Contents

Contents........................................................................................................................................... 1

1. Introduction ...................................................................................................................................... 5

2. International Agreements ............................................................................................................... 5

3. Types of Agreements ....................................................................................................................... 5

4. Approval Process ............................................................................................................................ 7

   i. Preliminary steps for an international linkage ............................................................................. 8

   ii. Department’s approval of concept .............................................................................................. 8

   iii. Notification to the OII ................................................................................................................ 8

   iv. Preparation of the linkage agreement ....................................................................................... 8

   v. Dean’s approval .......................................................................................................................... 8

   vi. Standard agreement ................................................................................................................. 8

   vii. Review by the University Counsel ......................................................................................... 8

   viii. Agreement signed ................................................................................................................... 9

   ix. Distribution of copies of agreement ....................................................................................... 9

5. Agreement Drafting Guidelines ..................................................................................................... 9

   i. Title Information ....................................................................................................................... 9

   ii. Preamble ..................................................................................................................................... 9

   iii. Goals and objectives of the agreement ..................................................................................... 9

   iv. Terms and Conditions .............................................................................................................. 10

   v. Parameters of the agreement .................................................................................................. 10

   vi. Duration of the agreement ..................................................................................................... 10

   vii. Termination of the agreement ............................................................................................... 10

   viii. Communication between the institutions ............................................................................ 10

   ix. Signatories .............................................................................................................................. 10

   x. Course equivalencies or transfer ............................................................................................. 10

   xi. General Education credits ...................................................................................................... 11

   xii. Course load distribution between the two institutions .......................................................... 11

   xiii. Number of bodies involved in the transfer ......................................................................... 11

   xiv. Tuition and other fees .......................................................................................................... 11

6. Agreement Evaluation and Renewal .............................................................................................. 11

7. Contact........................................................................................................................................... 12
8. Appendices .................................................................................................................. 12
   i. MoU Template – General Agreement for Cooperation ........................................ 12
   ii. MoA Template 1 – Articulation Agreement ......................................................... 12
   iii. MoA Template 2 – Agreement for Research Cooperation .................................... 12
   iv. Checklist for International Partnerships .............................................................. 12
   v. CAS Partnership Proposal Form ........................................................................... 12
   vi. Example Agreements ......................................................................................... 12

Course Code .................................................................................................................... 36

Credit Hours .................................................................................................................... 36

Course Title ..................................................................................................................... 36

SESG1003  ...................................................................................................................... 36
2 ....................................................................................................................................... 36

Introduction to Linguistics .............................................................................................. 36

EE7205  .......................................................................................................................... 36
2 ....................................................................................................................................... 36

Discourse Analysis ......................................................................................................... 36

EE7103  .......................................................................................................................... 36
2 ....................................................................................................................................... 36

Corpus Linguistics .......................................................................................................... 36

EE6304  .......................................................................................................................... 36
2 ....................................................................................................................................... 36

Cognitive Linguistics ....................................................................................................... 36

EE6303  .......................................................................................................................... 36
2 ....................................................................................................................................... 36

Sociolinguistics ............................................................................................................... 36

EE6301  .......................................................................................................................... 36
2 ....................................................................................................................................... 36

Semantics ......................................................................................................................... 36

EE6302  .......................................................................................................................... 36
2 ....................................................................................................................................... 36

Pragmatics ....................................................................................................................... 36

Course Code ..................................................................................................................... 36

**Course Title**

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<td>TSLN 501</td>
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<td>A Pedagogical Grammar &amp; Phonology of ESL</td>
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<td>TSLN 590</td>
<td>An Introduction to the Profession</td>
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<td>EE7101</td>
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<td>EE7102</td>
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**ADDENDUM C: SAMPLE COURSE SCHEDULES**

**COURSE CODE**

**CREDITS HOURS**

**COURSE TITLE**

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<td>TSLN 533 TESOL Materials: Listening, Speaking &amp; Pronunciation</td>
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**AGREEMENT OF COOPERATION**

39

40
1. Introduction
EMU’s mission to “extend our commitment beyond the campus boundaries to the wider community” is supported by the university’s various international efforts. The University International Committee (UIC) was formed to develop a comprehensive strategy for such efforts. This committee will make recommendations for coordinating international efforts, promoting student participation in international programs, recruiting international students, and providing service and support for international students.

This handbook is a guide to developing new partnerships with the international community within the College of Arts and Sciences at Eastern Michigan University. It provides a step-by-step process to developing an agreement and implementing it. This should serve as a working reference for all faculty, department heads, deans, and other staff seeking to exchange students, faculty, researchers with another institution, building a joint-degree program, interested in sending their students to study abroad, or pursuing joint research.

2. International Agreements
Several parties may be involved in the creation and support of international agreements, including the following:
- Initiating Faculty Member
- CAS Office of International Initiatives (OII)
- Office of International Students (OIS)
- Office of International Admissions
- Office of Academic Programs Abroad (APA)
- Financial Aid
The following may also be involved depending on the type of agreement:
- Graduate School (agreements involving graduate programs)
- Office of Research and Development (agreements involving researchers)
- Office of Undergraduate Admissions (agreements involving study abroad, dual-degree and undergraduate programs)
- General Education (agreements involving undergraduate programs)
- Community College Relations (agreements involving undergraduate programs)
- Business and Finance (agreements involving commitment of university resources)
- University Counsel
- College Dean’s representatives
- Faculty (agreements involving academic departments other than the initiating department)

3. Types of Agreements
A number of international agreements are already in place at EMU. These agreements fall into one or more of the following categories:

a. Memorandum of Understanding (MoU)
This type of agreement is established with institutions that are interested in developing cooperative activities and exchanges with EMU in the future. This is basically a statement of interest intended to encourage cooperation between the two institutions. Such agreements may also be drawn with associations and institutes of higher learning representing a certain country. This agreement will typically be followed by a specific MoA which is a binding agreement between one unit of EMU and another from the partner institution.

b. Memorandum of Agreement (MoA)
This type of agreement is a binding agreement with an institution with extensive details about the type of cooperation intended. It identifies a department/center/institute at EMU which will be collaborating with a specific unit at the partner institution. These agreements may address joint-degree programs, exchange programs that involve students, faculty or research scholars, study abroad programs, and/or community college credit transfer programs.

c. Agreement renewal
This will basically extend an agreement over a set period of years. Any changes to the original agreement must be clearly specified and approved. Minor changes may be provided as amendments. Refer to section on agreement renewal in this document.

Agreements belonging to any of these categories may be established using the process outlined in the next section.
4. Approval Process

The following process should be followed for establishing new international agreements. Details of each step are provided below.

1. Preliminary steps for an international linkage
2. Department’s approval of concept
3. Notification to the OII (at least 1 year in advance)
4. Preparation of the linkage agreement
5. Dean’s approval?
6. Approval Process
7. Modification of the agreement
8. Standard agreement?
9. Review by the University Counsel (UC)
10. Agreement signed
11. Distribution of copies of agreement

- Initiator’s responsibility
- Office of International Initiatives’s Responsibility
i. Preliminary steps for an international linkage
- Determine purpose
- Identify institution.
- Establish contact.
- Visit the institution – a check list or workshop will be available for things to consider during such visits
- Investigate opportunities.
- Outline high-level details of partnership.
- Analyze purpose of the agreement – mission, return on investment, value-add to education.
- Consult with the UIC and get preliminary feedback.
- Do not pursue extensive talks with the partner institution until after step 3.

ii. Department’s approval of concept
- Determine:
  - Value-add to the department
  - Costs
  - Travel
  - Resources
- Get appropriate department committee approval, for example, evaluation committee.
- Get Department Head approval.

iii. Notification to the OII
- Communicate intent to collaborate to OII at least one year prior to target implementation with the following information:
  - Partner institution details
  - High-level details of partnership
  - Department approval
  - CC EPEO (Julie) on email communication

iv. Preparation of the linkage agreement
- Prepare the agreement with the aid of agreement templates.
- Maintain constant contact with the OII during the agreement development process.
- Refer to section on guidelines to drafting agreements in this document.

v. Dean’s approval
- Get Dean’s written approval to further the partnership.
- Modify the agreement to address Dean’s concerns.

vi. Standard agreement
- Standard MoU agreement will not need University Counsel’s approval.
- Other agreements require UC’s approval.

vii. Review by the University Counsel
- UC’s seal of approval is necessary for Provost’s approval.
- Modify the agreement to address UC’s concerns.
viii. **Agreement signed**
- Provost signs the agreement.
- The responsible authority at the partner institution signs the agreement.
- Agreement ready for implementation.

ix. **Distribution of copies of agreement**
- IATRG will distribute copies of the agreement, in English and partner country’s language (if formally prepared and signed), to the following:
  - Provost’s office
  - Office of International Students
  - Office of International Admissions
  - Office of Academic Programs Abroad
  - Financial Aid
  - Initiating department
  - Dean of the initiating department

An online International Agreements database is in the planning stages and will provide future access to all agreements to all academic units involved.

