

Curriculum Vitae

Congcong Ma

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Higher Education

Beijing Normal University School of Chinese Language and Literature Master of Arts in Applied Linguistics	September 2009 - July 2012
Minzu University of China School of Literature, Journalism, and Communication Bachelor of Arts in Teaching Chinese as a Second Language	September 2005 - July 2009

Teaching Experience

Assistant Teaching Professor

University of Notre Dame August 2012 – Present

- Fall 2012 – Present: Teaching first-year Chinese (EALC 10111, 11111 and 10112, 11112).
 - This is a five-credit beginner course, introducing and providing the basic training of elementary Mandarin pronunciation, grammar, reading and orthography. I was responsible for preparing classes, weekly schedules, quizzes, tests, students tutoring and assignment grading.
- Spring 2015 – 2016; Spring 2017; Spring 2018 – Present: Designing and teaching Elementary Chinese I and II (EALC 10001 and 10002).
 - Elementary Chinese is a course of the sequences of two three-credit courses, a sequence that covers the same materials as First-Year Chinese I.
- Fall 2020, Fall 2021– Present: Teaching Fourth Year Business Chinese (EALC 41411)
 - This course is aimed to enhance students' Chinese skills in business context by integrating the study of Chinese language with introduction to Chinese business environments and culture.
- Fall 2014 – 2015; Spring 2016 – Fall 2019: Taught third-year Chinese (EALC 30311, 31311, 30312 and 31312).
 - This course is designed for students who have completed two years of college-level modern Chinese
- Fall 2015: Co-taught Hybrid first-year Chinese (EALC 10121)
 - This course adopts an innovative format that combines traditional classroom instruction and online self-learning. Students learn grammar through online tutorials and quizzes. Class time is optimized for enhancing student proficiency through intense drill work and authentic communicative tasks. I was responsible for preparing drill work and student tutoring.
- Fall 2014: Taught one session of first-year class (Heritage Track).
 - This course is designed to improve reading and writing abilities for Chinese heritage students who can conduct basic conversation at home.
- Fall 2013 – Spring 2014: Taught fourth-year Chinese (EALC 40411 and 40412).

- This course is designed for students who have successfully completed three years of Chinese language or equivalent courses.
- Fall 2012 – Fall 2013: Taught second-year Chinese (EALC 20211, 21211, 20212 and 21212).
- This course is designed for students who have successfully completed one-year Mandarin Chinese language courses at the college level.

Visiting Assistant Professional Specialist

University of Notre Dame

January 2012 - May 2012

- Taught four sessions of first-year Chinese classes and was responsible for preparing class materials, tests, and assignment grading.

Visiting Instructor in Chinese

Duke University

August 2011 - December 2011

- Led two sessions of first-year Mandarin Chinese, both of which included 12 students. I was responsible for preparing drills and assignment grading.
- Taught one 18-student section of intermediate Chinese. Each class for the course normally includes a review drill, an activity, and a quiz.
- Taught one advanced Chinese class each week. My responsibilities included conducting grammar reviews, error analyses, and a discussion of readings with students.

Head Instructor of Second/Fourth-Year Chinese

Notre Dame in Beijing (NDiB)

Summer 2015, 2017

- Led second-year track, which had 10 students from the University of Notre Dame in 2015 and fourth-year track in 2017. NDiB is the first intensive Chinese summer language program held by the University of Notre Dame. This new study abroad program is located at Peking University.
- In charge of second-year or fourth-year Chinese teaching, mentored all the drill teachers and was responsible for course syllabus and weekly schedule design, creation of homework and exams, grading, daily preparation meetings and evening coaching.
- Taught 2 sessions of lecture from Monday to Thursday, conducting three 30/40-minute or two 50-minute long one-on-one sessions from Monday to Friday.
- Co-responsible for student residential issues, including airport pickup, apartment arrangement, invited speech, celebration party, weekend travel, mid-term trip to Hangzhou/Shanghai in 2015 and Xi'an in 2017.
- Participated in pre-departure meetings, program promotion, communication with Peking University and others.

