not use your spoon to get food from a shared dish. Only use the one that is provided with the dish. Food on your plate is just for you to eat; don't put it back in the dish. Many families will say a blessing or pray before a meal. At the very least, do not talk while they pray. If you want, you can close your eyes, too, until you hear the word "amen", which closes the prayer.



Restaurants

Most American restaurants do not have family style dining, so ordering food at a restaurant can be very challenging. Don't be afraid to ask for help. Study your vocabulary! For example: appetizers and entrees. Water and other drinks are served with ice (even in the winter), unless you specifically ask for no ice. Sweet tea is very sweet! At a non-fast food restaurant, you should leave a 15% tip.



Be Prepared and On-Time

Setting an alarm, communicating with your host about breakfast and getting ready is your responsibility. Being ready to leave at the scheduled time is very important. You can't be late!! There is no mid-day rest or long lunch breaks, so eat a big breakfast and take snacks.



What to Wear

The weather varies in every host city, so please search the Internet to find what the weather is like in your host city. If you have a question about what you should wear for your job shadowing, please ask before it's time to start packing; however, business casual should be appropriate for most positions. Just be aware, this varies from position to position. Ask your host family what to wear to church, it will either be casual or dress clothes.



Phone Manners

The one consistent request we hear from the hosts is for participants to not use their phones so much. When someone else you know is in the room, please put your phone down, and do not use your phones at the dinner table or in meetings.



Job Shadowing

Have a learner's attitude, ask questions, participate in activities and take interest in everything. Respect and obey the professionals, and follow company regulations (i.e. proper attire, on-time, no smoking, restricted areas). Be flexible. Provide honest feedback to the local project coordinator, without a complaining heart, every other day.



Smoking and Drinking

You are a guest in your host home; your host family has every right to set the rules for you in their home in this regard. Please talk with them about guidelines for these behaviors in their home, and respect their wishes.



Dating

Exclusive dating for program participants is not permitted. Any time spent with those from the opposite gender should be done in group settings, always. In your host home, leave bedroom doors open when someone from the opposite gender is present.



Touching

Americans often give hugs, but not in a professional environment. A person of the opposite gender should only give you a short hug. Massaging or holding a person of the opposite gender is never okay. Women don't hold hands with each other, nor do men. Don't worry about being impolite if someone is being inappropriate. Just say "NO" or "Excuse me, that's not appropriate in my culture." or "Stop. That makes me feel uncomfortable." If something inappropriate happens or if someone makes you feel uncomfortable, tell your host family, local project coordinator or Connect.

Checklist

- Practice English
- Get gifts and "thank you" cards
- Send Connect a self introduction
- Print/Download personal pictures to share with you hosts
- Think about giving a presentation of your life in China (Americans love numbers, data, history and culture)
- Talk with your Chinese bank about using your ATM/credit card in the U.S.
- Make sure your phone will work in the U.S. Send Connect your IMEI number. (If you have an extra phone, you can take it just in case)
- Passport
- Visa Invitation Letter
- Program Schedule
- Plane tickets
- Set a reminder to be at the airport at least 3 hours early for your international flight
- SIM Card and mobile phone
- ID Card
- Student card and student certificate, or work certificate

Packing Suggestions

The following are suggestions from previous participants:

- 一个大号行李箱，不建议带多个小的。给回程的时候预留一些多余的空间，因为会有各种礼物之类的。

Guidelines and Expectations



Mobile Phones and Electronic Devices

You will get an American SIM card before you leave China or when you arrive in your host city. In order for us to provide you with the proper SIM card, please submit your phone's IMEI number to Connect if you have not done so already. You are responsible for your phone and electronic devices.



Money

All of your basic expenses are covered, except for lunches during your job shadowing. For that, we recommend bringing \$150. Beyond that, some past participants have gone the entire program without spending any other personal money, but some participants have spent a lot of personal money for shopping. It really depends on you. We do recommend that you take some additional cash in case of an emergency, but \$300 or less should be plenty. ATM/Credit cards are also convenient to use in the U.S., but check with your Chinese bank before traveling to America to ensure you can use them abroad.



Lost and Found

You need to be personally responsible for your belongings. Connect is not responsible for individuals losing personal belongings or money.



Connect Program Values

We believe that well educated individuals should have a foundational understanding of all worldviews and value systems throughout the world. Values that are embraced by most cultures include: integrity, respect towards everyone, positive attitudes and an adaptable and flexible spirit.