5. **Agreement Drafting Guidelines**
MoU agreements may be drafted using a template agreement provided in appendix A of this document. Sample agreement templates for customized partnerships (MoA) are provided in appendices B and C. These agreements must be approved by the University Counsel as determined by the IATRG. Other agreements that do not follow any of the templates provided are also possible, but these will have to be approved by the OII and the University Counsel and will involve more time and resources during the approval process.

Although each agreement will be specific to the goals and objectives of its partnership, all agreements should contain the following information:

i. **Title Information**
- MoU or MoA
- Partner Institution, academic unit (if applicable) and address
- Initiating academic unit at EMU

ii. **Preamble**
- A general statement about the partnership

iii. **Goals and objectives of the agreement**
- Overall purpose of the agreement
- Type of collaborative activities intended
  - Exchange of faculty, students, or research scholars
  - Joint/Dual degree programs
  - Joint research
iv. **Terms and Conditions**
   - Responsibilities of each institution in the partnership
   - Mutual responsibilities (no ambiguities)
   - Timelines
   - Resources
   - Implementation plans
   - Funding arrangements, if any

v. **Parameters of the agreement**
   - The completed agreement document constitutes the entire agreement between the two institutions
   - The agreement should NOT be considered as a legal or financial agreement between the two institutions
   - Neither institutions should take actions contrary to the established policies and procedures of the partner institution
   - Nondiscrimination policy

vi. **Duration of the agreement**
   - Effective time span of the agreement
   - Typically 2-5 years
   - May be renewed

vii. **Termination of the agreement**
   - Procedure for terminating an agreement before expiration
   - When should a notice of termination be given?
   - What happens to in-progress activities?

viii. **Communication between the institutions**
   - Complete contact information of person(s) and unit at each participating institution
   - Contact persons are responsible for communications and administering the agreement

ix. **Signatories**
   - Paired signatures – equivalent officials from both institutions
     - Initiator
     - Director/Dean
     - Provost
   - Date – official start of agreement term

Agreements that involve student or credit exchanges must also include the following information:

x. **Course equivalencies or transfer**
   - Courses eligible for transfer from one institution to another should be specified
   - Exact course numbers from both institutions should be specified for course equivalencies
   - Maximum credit hours eligible for transfer
   - Does the program distinguish between online or face-to-face courses?
• Does the program restrict the content and grading criteria of courses involved?
• FERPA

xi. General Education credits
• References to the current General Education program
• How will General Education requirements be met?
• How will courses or blocks of courses be credited?
• Will English as a second language courses be required?

xii. Course load distribution between the two institutions
• Which courses are to be taught where?
• Who will be teaching the courses?
• Face-to-face, online or hybrid courses?
• If faculty members have to travel, who will take care of the expenses?
• A sample schedule showing the progress of a student through the entire program

xiii. Number of bodies involved in the transfer
• Number and frequency of student, faculty and/or research scholar exchange between the institutions
• What are the degrees awarded to the student?
• Which institution will award the degrees?
• Who will perform audit for graduation?

xiv. Tuition and other fees
• Who will pay the fees for transfer students – tuition and other fees?
• Will students receive any discount on out-of-state tuition? If so, provide details
• Any financial aid available to students? How will one qualify?
• If it is an even exchange of students, will EMU have to incur a loss due to currency conversion rates?
• Where will tuition be paid?
• Housing, medical insurance, transportation, etc.

An appendix may include further details of each of these items. Other forms of specialized agreements may need to include other details. In these cases, the initiator should make preliminary consultation with UIC to discuss items which need to be included in the agreement.

6. Agreement Evaluation and Renewal
Every agreement needs to undergo an evaluation process at the end of its term. Persons responsible for evaluation should be identified in the agreement. The evaluators should verify that the outcomes of the agreement have indeed satisfied the goals and objectives set at the beginning of the partnership. They should also be able to advise if an extension of the agreement will be beneficial.
An agreement should be extended if both institutions believe that the agreement helped develop successful collaboration between them and that it would be beneficial to students and all participants to extend its duration. This may be done in the form of an addendum to the original agreement.

If there are any changes to the agreement in the renewed term, these changes have to be documented as amendments to the original agreement. These have to be verified and signed by officials from both institutions.

7. **Contact**
   All enquiries regarding international agreements for the College of Arts and Sciences should be directed to the Office of International Initiatives; for the College of Education, contact the Office of Community, Urban and International Affairs, and in the College of Business, contact the dean’s office. The Colleges of Health and Human Services and of Technology are encouraged to contact the CAS Office for International Initiatives

8. **Appendices**
   i. **MoU Template – General Agreement for Cooperation**
   ii. **MoA Template 1 – Articulation Agreement**
   iii. **MoA Template 2 – Agreement for Research Cooperation**
   iv. **Checklist for International Partnerships**
   v. **CAS Partnership Proposal Form**
   vi. **Example Agreements**
      a. Student Exchange: Kyoto University of Education
      b. Dual-Degree: Tianjin Foreign Studies University
      c. General Agreement for Cooperation: Wuhan International School of Software
i. MOU Template – General Agreement for Cooperation

GENERAL AGREEMENT FOR COOPERATION

between

EASTERN MICHIGAN UNIVERSITY

{Name of academic unit}

Ypsilanti, Michigan, U.S.A.

and

{Name of academic unit}

{Name of academic unit}

{City and Country}

In order to develop mutually beneficial cooperation between {Partner country} and the United States of America and to strengthen academic exchanges between our two institutions, Eastern Michigan University and {Partner institution} agree to the following provisions:

Article 1
The two institutions will establish academic exchanges and cooperative relationships beginning on the date on which the responsible administrative officers of both institutions have signed this agreement. Among the kinds of cooperation identified as mutually beneficial are exchanges of professors and students, collaboration in research and publications, and the exchange of information regarding programs of study, conferences, and other professional activities. Within the framework of this agreement, the two institutions will endeavor:

A. to provide teaching, research, and professional development opportunities for professors;
B. to provide graduate and undergraduate academic study and research opportunities, and faculty-sponsored practical training assignments for students;
C. to collaborate in the areas of continuing education and contract learning for non-traditional students; and
D. to collaborate in any other way that is considered mutually beneficial

These exchanges are established in order to extend the participants' theoretical knowledge and practical experience and also to increase their respect for the language, culture and professional environment of the host country.

Article 2
The contacts at both institutions will correspond and, if possible, meet to discuss the implementation of the items listed in Article 1. These contacts are:

{EMU Contact person/academic unit, address, email, and phone number}

{Partner institution’s contact person/academic unit, address, email, and phone number}

**Article 3**
Restrictions and Limitations:

A. Entire Agreement: This agreement constitutes the entire agreement between the two institutions, and all prior, discussions, agreements, and understandings, whether verbal or otherwise is merged in this agreement.

B. Nature of the Agreement: This agreement is not to be construed as a contract in law creating legal and financial relationships between the two institutions. Instead, it is formulated as a statement of interest and intent to facilitate and develop mutually beneficial cooperative activities and exchanges.

C. Human and Financial Resources: The exchange will be subject to various constraints, such as availability and suitability of faculty, students and financial resources.

D. Health Insurance: All exchange participants must have adequate medical and hospitalization insurance coverage. This insurance coverage must conform to the regulations of the host country.