Head Instructor of Third-Year Chinese

Princeton in Beijing (PiB)

Summer 2014

- Co-Led third-year non-heritage track with Prof. Tao Peng, which had 49 students from over 10 US universities and 16 local teachers.
- Taught at least two 50-minute classes and conducted two 50-minute long one-on-one sessions every weekday, which was equivalent of two years of college Chinese in the US.
- Responsible for teacher's preparation meetings, classroom and teaching arrangements, daily homework, oral reports, weekly exams and students' grading.
- Led Chinese tables twice every week, excursions once every week, took charge of Chinese calligraphy classes and participated in invited lectures.

- Served as judge for the Beijing and Tianjin Regional Speech Contest. I tutored students to attend the contest, one of whom won the first-prize and three others earned the third prize.

Instructor

Duke Study in China (DSiC)

Summer 2009, 2010, 2011, 2012

- Spent four summers serving as an instructor in Duke's intensive Chinese program in Beijing. Students complete the equivalent of a year of college Chinese in the US during the two-month long program.
- Gave lectures and one-on-one sessions in the years 2011 and 2012 as the head teacher of the third-year heritage track class. Led meetings with other teachers and was responsible for tests, homework and grading.
- Spent two summers teaching non-heritage, third-year Chinese students in 2009 and 2010. Worked closely with other instructors to prepare class lectures and tests.
- Also tutored students with pronunciation problems and led groups of students during weekend travel activities.

Administrative Experience

- Fall 2015 – Present: Administering and overseeing First-Year and Elementary Chinese language courses as the Coordinator of First-Year/Elementary Chinese at the University of Notre Dame.
- Fall 2013 – Present: Cooperated with the Center for the study of Languages and Cultures (CSLC), and is in charge of first-year peer tutoring, mentoring tutors and providing tutoring sheets every week. Responsible for the entire Chinese peer tutoring from January 2017 on.
- 2013 – Present: In charge of Mid-Autumn Festival Celebration Party every year from 2013 to 2022 except 2020 due to COVID-19. Duties included applying for funds, arranging programs, providing food and drinks.
- 2022: In charge of Lunar New Year Celebration Party. Duties included applying for venue, funds, arranging programs, providing food.
- 2014 – 2016, 2022: Leading first-year students to participate in the Midwest Regional Chinese Speech Contest from 2014 to 2016, and 2022. One student won First Prize in 2022 and 2023, Four students won second prize and five students won third prize from 2014-2016.
- 2012 – Present: Cooperated with colleagues to hold extracurricular activities such as Celebrate Asia, Chinese Speech Contest, Chinese Food Festival, Chinese Table and other related activities.
- 2022: in charge of the Chinese Bulletin Board in O'Shaughnessy Hall to promote Chinese program.
- 2012 – 2017: Taking charge of the first-year Chinese table, which usually includes culture introductions and related activities.

Article Publications (*indicates written in Chinese)

- Congcong Ma. * Enhance Students' Pronunciation: The Use of Three Technological Tools in TCFL, [C]Digitized Chinese Teaching. 2016: 418-424. Beijing: Tsinghua University Press.
- Congcong Ma. *A Study of Topic Design Principles for Intermediate-level Chinese Textbooks, [J]Chinese Language Globalization Studies. 2019(10): 94-101. Beijing: The Commercial Press.