On the Street

You may NOT drive! Someone will always be available to drive you where you need to go during the program, as few US cities have a practical, public transportation system, and taxis are very expensive and have to be reserved by phone. US law requires you to wear a seatbelt. While walking, be sure to only cross at a crosswalk with a green light and look carefully both ways, as Americans drive very fast.

Conversations



First Impressions

Smile, give a firm, short handshake and show confidence with good eye contact. Say your name clearly and confidently. Make sure you pay attention to their name. Say, "Nice to meet you, _____." If you didn't hear their name, ask, "Sorry, what's your name?" Or you can ask them to write it down for you in your notebook. Remembering people's names is important.



Small Talk

Watch and learn how Americans talk and interact with each other. Be confident when you are talking. Don't be afraid to go up to a stranger and say your name and offer your hand for a handshake. Most meetings involve lots of small talk. Ask questions like:

- How are you?
- Are you from here?
- What do you do for a living?
- What's your favorite sport?



Speaking Tips

Americans like asking questions and getting information (silence is not gold). Not asking questions is generally considered not interested or not caring. Asking a question shows you are paying attention. Americans like to "kid around" and laugh a lot. It's their way of making you feel comfortable. Sarcasm is sometimes used to do this. Americans also tend to talk about problems directly (in a polite way). Americans don't laugh when embarrassed, so they will not recognize a Chinese embarrassed laugh. Avoid the following:

- Do not say "那个" when talking in Chinese around Americans. It sounds like "nigger," which is very, very bad.
- Do not say "Oh my God" or other movie slang; it is impolite.
- Don't talk with people of the opposite gender about sex.

Guidelines and Expectations

- Don't ask about the price of things in the host home.
- Don't ask about salaries directly; instead ask, "In general, how much do people in your profession make?"

American Culture



Typical Americans

Most Americans know very, very little Chinese, or about Chinese culture and history; however, most are interested in learning. Most have no idea how much freedom Chinese have, how big the malls are, or how convenient the bullet trains are. Many Americans view China with a mix of respect and fear. Respect for its history, culture and strong economy; and fear of communism and military power. Remember, you are a mirror and a walking advertisement of China.



Gifts

It's polite in American culture to provide your host family and professional mentors with a small gift, ¥100 or less. It's the thought that counts and not the cost or size. Common gifts are paper cutouts, tea sets, chopsticks, scrolls, Chinese knots, something unique from your hometown, a picture book, post cards. Do NOT bring food items as a gift. Gifts can be given when you arrive, and you should leave a "thank you" card when you leave your host home.



Religion

Most Christians are eager to talk about their beliefs, so don't be surprised if someone brings it up. If you feel uncomfortable about a conversation, just say, "That sounds very interesting, but maybe we can talk about that some other time." Many Americans go to church on Sunday mornings. If your host family invites you to go with them, we suggest you go even if you don't believe in God, as Christianity greatly influenced American culture. Be sure not to talk while people are praying.

Key Christian Ideas:

- Heaven and hell are real and forever.
- Jesus is both God and man.
- The Bible, God's word, has no mistakes.
- All people are born sinners.
- Christianity is about a relationship with God by faith through grace.

Sunday Church Service:

- It's like a concert with a 45 minute talk, and it will last two hours or less.
- Money is collected at some churches, but you are not expected to give.
- Communion: a religious ceremony for Christians. Drink wine or juice and eat a little piece of bread. Only for Christians to do.
- Baptism: a ceremony for a new Christian or sometimes a baby.
- Some go to a "Sunday School" class before or after church service.

Other Important Information



Safety Tips

We do everything we can to keep you safe while participating in our program. Please keep a written copy of your host family's, local project coordinator's and Connect staff telephone number with you in case you lose your phone or the battery dies. Always carry some cash (\$25) with you. Don't take too much cash out with you, and take care of your personal belongings. Do whatever a policeman tells you. Look him/her in the eyes, and keep your hands visible. Be extra careful in parking lots. Never go out alone at night. Do not walk with strangers, and never get in a car with someone who is not a part of the Connect program unless he/she has been introduced to you by someone from the program. Finally, call 911 if you need help in an emergency and no one is around to help you.



Jet Lag

After traveling across the world, it is common to experience something called "jet lag." You will find yourself overly tired and your sleeping patterns disrupted for a few days. The best thing to do is to try to resist sleeping at the wrong time for your new culture, and drink a lot of water, even on the airplane. Your body will still be on China time, but you should do your best to live on American time to get adjusted.



Medical/Allergies

If you have any medical condition, allergies, difficulty with any type of food, weather conditions or environmental issues, please notify Connect, your host family, and your local project coordinator.