E. Independent Contractor Status of the Institutions: In the performance of this agreement each institution shall be considered an independent contractor. Neither institution is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

F. Assumption of Liability: Each institution assumes any and all risks of personal injury, property damage or other liabilities attributable to the negligent acts or omissions of that institution and the officers, employees and agents thereof.

G. Liability Insurance: Each institution warrants and represents that it has adequate liability insurance, such protection being applicable to the officers, employees, and agents of that institution while acting within the scope of their employment.

H. Nondiscrimination policy: Each institution will conform with equal opportunity and will not discriminate based on race, color, national origin, or disability.

**Article 4**
Employees of either institution who participate in exchange activities will maintain their employment status with their home institution. Each institution is responsible for maintaining employment privileges, benefits, and medical and life insurance for its own employees.

**Article 5**
This agreement is valid for a period of {duration} years, after which the institutions may mutually agree to extend the agreement. An evaluation will be performed at the end of the term and any mutually-agreed upon changes will be appropriately amended to the original agreement.

**Article 6**
Either institution may terminate the agreement at any time, with or without cause, on thirty (30) days' prior written notice to the other institution. The agreement will cease to exist at the specified date.

**Article 7**
This agreement is validated by the responsible administrative officers of Eastern Michigan University and of {Partner Institution}, who have signed below.

**EASTERN MICHIGAN UNIVERSITY**

________________________________________________________________________

{Name and title of Director/Dean of the initiating department}

Date:________________________

________________________________________________________________________

{Provost or President}

Date:________________________
ii. MOA Template 1 – Articulation Agreement

ARTICULATION AGREEMENT

for

{Title of degree program}

{Name of academic unit}

between

EASTERN MICHIGAN UNIVERSITY

Ypsilanti, Michigan, U.S.A.

and

{NAME OF PARTNER INSTITUTION}

{Name of academic unit}

{City and Country}

Eastern Michigan University and {Partner institution} agree to establish a {Title of degree program} degree program. This agreement strengthens the previously established collaboration between the two institutions through a general agreement for cooperation dated {Date of general agreement}. The purpose of this agreement is to provide a smooth curriculum transition between the institutions for students enrolled in the program.

Goals and objectives of the agreement

{1-3 goals for the agreement}

{1-3 objectives per goal of the agreement}

{Type of intended collaboration}

In order to implement this program, the two institutions agree to the following provisions:

Article 1

{Program requirements:

• Number of required years/semesters of enrollment
• Degree(s) awarded by each institution
• How many students in a cohort?
• Graduation requirements – credit hours, GPA, etc.
• Number of semesters/credits to be completed at the home institution
• Number of semesters/credits to be completed at the host institution

**Article 2**

{Admission requirements:
• Admission requirements – GPA, GRE/GMAT
• Transfer credits
• English as a second language requirements
• Who decides admission of students?}

**Article 3**

{Course requirements:
• Courses to be taken at the home institution
• Courses to be taken at the host institution
• General education courses (for undergraduate programs)
• Core vs. Elective courses
• Cognate courses
• Online vs. face-to-face course offerings
• Grade requirements on courses
• Capstone/Practicum/Seminar courses}

**Article 4**

{Program administration:
• Course offerings – what, who, when, where?
• Sample program of study
• Develop and maintain program of study for each student
• Student advising
• Visa issues
• FERPA
• Administering course waivers and equivalencies
• Graduation audit}

**Article 5**

{Transfer of credits:
• Residency requirements
• Course equivalencies using the new General Education program (for undergraduate programs)}

**Article 6**

{Tuition, fees and other expenses for students:
• Who will pay the tuition and fees?
• In-state or out-of-state tuition
• Transportation costs
• Residential costs
• Medical and other insurances}
• Other expenses

Article 7
{Financial aid/Scholarships:

• Sources of funding for students
• Eligibility criteria for funding – citizenship, GPA
• Visa issues
• What will be covered – tuition, fees, living expenses, etc.?
• Requirements to maintain the funding

Article 8
Restrictions and Limitations:

A. Entire Agreement: This agreement constitutes the entire agreement between the two institutions, and all prior, discussions, agreements, and understandings, whether verbal or otherwise is merged in this agreement.

B. Nature of the Agreement: This agreement is not to be construed as a contract in law creating legal and financial relationships between the two institutions. Instead, it is formulated as a statement of interest and intent to facilitate and develop mutually beneficial cooperative activities and exchanges.

C. Human and Financial Resources: The exchange will be subject to various constraints, such as availability and suitability of faculty, students and financial resources.

D. Health Insurance: All exchange participants must have adequate medical and hospitalization insurance coverage. This insurance coverage must conform to the regulations of the host country.

E. Independent Contractor Status of the Institutions: In the performance of this agreement each institution shall be considered an independent contractor. Neither institution is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

F. Assumption of Liability: Each institution assumes any and all risks of personal injury, property damage or other liabilities attributable to the negligent acts or omissions of that institution and the officers, employees and agents thereof.

G. Liability Insurance: Each institution warrants and represents that it has adequate liability insurance, such protection being applicable to the officers, employees, and agents of that institution while acting within the scope of their employment.

H. Nondiscrimination policy: Each institution will conform with equal opportunity and will not discriminate based on race, color, national origin, or disability.

Article 9
Employees of either institution who participate in exchange activities will maintain their employment status with their home institution. Each institution is responsible for maintaining employment privileges, benefits, and medical and life insurance for its own employees.

Article 10
This agreement is valid for a period of {duration} years, after which the institutions may mutually agree to extend the agreement. An evaluation will be performed at the end of the term and any mutually-agreed upon changes will be appropriately amended to the original agreement.

**Article 11**
Either institution may terminate the agreement at any time, with or without cause, on thirty (30) days' prior written notice to the other institution. The agreement will cease to exist at the specified date.

{Other articles specific to an agreement should be listed here.}

**Article 12**
This agreement is validated by the responsible administrative officers of Eastern Michigan University and of {Partner Institution}, who have signed below.

EASTERN MICHIGAN UNIVERSITY                      {PARTNER INSTITUTION}

______________________________________________________________________________

{Name and title of Director/Dean of the initiating department}
Date:______________________________

______________________________________________________________________________

{Provost or President}
Date:______________________________

{name and title of Director/Dean of the initiating department}
Date:______________________________
iii. MOA Template 2 – Agreement for Research Cooperation

AGREEMENT FOR RESEARCH COOPERATION

between

EASTERN MICHIGAN UNIVERSITY

{Name of academic unit}

Ypsilanti, Michigan, U.S.A.

and

{NAME OF PARTNER INSTITUTION}

{Name of academic unit}

{City and Country}

Eastern Michigan University and {Partner institution} agree to establish a research cooperation in {research topic or subject area}. This agreement strengthens the previously established collaboration between the two institutions through a general agreement for cooperation dated {Date of general agreement}. The purpose of this agreement is to further the research cooperation and strengthen the ties of academic exchange between the two institutions.

Goals and objectives of the agreement

{1-3 goals for the agreement}

{1-3 objectives per goal of the agreement}

{Type of intended collaboration or research plan}

In order to implement this collaboration, the two institutions agree to the following provisions:

Article 1

{Cooperative activities:

• Exchange of faculty for
  o Teaching
  o curriculum development
  o class observations
  o seminars
  o conducting research in labs
  o other professional activities

• Exchange of students for}
• academic studies
• research
• internships
• post-doc
• Exchange of information including
  • publications
  • teaching materials
  • program information
  • other resources
• Exchange of material including
  • equipment
  • specimens/samples
  • other institutional property

Article 2
The contacts at both institutions will correspond and, if possible, meet to discuss the implementation of the items listed in Article 1. These contacts are:

{EMU Contact person/academic unit, address, email, and phone number}

{Partner institution’s contact person/academic unit, address, email, and phone number}

Article 3
{Outcomes:
  • Publications
  • Conference presentations
  • More funding
  • Industrial partnerships
  • Inventions, improvements, patents, copyrights, etc.}

Article 4
{Ownership of resulting intellectual property:
  • Who owns these?
  • How will sharing of these take place?
  • How long will that be effective?
  • Confidentiality}