Professional Conferences

- (Upcoming) “How to Enhance Language Teaching Through Peer Tutoring Programs”, the 2024 Annual Conference of the Chinese Language Teachers Association (CLTA), St. Louis, Missouri, April 5-April 7.
- “The Reflection on Online Assessments for Beginner Chinese”, the 2023 Midwest Conference on Asian Affairs Annual Meeting (MCAA), the University of Illinois, IL, September 29-October 1.
- “The Design and Challenges of Online Exams for L2 Beginner Chinese”, the 2023 Annual Conference of the Chinese Language Teachers Association (CLTA), Washington DC, March 31-April 2.
- “Design of Hybrid Business Chinese Course”, the 2022 American Council on the Teaching Foreign Languages (ACTFL) annual conference, Boston, MA, November 18-20.
- “Enhancing Chinese Language Instruction through Incorporating Culture”, the 2022 National Conference “Fostering a Community of Cultures Through Intercultural Competence”, Notre Dame, IN, April 24-26.
- “Online Chinese Course for Business Professionals: Design and Challenges”, the 2022 Annual Conference of the Chinese Language Teachers Association (CLTA), Online, April 7-10.
- “A New Course Design in the Era of Decreasing Enrollment”, the 2021 Midwest Conference on Asian Affairs Annual Meeting (MCAA), Online, October 29-31.
- “The regression of students’ pronunciation mastery in advanced level”, the 2021 Annual Conference of the Chinese Language Teachers Association (CLTA), Online, April 9-12.
- “The Analysis of *he* and *bing* in Chinese and its corresponding teaching strategies”, the 5th International Forum on Linguistics in Chinese Education (IFOLCE-5), New York, NY, October 4-7, 2019.
- “The freezing and regression of Students’ Pronunciation mastery in Advanced level: Why and What to do”, the 15th International Conference on Teaching Chinese as a Second Language, Hong Kong, July 26-27, 2019.
- “Visualizing and “Auralizing” Assignments with the Application of Adobe Spark in CFL”, the 15th International Conference on Chinese Language Pedagogy, Beijing, China, June 28-30, 2019.
- “Written Chinese at the Advanced Level: What to Teach and How”, the 2019 Annual Conference of the Chinese Language Teachers Association (CLTA), Seattle, April 5-7.
- “The Practical Strategies of Eliciting Questions in Advanced Language Instruction”, the 2018 Annual Conference of the Chinese Language Teachers Association (CLTA), Washington DC, April 6-8.
- “Analysis of Intermediate-Level Returning Students from Study Abroad Program”, the 3rd International Forum on Linguistics in Chinese Education (IFOLCE), Notre Dame, IN, October 13-15, 2017.
- “How to efficiently integrate Chinese culture into language instruction.” the 2017 Midwest Conference on Asian Affairs Annual Meeting (MCAA), Notre Dame, IN, September 15-17.
- “A Study of Topic Design Principles for Intermediate-level Chinese textbooks”, the 14th International Conference on Chinese Language Pedagogy, Macau, China, June 16-18, 2017.
- (Panel Organizer) “Maximizing Output by Adopting Speech Mode in Advanced Chinese Classes”, the 2016 American Council on the Teaching Foreign Languages (ACTFL) annual conference, Boston, MA, November 18-20.

- “Enhance Students’ Pronunciation: The Use of Three Technological Tools in TCFL”, the 10th International Conference on Modernization of Chinese Education, Seoul, South Korea, August 12-14, 2016.
- “The Influence on Chinese Language Learners of Typing and Writing Characters”, the 2nd International Forum on Linguistics in Chinese Education, Beijing, China, July 1-3, 2016.
- “Enhance Teaching by Emphasizing the Implicit Meaning in a Text”, the Chinese Pedagogical Workshop: Chinese Language Textbooks & Teaching, Notre Dame, IN, April 9, 2016.
- “Implicit Vocabulary Teaching Strategies in Advanced Chinese Classes”, the 2015 American Council on the Teaching Foreign Languages (ACTFL) annual conference, San Diego, CA, November 20-22.

Service

- **To the College and the University**
The Arts and Letters College Council of Notre Dame, 2019-2022
Faculty Advisor, Chinese Language and Culture Club, 2023
ROTC Language Video Project, 2023
Foreign Language Week, 2023
- **To the Department**
Committee on Curriculum, Fall 2018-present
Committee on Study Abroad, Fall 2015-Spring 2018
Search Committee for Associate Teaching Professor in Chinese, 2023
Search Committee for Visiting Chinese SPF, 2015-2016
Search Committee for Chinese SPF, 2013-2014
Search Committee for Chinese Program Coordinator, 2012-2013
- **To the Community**
Faculty Service at Cultivate Food Rescue Service, hosted by Fr. Frank Murphy, CSC of Campus Ministry at Notre Dame on Saturday, October 1, 2022
- **To the Chinese Language Teachers Association (CLTA)**
Committee on 2022 CLTA Conference Subcommittee, 2021-2022

