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EXCHANGE: JAPAN

EDUCATIONAL EXCHANGE PROGRAM

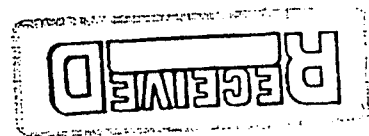
LETTER OF UNDERSTANDING

ACADEMIC YEARS

1996-97

and

1997-98



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 1996-98 Letter of Understanding is between Exchange: Japan and

University of Puerto Rico, Mayaguez Campus

(Name of Institution)

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

City Mayaguez

State Puerto Rico Zip 00681-5000

Phone (809) 265-3861 Fax (809) 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 intended for the EEP lecturers are to be sent to the U.S. office by May 5, 1996.)

Name Mr. Rufino Matos

Title Director

Department Office of E.O.E. & Immigration Affairs

Phone (809) 265-5418 Fax (809) 265-5418

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

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

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 I and

Japanese: The Written Language I

2. Name of current teacher: Mr. Yoichiro Shirasaka, Ms. Keiko Nakase

3. Current enrollment in Japanese language courses: _____

Japanese II: 13 students, Japanese IV: 6 students

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

Conference: 3 hours per week

Laboratory: 2 hours per week

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

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 1996

1. The *Teaching of Japanese as a Foreign Language* program of the Exchange: Japan Teacher Training Institute is expected to end August 17, 1996, 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 is expected to cover the following during each academic year, 1996-97 and 1997-98, 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 (academic year)
- Annual two-day refresher seminar each January (To include roundtrip travel to Philadelphia, hotel and food for three nights at approximately \$350 and seminar fee of U.S. \$125.)

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 1996-97

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>3,886.00</u> *
Living expenses.....	\$ <u>7,250.00</u>
Health insurance.....	\$ <u>425.00</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>16,171.00</u>

It is expected that the expenses for 1997-98 would increase.

(*) Include an Administrative fee of \$100.00.

B. FINANCIAL SUPPORT FOR 1996-97

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>4,311.00</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..... \$ **16,171.00**

It is expected that financial support for 1997-98 would increase to reflect increased expenses.

C. The 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?

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) ---

apartment/other Apartment in Darlington Bldg./Mayaguez

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

Service of the off-campus Housing Dept./Mayaguez

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

If not, how will the lecturer find housing? ---

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

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

starting when? August 1996

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? ---

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 their undergraduate degree at your institution? Yes _____ No X

B. Does your institution offer a degree in:

(*) Undergraduate program.

Linguistics? Yes X* No _____
Teaching English as a Second Language (TESL)? Yes X No _____

C. 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? _____

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

undergraduate (min/max): ---

E. Graduate credit is offered by Ohio State University for the Exchange: Japan *Teacher Training Institute* summer program. At this time your lecturer's major is not known, but, in general, does your institution accept transfer credit?

Yes _____ No X Comments _____

VII. ADMISSION REQUIREMENTS FOR DEGREE STUDY

TOEFL --- GMAT 3.50 GPA 2.50

GRE --- (V --- Q --- A ---)

Is either the GRE or GMAT required for admission? No

Additional requirements: _____

Application deadlines: February, September 1996

VIII. SPECIAL ARRANGEMENTS OR REQUESTS

Include any specific information here or on separately attached pages. _____

Health Report & 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 17, 1995.

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.

Send to the Japan office

AIRMAIL by November 17, 1995

- Completed Letter of Understanding

AIRMAIL by December 8, 1995

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

Send to: Exchange: Japan
Japan Office
Ikeda Bldg. #702
1-15 Shin-Ogawamachi, Shinjuku-ku
Tokyo, 162 Japan

Send to the U.S. office

First Class mail by November 17, 1995

- Photocopy of Letter of Understanding

First Class mail by December 8, 1995

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

Send to: Exchange: Japan
U.S. Office
P.O. Box 1166
Ann Arbor, MI 48106-1166

XI. ADMINISTRATIVE FEE

Upon placement of an Educational Exchange Program lecturer, your institution will be assessed an administrative fee of \$125 (U.S.), payable to Exchange: Japan. (Invoice to be sent in Sept., 1996.)


Dr. Stuart Ramos

(Name)

Chancellor

(Title)

20/2/96
(Date)