Article 5
{Funding sources:
  • NSF, NIH, or other funding agencies
  • Fulbright exchanges
  • Industrial support
  • Institutional support
  • Other funding support requests}
Article 6
{Administration and costs:
  • How many faculty/students will visit the host institution per year?
  • Who will the exchange students report to?
  • Who will pay for their travel expenses?
  • Who will pay for their living expenses?
  • Medical and other insurances
  • Salary and workload for participating faculty at home institution}

Article 7
{Other expenditure:
  • New equipment
  • Hiring of professionals
  • Accident and Liability insurance
  • Other resources
  • Travel to conferences}

Article 8
Restrictions and Limitations:
A. Entire Agreement: This agreement constitutes the entire agreement between the two institutions, and all prior, discussions, agreements, and understandings, whether verbal or otherwise is merged in this agreement.
B. Nature of the Agreement: This agreement is not to be construed as a contract in law creating legal and financial relationships between the two institutions. Instead, it is formulated as a statement of interest and intent to facilitate and develop mutually beneficial cooperative activities and exchanges.
C. Human and Financial Resources: The exchange will be subject to various constraints, such as availability and suitability of faculty, students and financial resources.
D. Health Insurance: All exchange participants must have adequate medical and hospitalization insurance coverage. This insurance coverage must conform to the regulations of the host country.
E. Independent Contractor Status of the Institutions: In the performance of this agreement each institution shall be considered an independent contractor. Neither institution is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.
F. Assumption of Liability: Each institution assumes any and all risks of personal injury, property damage or other liabilities attributable to the negligent acts or omissions of that institution and the officers, employees and agents thereof.
G. Liability Insurance: Each institution warrants and represents that it has adequate liability insurance, such protection being applicable to the officers, employees, and agents of that institution while acting within the scope of their employment.
H. Nondiscrimination policy: Each institution will conform with equal opportunity and will not discriminate based on race, color, national origin, or disability.

Article 9
Employees of either institution who participate in exchange activities will maintain their employment status with their home institution. Each institution is responsible for maintaining employment privileges, benefits, and medical and life insurance for its own employees.

Article 10
This agreement is valid for a period of {duration} years, after which the institutions may mutually agree to extend the agreement. An evaluation will be performed at the end of the term and any mutually-agreed upon changes will be appropriately amended to the original agreement.

Article 11
Either institution may terminate the agreement at any time, with or without cause, on thirty (30) days' prior written notice to the other institution. The agreement will cease to exist at the specified date.

{Other articles specific to an agreement should be listed here.}

Article 12
This agreement is validated by the responsible administrative officers of Eastern Michigan University and of {Partner Institution}, who have signed below.

EASTERN MICHIGAN UNIVERSITY

_________________________________  ___________________________
{Name and title of Director/Dean of the initiating department}  {Name and title of Director/Dean of the initiating department}
Date:__________________________  Date:__________________________

_________________________________  ___________________________
{Provost or President}  {Provost or President}
Date:__________________________  Date:__________________________

{Partner Institution}
**iv. Checklist for drafting international agreements**

*If you are seeking a specific type of international cooperation, a general Memorandum of Understanding needs to be drawn up institution-to-institution to allow for other kinds of cooperation in future from anywhere across the university. The checklist below relates to specific types of agreement—student or faculty exchanges, research cooperation, 2 + 2 degrees, dual degrees etc. As you put together your draft agreement be sure to refer to one of the samples and templates.*

<table>
<thead>
<tr>
<th>Stages</th>
<th>Step</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before You Begin to Draft</strong></td>
<td>Have initial departmental discussion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtain informal Feedback from Director of International Studies and college international committee/director of international initiatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make initial contact with potential partner(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtain Head of Department concept approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtain Dean of College concept approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss logistical details with college international committee/director of international initiatives and Office of International Studies, Office of International Students (as appropriate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform Director of International Studies of your intent to cooperate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss details with partners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine correct title</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop statement of purpose, goals and objectives of agreement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine responsibilities of each institution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine requirements of each institution, including whether it will adhere to admissions requirements in admitting students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine mutual responsibilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine individual responsibilities, including who pays tuition and to which institution, and obligation of student to follow all rules of host institution</td>
<td></td>
</tr>
<tr>
<td>Constructing the Agreement</td>
<td>Draft plan of work/project development</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine number and frequency of any exchange of faculty, students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research financials, including housing, medical insurance, transportation etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include limitation of legal liability language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include non-discrimination clause</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include time span of agreement (4 years or less)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include termination of agreement arrangements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include evaluation and renewal language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach appendices as necessary:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Equivalency and Credit Transfer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Education credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Load Distribution</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Steps</th>
<th>Send Draft Agreement to partner(s) for review and comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amend agreement as necessary</td>
</tr>
<tr>
<td></td>
<td>Supply translation if required</td>
</tr>
<tr>
<td></td>
<td>Send to Director of International Studies for Technical Review (include Dean’s written approval and translation if required) <em>If changes required return to initiator for action and return to Director of International Studies.</em></td>
</tr>
<tr>
<td></td>
<td>Director of International Studies sends to University Counsel for review</td>
</tr>
<tr>
<td></td>
<td>University Counsel sends written approval to Director of International Studies. <em>If changes required send to initiator for action then re-submit to Director of International Studies</em></td>
</tr>
<tr>
<td></td>
<td>Director of International Studies sends for signatures</td>
</tr>
</tbody>
</table>
v. CAS International Partnership Proposal Form

International Partnership Proposal Form
College of Arts and Sciences
EASTERN MICHIGAN UNIVERSITY

Must be received by the Office of International Initiatives at least 1 year in advance of proposed start date.

The current version of the form can be downloaded from the Office of International Initiatives Website. Submit the proposal summary and the required approvals to the College Office of International Initiatives, 427C Pray-Harrold, emorgan@emich.edu.

Name of Submitter: ___________________________ Department: ___________________________

Title: ___________________________ Email: ___________________________

Name of Co-submitter: ___________________________ Department: ___________________________

Title: ___________________________ Email: ___________________________

Name of Partnering Institution: ___________________________

Country: ___________________________

Proposal Summary

Goal(s) of the partnership:

Purpose(s) of the partnership:

Outline the details of the proposed partnership:
List other departments or Colleges that may be impacted by the proposed partnership:

Have these departments been contacted? Are they in agreement with the proposed partnership? (See below for required endorsement)

Please provide the following information:

What is the value added to the department/program/College/University?

What are the anticipated costs?

- How much travel, by whom and how often:
- Describe resources needed to support the partnership:

**Approvers of the Concept**

*Department Head*
Please attach a short memorandum in which you briefly state the reasons for supporting or not supporting the proposed partnership. Explain the impact of the partnership on the department in terms of resources and benefits and describe any financial support to be provided by the department.

Department Head Name: _______________________

**Additional Endorsements**

*Department Head and/or College other than CAS*
Please attach a short memorandum in which you briefly state the reasons for supporting or not supporting the proposed partnership. Explain the impact of the partnership on the department in terms of resources and benefits and describe any financial support to be provided by the department.
Department Head Name: _______________________

College (Other than CAS) Dean Name: _______________________


Please attach a short memorandum in which you briefly state the reasons for supporting or not supporting the proposed partnership. Explain the impact of the partnership on the department and College in terms of resources and benefits.

College of Arts and Sciences Dean:

_________________________________________  ______________________
Signature                        Date
MEMORANDUM OF AGREEMENT:
STUDENT EXCHANGE

Between
Kyoto University of Education
(Kyoto, Japan)
And
Eastern Michigan University
(Ypsilanti, Michigan, USA)

Kyoto University of Education (hereafter referred to as KUE) and Eastern Michigan University (hereafter referred to as EMU) consent to enter into a formal student exchange agreement based on a foundation of mutual trust for the purpose of progress in science, education and culture, and to contribute to the mutual benefit and development of the two institutions. The exchange of students on the basis of the academic exchange agreement between KUE and EMU shall be carried out as follows:

I. The International Affairs Office at KUE and Academic Programs Abroad at EMU shall serve as coordinators of this agreement at their respective universities.

