

EXCHANGE: JAPAN

EDUCATIONAL EXCHANGE PROGRAM

LETTER OF UNDERSTANDING

ACADEMIC YEARS

1997-98

and

1998-99

Exchange: Japan, a non-profit organization (501(c)(3) EIN No. 38-2753514) incorporated in the United States in 1987, holds federal tax-exempt status and is licensed by the State of Michigan to solicit charitable contributions. Coordination in Japan is with Exchange: Japan in Tokyo, registered as *Hokubei Daigaku Kyoiku Koryu linkai*.

This 1997-99 Letter of Understanding is between Exchange: Japan and
University of Puerto Rico-Mayaguez Campus, which requests
(Name of institution)

one new lecturer two new lecturers

I. CONTACT PERSON TO WHOM CORRESPONDENCE SHOULD BE SENT

Name Dr. Arturo Cedeño Maldonado
Title Director
Department International Programs
Address University of Puerto Rico
Mayaguez Campus, P.O. Box 5000, College Station
City Mayaguez
State Puerto Rico Zip 00681-5000
Phone (787) 265-3861 Fax (787) 834-3413 E-mail A_Cedeno @ RUMAC.UPR.
clu.edu

Is this the person administratively responsible for the Educational Exchange Program (EEP)
lecturer? Yes If not, who will that person be?

Name _____
Title _____
Department _____
Address _____
City _____
State _____ Zip _____
Phone _____ Fax _____ E-mail _____

II. PERSON AND DEPARTMENT ISSUING THE EEP LECTURER'S VISA FORM

(All visa forms issued for the EEP lecturers are to be sent to the U.S. office by May 2, 1997.)

Name Mr. Rufino Matos
Title Director
Department Office of E.O.E. & Immigration Affairs
Phone (787) 265-5418 Fax (787) 265-5418

What type of visa will be issued, F-1, J-1 or other? F-1

If J-1, under what category will the school place the lecturer? _____

III. JAPANESE LANGUAGE PROGRAM (Check box A or B as appropriate)

A. This institution has no Japanese language program. The EEP lecturer will implement the program. (See Background Information Notes for the Letter of Understanding, page 3.)

1. The textbooks to be used are Japanese: The Spoken Language Part 1 and Japanese: The Written Language Volume 1 by Eleanor H. Jordan with Mari Noda.

2. The textbook is accompanied by audio and video tapes which are an integral part of the course and must be purchased by the school.

(See Background Information Notes for the Letter of Understanding, page 3.)

B. This institution currently offers Japanese language courses.

1. What textbook is used? Japanese: The Spoken Language & Japanese: The Written Language

2. Name of current teacher: Yoichiro Shirasaka & Mayumi Miyabe

3. Current enrollment in Japanese language courses: Japanese III: 8 students
Japanese I: 25 students

4. Is it acceptable for the lecturer to use Japanese: The Spoken Language Part 1 as the course textbook? Yes X No _____

C. What responsibilities will the EEP lecturer be expected to perform? (Number of hours per day, days per week, etc.)

One course (3 credits) - one hour per day,

3 days per week

IV. ACADEMIC CALENDAR

A. Plan institution follows (i.e., quarter, semester): Semester

B. Dates of academic year: August-December, January-May

C. Reporting date for EEP lecturer: August 1997

1. The *Teaching of Japanese as a Foreign Language* program of the Exchange: Japan Teacher Training Institute is expected to end August 16, 1997, at which time many lecturers travel directly to their school. Is it possible for the lecturer to be housed on campus before the reporting date mentioned above? Yes

2. Will arrangements be made for room & board during this time? X Yes _____ No
Will the expenses at this time be covered by the school? X Yes _____ No

D. Will the EEP lecturer be required to leave campus or campus housing for intercession and holiday periods? NO If yes, what living arrangements will be made for the lecturer?

V. FINANCIAL ARRANGEMENTS AND SUPPORT

Financial support provided the EEP lecturer(s) is expected to cover the following during each academic year, 1997-98 and 1998-99, including increased costs the second year:

- Tuition and fees (application and other fees and total tuition costs for full-time study)
- Living expenses (room and board for academic year)
- Health insurance (full year)
- Books for academic course-work
- Incidental personal expenses for the academic year (varies according to institution)
- Annual two-day refresher seminar each January (Includes roundtrip travel, hotel and food for three nights at approximately \$350 and seminar fee of U.S. \$125. Depending on the travel cost, most institutions provide from \$700 - 800.)

NOTE: Lecturers are responsible for transportation to and from their institution and room, board and tuition for summer sessions, if applicable.

A. ESTIMATED EXPENSES FOR 1997-98

The EEP lecturer's estimated expenses for an academic year of 10 months will be:
(same number of months as in financial support)

Tuition and fees.....	\$ <u>3,753.00</u>
Living expenses.....	\$ <u>7,250.00</u>
Health insurance.....	\$ <u>575.00</u>
Books.....	\$ <u>600.00</u>
Incidental personal expenses...	\$ <u>2,760.00</u>
Refresher Seminar.....	\$ <u>1,250.00</u>
Other _____	\$ _____
Total expenses.....	\$ <u>16,188.00</u>

B. FINANCIAL SUPPORT FOR 1997-98

The EEP lecturer's financial support for an academic year of 10 months will be provided by:
(same number of months as in estimated expenses)

Funds from this school (specify)

Tuition & fees waiver.....	\$ <u>4,328.00</u>
Room/board waiver.....	\$ <u>7,250.00</u>
Fellowship.....	\$ <u>3,360.00</u>
Other <u>Seminar</u>	\$ <u>1,250.00</u>

Funds from other sources (specify)

_____	\$ _____
Total financial support.....	\$ <u>16,188.00</u>

For 1998-99

It is expected that the expenses for 1998-99 would increase slightly.