Funding and Grants

- The Ursula Williams Faculty Fellowship (a 3-credit course release for the semester of the Fellowship) from Center for the Study of Languages and Cultures, the University of Notre Dame Spring 2020
- Travel to International Conferences Grant (\$1,888.00) from the Institute for Scholarship in the Liberal Arts, the University of Notre Dame 2019
- Faculty Funding (\$1,200) from the Liu Institute for Asia and Asian Studies, the University of Notre Dame 2019
- Teaching Beyond the Classroom Small Grants (\$1,500) from the College of Arts and Letters, the University of Notre Dame 2013-2019, 2021, 2023
- Chinese Spring Festival Funding (\$900) from the Liu Institute for Asia and Asian Studies, the University of Notre Dame 2022
- Chinese Moon Festival Funding (\$1,050/\$1,100) from the Liu Institute for Asia and Asian Studies, the University of Notre Dame 2022, 2023
- Chinese Moon Festival Funding (\$500) from the Center for the study of Languages and Cultures (CSLC), the University of Notre Dame 2022

- Chinese Moon Festival Funding (\$500) from the department of East Asian Languages and Cultures, the University of Notre Dame 2022, 2023

Professional Organization Membership

- American Council on the Teaching Foreign Languages (ACTFL)
- Chinese Language Teachers Association (CLTA)

Professional Activities

- Volunteered at the CLTA 2021 Online Annual Conference. I assisted the organization of the conference breakout rooms by offering technical support on April 9, 2021.
- Attended a two-week workshop on Introduction to Teaching Languages Online hosted by CSLC (Prof. Guieswende Rouamba) during July 20-31, 2020. This workshop aims to demonstrate how to efficiently design and deliver online courses.
- Attended a full 5-day Summer Seminar (FTT 50000 by Prof. James Collins) on Teaching Film and Screen Cultures during May 18-22 in 2020. The seminar's objective was to discuss strategies on incorporating contemporary movies into our courses based on each movie's cultural perspective.
- Participated in organizing "Symposium on Linguistics and Chinese Pedagogy" on Saturday, October 27, 2018 at the University of Notre Dame. I was responsible for conference registration.
- Chairing a panel titled "Modern and Contemporary Chinese Fiction in Global Context" on Saturday, September 16 at the 2017 MCAA conference at Notre Dame. As a chair, I was responsible for tracking time as well as leading the discussion portion of the panel.
- Attended a full OPI Assessment Workshop (4.5 days) from May 15 to May 19, 2017 at the University of Notre Dame. This workshop introduced the ACTFL rating scale, the structure of the Oral Proficiency Interview (OPI) and techniques of administering and rating the OPI. Participation in a Full OPI Assessment Workshop is the first step toward becoming an ACTFL Certified OPI Tester with Full Certification. Certification as an ACTFL OPI Tester acknowledges a tester's ability to elicit and rate oral proficiency interviews with a high degree of reliability.
- Serving as Secretary of "The Third International Forum on Linguistics and Chinese Education (IFOLCE-3)", which was held on October 14-15, 2017 at the University of Notre Dame. IFOLCE is an annual conference dedicated to exploring and promoting applications of cutting-edge linguistic research within different frameworks in Teaching Chinese as a Second Language.
- Organized "Lecture Series on Chinese Linguistics and Language Teaching" at the University of Notre Dame in May, 2015. The lecture series covers several aspects of teaching Chinese as a second language. Four well-known experts and experienced professors in the field of Chinese pedagogy from Peking University were invited; they are Prof. Bin Yu, Prof. Yang Zhao, Prof. Zhen Ma and Prof. Jianming Lu.
- Organized "Forum on Teaching Chinese Sounds and Beyond" at the University of Notre Dame on April 18, 2015. The forum focused on Chinese Phonetics, structures and teaching methodologies. The seven invited speakers, including Prof. Chih-p'ing Chou, Prof. Chengzhi Chu, Prof. Shengli Feng, Prof. Zhiqiang Li, Prof. Lening Liu, Prof. Chaofen Sun and Prof. Hongyin Tao are well-known experts and experienced professors in the field of Chinese pedagogy in the US and Hong Kong. The forum successfully

attracted over 60 attendees, including teachers and students from more than 15 universities.

- Participated in organizing “Midwest Regional Speech Contest” at the University of Notre Dame in April 2015 and was responsible for lunch and dinner arrangements and public media relationship.
- Participated in organizing “Lecture Series by Prof. Chu-Ren Huang from Hong Kong Polytechnic University” at the university of Notre Dame, responsible for flyer design and lecture promotion.