II. Number of exchange students and duration of the period of exchange:
   1. Up to two undergraduate students or one graduate student shall be accepted as exchange students by each institution each academic year. If students are sent for one semester only, these numbers will be doubled.
   2. Each institution will accept students even if the partner institution cannot send any students.
   3. The duration of a period of exchange shall normally be up to one year.
   4. Each institution shall keep a record of the students sent and received under this agreement. Although the number of students exchanged between the two institutions each year will not be in balance each semester, it is assumed that the number of exchanges will be approximately the same over a three-year period. This balance will be reviewed at the end of the three-year period.
5. Separate records will be kept of the number of undergraduate students sent and received and the number of graduate students sent and received. A KUE student attending EMU will be considered “undergraduate” if the student is taking EMU courses numbered between 100 and 499. A KUE student attending EMU will be considered “graduate” if the student is taking EMU courses numbered between 500 and 699. Courses numbered 700 and above (Ph.D level) will not be available on the exchange.

III. Selection, courses and enrollment:
   1. Selection of students shall be made by each home institution in accordance with the academic requirements of the receiving institution.
   2. KUE students selected to attend EMU on exchange must have a minimum TOEFL score of 550 (paper) or 79 iBTOEFL. Other test options for IELTS and MELAB tests are available. Students who do not reach this score must register for appropriate ESL courses at EMU.
   3. An appropriate program shall be provided for each of the exchange students by the coordinator in charge of the exchange program at the host institution prior to arrival at the host institution and in accordance with its course registration timetable.
   4. The program shall be prepared on the basis of the academic record and the interests of each student. The program may be changed, if necessary, after the arrival of the students at the host institution. Any changes need to be approved by the home institution coordinator to insure the transfer of credit obtained in the new course(s).
   5. Exchange students shall be enrolled as full-time non-degree students for the regular semesters of the academic year.

IV. Exchange of academic records and credits:
   1. The record of each student’s academic performance shall be sent directly to the home institution at the conclusion of each semester. The release of this information by the host institution to the home institution is conditioned by written authorization from the visiting student.
   2. The home institution shall evaluate the transferability of credits earned at the host institution.

V. Tuition and Fees:
   1. Exchange students will be required to pay full tuition and fees to their home institution.
2. The host institution shall waive tuition and fees for the students participating in the exchange.
3. The students are responsible for arrangement and cost of their own, in-country and international travel, medical and damage insurance, passport and visa application fees, textbooks and any additional expenses which are caused in the host institution like international student orientation fees, and personal expenses.
4. The institution receiving exchange students shall make due efforts to assist students in finding appropriate accommodations.
5. Granting of a scholarship is not included in the conditions of the student exchange. However, both institutions will provide information about possible scholarships and other financial support to exchange students.

VI. Student Conduct and Right to Dismissal:
1. Students shall abide by all applicable rules and regulations of the home and host institutions and all applicable laws, rules and regulations of the home and host countries.
2. Each institution reserves the right to dismiss any student at any time for academic or personal misconduct in violation of its established regulations.
3. The dismissal of a student shall not abrogate the arrangement regarding other students.

VII. Nothing shall diminish the full autonomy of either institution, nor will any constraints be imposed by either upon the other in carrying out the agreement.

VIII. The relationship between KUE and EMU is and shall continue to be that of an independent contractor, and no liability or benefits, such as workmen’s compensation, pension rights or liabilities, insurance rights or liabilities, arising out of or related to an employer/employee relationship, shall arise or accrue to either party or either party’s agent, subcontractor or employee, as a result of this agreement or its performance.

IX. Any paragraph, sentence, phrase or other provision of this agreement which is in conflict with any applicable statute, rule or other law shall be deemed, if possible, to be omitted here from. The invalidity of any portion thereof shall not affect the force or effect of the remaining portions hereof.
X. This agreement incorporates and supersedes all prior negotiations, communications, understandings and agreements between the parties hereto regarding the subject matter hereof, whether written or oral. No such prior negotiations, communications, understandings, or agreements shall be of further force or effect.

XI. This agreement is subject to revision by mutual written agreement.

XII. This agreement shall be effective for three years from the day of its ratification by representatives of both institutions. It is also understood that the parties may mutually agree in writing to extend the term of the agreement for a further three years. This agreement may be terminated with or without cause upon by either party upon written notice to the other party. Such termination will not affect the students who are currently enrolled at host institution.

XIII. This agreement is written in English and Japanese and two copies of the document shall be made. Both English and Japanese versions of the document have equal validity.
    1. Both institutions shall keep both of the English and Japanese versions of the document.
    2. This agreement shall be effective when the representatives of both institutions have signed the agreement. This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

Kyoto University of Education: Eastern Michigan University:

___________________________  ______________________
Name                  Dr. Kim Schatzel
President               Provost & Vice President
for Academic & Student Affairs

Date:  Date:
b. Dual-degree: Tianjin Foreign Studies University

MEMORANDUM OF AGREEMENT:
DUAL-DEGREE MASTERS PROGRAM IN
TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES
between
EASTERN MICHIGAN UNIVERSITY,
MICHIGAN, USA
and
TIANJIN FOREIGN STUDIES UNIVERSITY,
TIANJIN, CHINA

In order to prepare highly-qualified English language teachers to meet the growing demands in China at the tertiary level, Tianjin Foreign Studies University (TFSU) and Eastern Michigan University (EMU) agree to establish a joint program for TFSU students interested in obtaining a Master of Arts in Teaching English to Speakers of Other Languages (MA TESOL) from EMU. This program is designed for TFSU graduate students, who upon graduation, are planning to apply to Ph.D. programs in Applied Linguistics/TESOL in North America. The two institutions agree to the following provisions.

ARTICLE 1: This Memorandum of Agreement is effective from the date on which the responsible administrative officers of both institutions sign this agreement. Within the framework of this agreement, the two institutions agree as follows:

A. Students in the graduate program with concentration in English Education at TFSU are eligible to apply for the MA TESOL degree at EMU. They will take 6 credit hours of restricted cognates and 6 credit hours of restricted electives from TFSU in the first year (see Addendum B for a list of restricted cognates and electives approved by EMU). TFSU students will pay tuition to EMU at the in-state rate and, as EMU students, they will be subject to the rules and regulations of EMU.

B. TFSU students will apply to the MA TESOL program at EMU in Spring 2011 for admission for Fall 2011. The EMU graduate application fee will be waived. Requirements for regular admissions can be found in Addendum A.

C. TFSU students admitted to the MA TESOL program at EMU will be eligible to transfer up to 12 graduate credits from TFSU (6 credits of cognates and 6 credits of electives from the list of courses approved by EMU) to the MA TESOL program at EMU.

D. Syllabi for TFSU provided cognates and restrictive electives for the following academic year will be sent annually by April 1 each year to the MA TESOL coordinator at EMU. Syllabi for EMU provided courses for the following academic year will be sent to the MA with English Education coordinator at TFSU by April 1 each year.
E. TFSU will be responsible for marketing and recruitment for this dual-degree program. EMU will be responsible for supplying TFSU annually with materials about EMU to assist TFSU in its marketing and recruitment efforts.

F. Any changes or updates in the MA TESOL or MA with English Education programs for the following year will be notified to the partner institution coordinator as soon as is practicable and no later than April 1.

G. Regularly admitted TFSU students who successfully complete all required TESOL courses from EMU and fulfill TFSU’s academic requirements will receive an MA degree in TESOL from EMU and an MA degree with concentration in English Education from TFSU. Students conditionally admitted to TFSU but regularly admitted to EMU will receive only the MATESOL degree from EMU.

H. EMU TESOL faculty will provide information and assistance to TFSU students when they apply to Ph.D. programs in North America.

I. TFSU will provide housing and office space to EMU TESOL faculty if they teach or co-teach any TESOL required courses at TFSU.

ARTICLE 2: Restrictions and Limitations

A. Nature of the Agreement: This agreement is not to be construed as a contract in law creating legal or financial relationships between the two institutions. Instead, it is formulated as a statement of interest and intent to facilitate and develop mutually beneficial cooperative activities and exchanges.

B. Human and Financial Resources: The programs and exchanges will be subject to various constraints, such as availability of faculty, students and financial resources.

C. Health Insurance: All program and exchange participants must have adequate medical and hospitalization insurance coverage. This insurance coverage must conform to the regulations of the host country.

