



Culture and Communication Consultants

Professional Communication Program for International Teachers and Scholars

Frequently Asked Questions

What is the Culture and Communication Consultant program?

This program provides opportunities to build connections between undergraduates and international teaching fellows (ITFs).

- Through their interactions in seminars, workshops and individual meetings, international graduate students get to know Harvard undergraduates, are able to ask any questions they have about Harvard college culture, develop a deeper understanding of undergraduates' classroom expectations, and gain more awareness of the varied academic and social backgrounds among the undergraduate community. As a result, they become more informed teachers and successful communicators.
- Undergraduates learn about graduate student life, the experiences of international graduate students, oral English language development, and the nuances of intercultural communication in academic and classroom environments. They are trained to recognize and give constructive feedback on language production and teaching skills, and are involved in the process of program evaluation and development.

What are the main duties of the position?

- Attend seminars and assist as needed. All new consultants will function as CAs for the Classroom Communication Skills for ITFs seminar (CCSC). This is considered part of the training for the position, since attending and assisting with this seminar helps undergraduates better provide feedback on communication and teaching strategies development.
- Meet with 3-5 language partners weekly.
- Participate in training meetings.
- Contribute to program development as needed (e.g. feedback on publications, suggestions for program development, etc.).

What is the time commitment?

Ideally consultants work for about 8 hours/week, though hours may be flexible. The main time commitment involves attending CCSC for 3 hours/week (two 1.5-hour meetings), and meeting with up to 4–5 language partners for an hour each week. There may be other duties, such as assisting with program administration, video recording micro teachings, or assisting with periodic

workshops. We also have 3 training meetings each semester that are 1.5 hours long, and there is usually about an hour's worth of emailing (e.g. for coordinating meetings and sending updates) each week. Pay is \$15/hour.

What are the opportunities for professional growth?

Through interactions with international graduate students in individual meetings and in seminars, undergraduates have appreciated the opportunity to learn about college teaching, graduate student life and international graduate student experiences. Undergraduates also get hands-on practice with intercultural communication and learn about the process of language development. Undergraduates receive training and support throughout the semester.