For 1998-99

It is expected that financial support for 1998-99 would increase to reflect increased expenses.

C. Refresher workshop expenses, including travel, hotel, food, and seminar fee will be (check appropriate box):

- Paid directly by the institution
- Included in the funds provided the lecturer
- Reimbursed to the lecturer

D. If total financial support (B) does not equal or exceed total expenses (A), how will the additional costs be met?

N/A

E. If room and board is provided in a campus residence, what housing arrangement will be made? (Because of the responsibilities of the EEP lecturer, we request that if dormitory arrangements are necessary, the lecturer be assigned to a single room.)

dormitory (single room preferred) N/A

apartment/other Apartment in Darlington Bldg./Mayaguez City

F. If housing is not provided in a campus residence, what arrangements are available?

N/A

G. Will you assist the lecturer in securing housing? Yes

If not, how will the lecturer find housing? N/A

H. For the fellowship, what are the terms of the arrangement?

1. Is payment per month/term/year? per month

starting when? August 1997

2. Is the lecturer required to pay tuition & fees from this fellowship? No

3. Is the lecturer required to pay room & board from this fellowship? No

4. What taxes will be taken from this fellowship? N/A

VI. DEGREE STUDY AVAILABLE FOR THE EEP LECTURER (Check all that apply)

A. Master's program at this institution

Second undergraduate degree program at this institution

Would you accept a lecturer with an Associate's degree who will finish a first undergraduate degree at your institution? Yes _____ No X

Master's or undergraduate degree at neighboring institution: _____
Name of institution

B. May the lecturer pursue a degree in any department or field? Yes X No _____

If not, to what department(s) or field(s) is study limited? _____

C. Credit hours per term lecturer may take: graduate (min/max): 3 or 6 cred./12 or 18 cred.

undergraduate (min/max): N/A

D. Graduate credit is offered by an accredited institution for the Exchange: *Japan Teacher Training Institute* summer program. In general, does your institution accept transfer credit?

Yes _____ No X Comments _____

VII. ADMISSION REQUIREMENTS FOR DEGREE STUDY

TOEFL N/A GMAT 3.50 GPA 2.50

GRE N/A (V _____ Q _____ A _____)

Additional requirements: --

Application deadlines: February, September 1997

VIII. SPECIAL ARRANGEMENTS OR REQUESTS

Include any specific information here or on separately attached pages. _____
Health Report and Physicians Certificate

IX. COMPLETED LETTER OF UNDERSTANDING

To indicate your institution's commitment, return the completed Letter of Understanding to the Japan office and a photocopy to the U.S. office by November 23, 1996. (Priority deadline) Please contact Exchange: Japan if extension of this deadline is required.

X. APPLICATION MATERIALS, ADMISSION FORMS, HOUSING FORMS, ETC.

(See Background Information Notes, pages 2 and 4, concerning matching of EEP candidates with institutions.)

- A. To the Japan office by airmail send 3 sets of all admission forms, application materials and additional necessary forms and 3 copies of both graduate and undergraduate catalogs and other relevant leaflets. Include publicity brochures to provide background information about your school, community and geographical area.
- B. To the U.S. office send a single set of all admission and application materials and all catalogs.

Note: If any of the majors or programs described in the catalog will not be offered during the 1997-1999 academic years, please note that to help in matching lecturers with your institution.

Send to the Japan office

AIRMAIL by November 23, 1996

- Completed Letter of Understanding

AIRMAIL by December 14, 1996

- 3 sets admission and application forms
- 3 copies of graduate and undergraduate catalogs
- Additional descriptive information

By U.S. Postal Service send to:
Exchange: Japan
Ikeda Bldg. #702
1-15 Shin-Ogawamachi, Shinjuku-ku
Tokyo, 162 Japan
(03) 3269 5150

Send to the U.S. office

First Class mail by November 23, 1996

- Photocopy of Letter of Understanding

First Class mail by December 14, 1996

- One set admission and application forms
- One copy of graduate and undergraduate catalogs
- Additional descriptive information

By U.S. Postal Service send to:
Exchange: Japan
P.O. Box 1166
Ann Arbor, MI 48106-1166
313-665-1820

For United Parcel Service or FedEx delivery to the U.S. Office: 1334 Hutchins Ave., Ann Arbor, MI 48103

XI. ADMINISTRATIVE FEE

Upon placement of an Educational Exchange Program lecturer, your institution will be assessed an administrative fee of U.S. \$125 payable to Exchange: Japan. (Invoice to be sent in Sept. 1997)


Dr. Stuart Ramos, Chancellor

(Name)

11/13/96
(Date)