D. Independent Contractor Status of the Institutions: In the performance of this agreement each institution shall be considered an independent contractor. Neither institution is authorized or empowered to act as an agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

E. Assumption of Liability: Each institution assumes any and all risks of personal injury, property damage, or other liabilities attributable to the negligent acts or omissions of that institution and the officers, employees and agents thereof.

F. Liability Insurance: Each Institution warrants and represents that it has adequate liability
insurance, such protection being applicable to the officers, employees and agents of that institution while acting within the scope of their employment.

**ARTICLE 3:** This Memorandum will be reviewed within 60 days following the completion of the program by the first cohort of students. Proposed amendments to the agreement must be mutually acceptable, will be recorded as an amendment to this agreement and signed by the responsible administrative officers of each partner university.

This Memorandum is valid for a period of four years, after which the institutions may mutually agree to extend the agreement, but it may be terminated at any time by either EMU or TFSU by written notice of termination, signed by the presiding officer of the notifying party. To be effective, the notice of such termination must be received by the other party before January 31st of the year in which the termination shall become effective. However, the termination shall only be made in such manner as to avoid the student’s academic jeopardy therefrom.

**ARTICLE 4:** This agreement is validated by the responsible administrative officers of Tianjin Foreign Studies University and Eastern Michigan University, who have signed below.

---

**EASTERN MICHIGAN UNIVERSITY**  **TIJANJ FOREIGN STUDIES UNIVERSITY**

Susan Martin, Ph.D
President

Xiu Gang, Ph.D
President

Date: __________________________

Date: __________________________

Kim Schatzel, Ph.D
Provost and Vice President for Academic Affairs & Student Affairs

Wang Mingyu, Ph.D
Vice President, Academic Affairs

Date: __________________________

Date: __________________________

Thomas K. Venner, Ph.D
Dean, College of Arts & Sciences

Chen Youqiang, Ph.D
Dean, School of English Studies

Date: __________________________

Date: __________________________
ADDENDUM A: ADMISSIONS

Admission requirements
A. Applicants must achieve a TOEFL score of 92 (iBT) with a writing score of 24 or IELTS 7 (for every section).

B. Applicants must have a minimum undergraduate 3.0 grade point average (GPA) and a 3.0 GPA of all the graduate courses taken at TFSU.

ADDENDUM B: COGNATES & ELECTIVES

Restricted Cognates from TFSU Approved by EMU
Six credit hours of cognates (all must be related to English language systems) must be taken from TFSU from the following list of courses, approved by EMU. Please note the following cognates can also be counted as electives; however, elective courses listed in Appendix B cannot be counted as cognates.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESG1003</td>
<td>2</td>
<td>Introduction to Linguistics</td>
</tr>
<tr>
<td>EE7205</td>
<td>2</td>
<td>Discourse Analysis</td>
</tr>
<tr>
<td>EE7103</td>
<td>2</td>
<td>Corpus Linguistics</td>
</tr>
<tr>
<td>EE6304</td>
<td>2</td>
<td>Cognitive Linguistics</td>
</tr>
<tr>
<td>EE6303</td>
<td>2</td>
<td>Sociolinguistics</td>
</tr>
<tr>
<td>EE6301</td>
<td>2</td>
<td>Semantics</td>
</tr>
<tr>
<td>EE6302</td>
<td>2</td>
<td>Pragmatics</td>
</tr>
</tbody>
</table>

Restricted Electives from TFSU Approved by EMU
Six credit hours of electives must be taken from TFSU from the following list of courses, approved by EMU. Other courses, particularly those in the areas of western cultures and educational technology, may be considered.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESG2001</td>
<td>2</td>
<td>Western Humanities</td>
</tr>
<tr>
<td>EE7101</td>
<td>4</td>
<td>Quantitative Methods in Educational Research</td>
</tr>
<tr>
<td>COURSE CODES</td>
<td>SEMESTER</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>TSLN501, 502, and 590 (8 credits)</td>
<td>Fall 2011</td>
<td></td>
</tr>
<tr>
<td>TSLN500, 520, 530, and 531 (6 credits)</td>
<td>Winter 2012</td>
<td></td>
</tr>
<tr>
<td>TSLN532 and 533 (3 credits)</td>
<td>Spring 2012</td>
<td></td>
</tr>
<tr>
<td>TSLN688 (3 credits)</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>At TFSU TSLN694 (2 credits; course to be offered online by EMU faculty)</td>
<td>Fall 2012</td>
<td></td>
</tr>
</tbody>
</table>

### Option 2: 10 months at EMU

<table>
<thead>
<tr>
<th>COURSE CODES</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSLN501, 502, and 590 (8 credits)</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>TSLN500, 520, 530, and 531 (6 credits)</td>
<td>Winter 2012</td>
</tr>
<tr>
<td>TSLN532, 533 (3 credits)</td>
<td>Spring 2012:</td>
</tr>
</tbody>
</table>
### Required MA TESOL Course Titles at EMU

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>CREDIT HOURS</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSLN 500</td>
<td>1</td>
<td>Observation and Analysis of ESL Programs</td>
</tr>
<tr>
<td>TSLN 501</td>
<td>3</td>
<td>Theoretical Foundations of SL Pedagogy</td>
</tr>
<tr>
<td>TSLN 502</td>
<td>4</td>
<td>A Pedagogical Grammar &amp; Phonology of ESL</td>
</tr>
<tr>
<td>TSLN 590</td>
<td>1</td>
<td>An Introduction to the Profession</td>
</tr>
<tr>
<td>TSLN 520</td>
<td>2</td>
<td>Foreign Language Testing and Evaluation</td>
</tr>
<tr>
<td>TSLN 530</td>
<td>2</td>
<td>TESOL Methods: Reading, Writing &amp; Grammar</td>
</tr>
<tr>
<td>TSLN 531</td>
<td>1</td>
<td>TESOL Materials: Reading, Writing &amp; Grammar</td>
</tr>
<tr>
<td>TSLN 532</td>
<td>2</td>
<td>TESOL Methods: Listening, Speaking &amp; Pronunciation</td>
</tr>
<tr>
<td>TSLN 533</td>
<td>1</td>
<td>TESOL Materials: Listening, Speaking &amp; Pronunciation</td>
</tr>
<tr>
<td>TSLN 688</td>
<td>3</td>
<td>TESOL Practicum</td>
</tr>
<tr>
<td>TSLN 694</td>
<td>2</td>
<td>TESOL Seminar</td>
</tr>
</tbody>
</table>
ADDENDUM D: NON MICHIGAN RESIDENT TUITION & FEES

For information on tuition and fees, use the tuition calculator at [http://www.emich.edu/sbs/calc.php](http://www.emich.edu/sbs/calc.php). Make sure you choose residency status (non-Michigan resident), the number of credit hours, course level (500-699 for graduate courses), and course grouping (Foreign Languages). Please note that tuition and fees are subject to change by action of the EMU Board of Regents. Below is an estimate of tuition and fees for 22 credit hours for academic year 2010-2011. Please note: the numbers given below are accurate at the time this document was written. Tuition, fees and program fees are subject to change. Consult the websites for the most up-to-date information:

- Per credit hour: $821.50 x 22 = $18,073
- Student fees: $38 x 22 = $836
- Program fees: $54 x 22 = $1,188

**Total estimated cost for tuition and fees: $20,097**

For information on the expected expenses for international students, particularly health insurance, click on the link [http://www.emich.edu/admissions/main/forms.php](http://www.emich.edu/admissions/main/forms.php), and then click on the "Financial Form for International Applicants." Scroll to page three of the document for estimated expenses for 8, 10 and 12 months of living/studying at EMU. Mandatory health insurance is listed in C in Table 1. Please note that the cost of health insurance for academic year 2010-2011 for 8, 10 or 12 months is the same, $943.
AGREEMENT OF COOPERATION

between
EASTERN MICHIGAN UNIVERSITY
Ypsilanti, Michigan
United States of America

and
WUHAN INTERNATIONAL SCHOOL OF SOFTWARE
WUHAN UNIVERSITY
People’s Republic of China

Master of Arts Degree in Economics

In order to develop mutually beneficial cooperation between the People’s Republic of China and the United States of America and to strengthen academic programs and exchanges between our two institutions, Wuhan International School of Software (henceforth Wuhan ISS) and Eastern Michigan University (henceforth EMU) agree to the following provisions.

Article 1 The two institutions will expand their existing Agreement for Cooperation (and the Memo of Understanding describing the terms of the agreement) dated March 22, 2007 beginning on the date on which the responsible administrative officers of both institutions have signed this agreement. Within the framework of this agreement, the two institutions agree as follows:

A. The objective of this program in Economics is to offer students of Wuhan ISS an opportunity to work toward a Master of Arts (M.A.) degree at EMU in order to further stimulate international projects between the two institutions.

B. Each institution shall appoint a coordinator for the program. Each institution shall appoint a coordinator for the specific degree program. The coordinator for all Wuhan ISS programs in the College of Arts and Sciences at EMU is Elisabeth Morgan, Ph.D. The EMU coordinator will

1. correspond with the appropriate liaisons at Wuhan ISS on behalf of students, faculty and administration to facilitate implementation of programs;
2. accept completed student applications from Wuhan ISS, and deliver to Admissions for processing as a cohort;
3. monitor student records for eligibility for the International Partnership Award (IPA) (see below) and inform necessary parties;
4. correspond with the Offices of Financial Aid, International Students,
Housing and Dining, International Admissions, English as a Second Language, University Health Services on behalf of students, faculty and administration;

5. provide orientation materials specific to Wuhan ISS students and their program;
6. other responsibilities that facilitate the implementation of programs.

The Wuhan ISS Graduate Coordinator is Zongyao Sha, Ph.D.

C. Wuhan ISS shall respect the admissions requirements and qualifications for degree-seeking transfer students set forth by EMU, and shall assume full responsibility for the assessment and the selection of appropriate candidates. EMU shall respect the curricula and credit system established by Wuhan ISS.

D. EMU shall make final determination on the admission of students from Wuhan ISS and host the students for one (1) full academic year, as well as one (1) spring and/or summer session, if necessary. Tuition shall be arranged in accordance with the stipulations in the Addendum. Should the spring and/or summer sessions be needed by the students to complete their degree requirements, the fees involved shall be borne by Wuhan ISS.

E. The students involved in the program described shall, in principle, be in their seventh semester at Wuhan ISS at the time of application to EMU. Specific admission information is provided in the Addendum.

F. EMU is pleased to offer an International Partnership Award (IPA) for qualified students from Wuhan ISS. Students can receive an award equal to the difference between in-state and out-of-state tuition, with provisions detailed in the Addendum being met. EMU agrees to waive the application fee.

- 100% IPA scholarship for cohorts of 8 or more
- 75% for cohorts of 4-7 students
- 50% of IPA scholarship for cohorts of 1-3

G. The degree-seeking exchange students of Wuhan ISS are subject to the academic regulations and other-campus stipulations governing the regular student body at EMU.

H. The Academic Advisor assigned to Wuhan ISS students in this program is David Crary, Ph.D. in the Economics Department. His role is to carefully monitor their academic performance and guide their course selection so that they may graduate in as timely a manner as possible.

I. Credit system transfers will be calculated according to the curriculum detailed in the Addendum.
J. This Program shall be reviewed and re-evaluated by both parties every two years, or whenever it is deemed necessary by either of the parties.

K. Should there be need for further negotiation and improvement regarding the implementation of this program, details shall be discussed between the two parties when appropriate and necessary.

Article 2 Restrictions and Limitations

G. Nature of the Agreement: This agreement is not to be construed as a contract in law creating legal and financial relationships between the two institutions. Instead, it is formulated as a statement of interest and intent to facilitate and develop mutually beneficial cooperative activities and exchanges.

H. Human and Financial Resources: The programs and exchanges will be subject to various constraints, such as availability of faculty, students and financial resources.

I. Health Insurance: All program and exchange participants must have adequate medical and hospitalization insurance coverage. This insurance coverage must conform to the regulations of the host country.

J. Independent Contractor Status of the Institutions: In the performance of this agreement each institution shall be considered an independent contractor. Neither institution is authorized or empowered to act as an agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

K. Assumption of Liability: Each institution assumes any and all risks of personal injury, property damage, or other liabilities attributable to the negligent acts or omissions of that institution and the officers, employees and agents thereof.

L. Liability Insurance: Each Institution warrants and represents that it has adequate liability insurance, such protection being applicable to the officers, employees and agents of that institution while acting within the scope of their employment.

Article 3 This agreement is valid for a period of five years, after which the institutions may mutually agree to extend the agreement, but it may be terminated by either EMU or Wuhan ISS by written notice of termination, signed by the presiding officer of the notifying party. To be effective, the notice of such termination must be received by the other party before January 31st of the year in which the termination shall become effective. However, the termination shall only be made in such manner as to avoid the student’s academic jeopardy therefrom.
**Article 4** This agreement will have both Chinese and English versions, which are both in force. The original version shall be printed in quadruplicate and both parties will hold two copies.

**Article 5** This agreement is validated by the responsible administrative officers of Wuhan International School of Software and Eastern Michigan University, who have signed below.

**EASTERN MICHIGAN UNIVERSITY**

Susan Martin  
President  

Date: __________________________

**WUHAN INTERNATIONAL SCHOOL OF SOFTWARE**

__________________________________________  
Yixin Zeng  
Dean, Wuhan ISS  

Date: __________________________

__________________________________________  
James J. Carroll III  
Interim Provost and Vice President,  
Academic Affairs  

Date: __________________________

__________________________________________  
Thomas K. Venner  
Dean, College of Arts & Sciences  

Date: __________________________
Addendum
Specific Terms for the Agreement for a
Master of Arts degree in one of three areas in Economics

This addendum describes three master's degree programs at EMU in Economics (ECON): Applied Economics; Economics; and International Economics and Development for transfer students from Wuhan University. In order to graduate from EMU and receive a Master of Arts degree from EMU, Wuhan students must complete the requirements of the Master's program and transferred credits from Wuhan ISS to total 30 credit hours. Only courses from Wuhan in which a student has earned the equivalent grade of 3.0 may be transferred to EMU.

PROGRAM I
Master of Arts in Applied Economics

Two of the following Wuhan ISS courses may be transferred to EMU to meet requirements of the MA in Applied Economics program. (6 hours)
1. Introduction to Econometric

The following courses must be taken at EMU: (18 hours)
ECON 514 Econometric Analysis I
ECON 511 Mathematical Economics
ECON 601 Macroeconomic Analysis
ECON 602 Microeconomic Analysis
ECON 606 Applied Economics

One of the following Options
I. ECON 604 Research Seminar in Economics
II. ECON 699 Independent Study (supervised research paper)
III. ECON 692 Thesis

Two of the following courses (6 hours)
ECON 515 Econometrics: Theory and Applications
ECON 537 Microeconometrics in Healthcare
ECON 545 Economic Forecasting and Policy

Substitutions for courses can be made if necessary. An example of a circumstance that may affect a student's program of study is the cancellation of a course. Substitutions must be approved by the major advisor in ECON.
PROGRAM II
Master of Arts in ECONOMICS

Two of the following Wuhan ISS courses may be transferred to EMU to meet requirements of the MA in Economics program. (6 hours)

1. Introduction to Econometric

The following courses must be taken at EMU: (15 hours)

- ECON 514 Econometric Analysis I
- ECON 511 Mathematical Economics
- ECON 601 Macroeconomic Analysis
- ECON 602 Microeconomic Analysis

One of the following Options

I. ECON 604 Research Seminar in Economics
II. ECON 699 Independent Study (supervised research paper)
III. ECON 692 Thesis

Restricted Electives (9 hours)

In consultation with Dr. Crary, students may select 9 credit hours in any field of economics, with up to six hours of approved cognate substitutions.

Substitutions for courses can be made if necessary. An example of a circumstance that may affect a student’s program of study is the cancellation of a course. Substitutions must be approved by the major advisor in ECON.
**PROGRAM III**  
**Master of Arts in International Economics and Development**

Two of the following Wuhan ISS courses may be transferred to EMU to meet requirements of the MA in International Economics and Development program. (6 hours)

1. Introduction to Econometric

The following courses must be taken at EMU: (15 hours)

- ECON 514 Econometric Analysis I
- ECON 511 Mathematical Economics
- ECON 601 Macroeconomic Analysis
- ECON 602 Microeconomic Analysis

*One of the following Options*

1. ECON 604 Research Seminar in Economics
2. ECON 699 Independent Study (supervised research paper)
3. ECON 692 Thesis

*Restricted Electives* (9 hours)

- ECON 561 Economics of Multinational Enterprise
- ECON 580 International Trade: Theory and Policy
- ECON 581 The International Monetary System
- ECON 585 Economic Growth and Development

Other adviser-approved electives

Substitutions for courses can be made if necessary. An example of a circumstance that may affect a student’s program of study is the cancellation of a course. Substitutions must be approved by the major advisor in ECON.
Admission

The minimum GPA required for students to be admitted is 3.0 (students with a GPA between 2.7 and 3.0 may be considered on a case-by-case basis). Students also need to have the equivalent of ECON201 & 202 Principles of Macroeconomics and Microeconomics, respectively; ECON301 and 302, Intermediate Macroeconomics and Microeconomics, respectively, and a course each in Statistics and Calculus. In addition, each student is required to take an English proficiency test prior to admission. If a student’s proficiency score is lower than the minimum English proficiency score required at EMU, he or she will be conditionally admitted and placed into appropriate ESL courses, assuming that other admission requirements are met. Students will be fully admitted after completing the required ESL course sequence. Please note that if a student has a low proficiency in English, it is possible for that student to spend a year or more in English courses.

The minimum English requirements for full admission to EMU are (only one is necessary):
- TOEFL: 213 (CBT); 550 (PBT); or 79 (iBT)
- MELAB: 77
- IELTS: 6.5

Original transcripts for students applying to this program should be sent in one packet to the Office of International Initiatives in the College of Arts and Sciences. Unofficial TOEFL scores may be sent as well for preliminary placement in ESL. (See below for specific placement information.) However, official (original) English proficiency test score result reports must be sent by the Testing Service to the Office of Admissions. EMU cannot accept student copies as part of the application. All documents must be received by May 1 for Fall admission.

Financial Awards

Wuhan ISS students can receive an International Partner Award, an amount equal to the difference between in-state and out-of-state tuition, providing that their

- English proficiency is above the minimum required score, and
- Grade point average of UG courses is 3.0 or higher

This award will be renewed as long as students maintain a cumulative grade point average of 3.0 or higher, and register for a minimum of eight (8) credit hours per term (6 credit hours for spring), none of which can be ESLN courses. This award is based on non-resident admission status. The IPA will not pay towards online classes since they are charged at in-state tuition rates. The IPA cannot be combined with other EMU scholarships or assistantships.

The 2010-11 IPA is estimated at $13,905 ($6,952.50 fall/$6,952.50 winter) based on 30 credit hours.
ESL PLACEMENT

- Students are placed into ESLN courses according to the sub scores on either the TOEFL, MELAB, or IELTS.
- To find a student's ESL placement:
  - Look at the test score report
  - Locate the test and sub-score on the chart below
  - Look at the ESL class listed in that column
  - Repeat for each sub-score
- Students must continue taking ESL courses each semester in which they are enrolled until they have completed all required ESL courses.
- To fulfill language proficiency requirements, undergraduate students must complete the 400 level and graduate students must complete the 500-level.
- Students who place into 100-, 200-, or 300-level courses will take ESL only until they reach either the 400- or 500-level. When students are in the 400- or 500-level, they may take other university courses at the same time as the ESL courses.
- All ESL courses are 3 credit hours each (except ESLN 318 - 1 credit hour; and ESLN 512 - 2 credit hours).

<table>
<thead>
<tr>
<th>Listening &amp; Speaking</th>
<th>ESL 116</th>
<th>ESL 216</th>
<th>ESL 316</th>
<th>ESL 416</th>
<th>UG OUT ESL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL iBT Listening</td>
<td>7 - 8</td>
<td>9 - 10</td>
<td>11 - 12</td>
<td>13 - 14</td>
<td>15 +</td>
</tr>
<tr>
<td>TOEFL iBT Speaking</td>
<td>8 - 9</td>
<td>10 - 11</td>
<td>12 - 13</td>
<td>14 - 16</td>
<td>16 +</td>
</tr>
<tr>
<td>IELTS Listening</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
<td>5.5</td>
<td>6.0 +</td>
</tr>
<tr>
<td>IELTS Speaking</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
<td>5.5</td>
<td>6.0 +</td>
</tr>
<tr>
<td>TOEFL PBT Listening</td>
<td>42 - 43</td>
<td>44 - 45</td>
<td>46 - 47</td>
<td>48 - 50</td>
<td>51 +</td>
</tr>
<tr>
<td>TOEFL CBT Listening</td>
<td>8 - 9</td>
<td>10 - 11</td>
<td>12 - 13</td>
<td>14 - 16</td>
<td>17 +</td>
</tr>
<tr>
<td>MELAB Listening</td>
<td>55 – 58</td>
<td>59 – 60</td>
<td>61 – 64</td>
<td>65 – 68</td>
<td>69 +</td>
</tr>
</tbody>
</table>

Note: if listening and speaking scores are different, the lowest score will be used for placement as the weaker skill will need improvement. Students placed into ESLN 316 will also take the co-
<table>
<thead>
<tr>
<th></th>
<th>ESL 114</th>
<th>ESL 214</th>
<th>ESL 314</th>
<th>ESL 414</th>
<th>UG OUT ESL</th>
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<tbody>
<tr>
<td><strong>Reading</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOEFL iBT</td>
<td>8 - 9</td>
<td>10 - 11</td>
<td>12 - 13</td>
<td>14</td>
<td>15 +</td>
</tr>
<tr>
<td>TOEFL PBT</td>
<td>42 - 43</td>
<td>44 - 45</td>
<td>46 - 47</td>
<td>48 - 50</td>
<td>51 +</td>
</tr>
<tr>
<td>TOEFL CBT</td>
<td>10 - 11</td>
<td>12 - 13</td>
<td>14 - 15</td>
<td>16 - 17</td>
<td>18 +</td>
</tr>
<tr>
<td>IELTS</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
<td>5.5</td>
<td>6.0 +</td>
</tr>
<tr>
<td>MELAB GCVR</td>
<td>55 - 58</td>
<td>59 - 60</td>
<td>61 - 64</td>
<td>65 - 68</td>
<td>69 +</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ESL 112</td>
<td></td>
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<tr>
<td>ESL 212</td>
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<td>ESL 312</td>
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<td>ESL 412</td>
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<tr>
<td><strong>Grammar</strong></td>
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<tr>
<td>ESL 110</td>
<td>8</td>
<td>9 - 10</td>
<td>11 - 12</td>
<td>13 - 14</td>
<td>15 +</td>
</tr>
<tr>
<td>ESL 210</td>
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<tr>
<td>ESL 310</td>
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<td>ESLN 410</td>
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</tr>
<tr>
<td><strong>TOEFL iBT</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
<td>5.5</td>
<td>6.0 +</td>
</tr>
<tr>
<td>IELTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TWE or TOEFL CBT Essay</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5 +</td>
</tr>
<tr>
<td>MELAB Composition</td>
<td>53</td>
<td>57</td>
<td>63</td>
<td>67</td>
<td>73 +</td>
</tr>
</tbody>
</table>

Note: students placed into writing classes will take the co-requisite grammar classes.
## Grade Equivalency Table

<table>
<thead>
<tr>
<th>Score Range</th>
<th>GPA</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>94-100</td>
<td>4.0</td>
<td>A</td>
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<tr>
<td>90-93</td>
<td>3.7</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>3.3</td>
<td>B+</td>
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<tr>
<td>83-86</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>80-83</td>
<td>2.7</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>2.3</td>
<td>C+</td>
</tr>
<tr>
<td>73-75</td>
<td>2</td>
<td>C</td>
</tr>
<tr>
<td>69-72</td>
<td>1.7</td>
<td>C-</td>
</tr>
<tr>
<td>67-68</td>
<td>1.3</td>
<td>D+</td>
</tr>
<tr>
<td>63-66</td>
<td>1.0</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>0.7</td>
<td>D-</td>
</tr>
<tr>
<td>&lt;60</td>
<td>0</td>
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