

2016-17 Southern Indiana Japanese School (SIJS) Exchange Program Recruitment Summary

12/09/2015

1. General Idea:

The Southern Indiana Japanese School (SIJS) in Evansville, Indiana, was founded when a Japanese company established a plant so that the children of the Japanese employees could study Japanese, social studies, math, and English using the textbooks used at the schools in Japan for the time they return to Japan. At present children of employees from several companies attend SIJS. The school is managed by the University of Southern Indiana (USI). We have about 55 students and 11 teachers. Most years we need to hire one-four new teachers.

This exchange program provides a means for the people who want to study abroad to study at the University of Southern Indiana (USI) to acquire a degree while teaching at SIJS. The cost of studying at USI is partially covered through this program.

2. Period of Time You Study at USI:

The selected applicant(s) generally study at USI for two years. Those selected for the coming period will study and teach from **July 29, 2016** till the end of **June, 2018**. SIJS has 48 school days. In **2015-2016** calendar, SIJS has classes on 43 Saturdays, and four Fridays in June, and one Friday in August.

The selected applicant(s) may study at USI for one year. Those selected will study and teach from **July 29, 2016** till the end of **June, 2017**.

3. Volume of Recruitment

At this time, SIJS expects to hire **three** people.

4. Qualification to Apply and Study at USI:

(1) Applicants need to have an associate degree or bachelor degree, since they need to complete a bachelor or master degree in two years. We will select people who exceed USI's minimum score on TOEFL. Applicants' transcripts will be evaluated and those who are considered to be able to successfully pursue degrees at USI will be selected. The applicant with the associate degree will pursue the bachelor's degree and the applicant with the bachelor's degree will pursue the second bachelor's degree or the master's degree. The applicant who will pursue the master's degree might need to take the GRE test depending on the course. He/she might need to take the higher score of GRE than the standard score. Current college students who have completed the credits of two

years at college may apply for this program.

Minimum TOEFL score to be admitted to USI

	Person to pursue undergraduate course	Person to pursue graduate course
Paper test	525	550
Computerized test	197	
Internet based	71	79

You can apply for TOEFL at the following site:

<http://www.cieej.or.jp/toefl/index.html>

You can apply GRE at the following site:

<http://www.ets.org/gre/general/about/fees/index.html>

Those applying should immediately begin studying for the TOEFL. He/she should prepare to apply for the TOEFL. The TOEFL code for USI is “1335.”

(2) We would like the applicants who would like to study at the College of Nursing and Health Professions to express their wish when they apply for this program. USI will decide whether the applicant is admitted to study at the College of Nursing and Health Professions or not after reviewing the transcripts at the university in Japan.

5. Courses and Cost:

The cost below is for the 2015-2016 academic year. It is likely that some costs will increase. USI pays only for the items below.

(1) Undergraduate Course: USI pays the following for the person pursuing the bachelor’s degree for two years.

ITEMS THAT USI PAYS	AMOUNT
Tuition and Qualified Fees: Actual to a Maximum of 30 Undergraduate Credit Hours per Academic Year	\$16,618
Stipend	\$5,200
University Service Fee	\$60
Health Insurance Fee	\$1,100
Total for 2015-16	\$22,978

The tuition estimate above assumes no qualified fees.

(2) Graduate Course: USI pays the following for the person pursuing the master’s degree for two years.

ITEMS THAT USI PAYS	AMOUNT
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Tuition and Qualified Fees: Actual to a Maximum of 18 Graduate Credit Hours per Academic Year	\$11,991
Stipend	\$5,200
University Service Fee	\$60
Health Insurance Fee	\$1,100
Total for 2015-16	\$18,351

(3) Intensive English Program (IEP): Selected applicants who need to raise their TOEFL scores to qualify for an undergraduate or graduate course can study IEP at USI for about one year. USI will pay as follows:

ITEMS THAT USI PAYS	AMOUNT
IEP Tuition (*2017 spring semester)	\$5,900
Stipend	\$5,200
University Service Fee	\$20
Health Insurance Fee	\$1,100
Total for 2015-16	\$12,220

***The individual is responsible for the 2016 fall semester IEP tuition in the 2016-17 academic year.**

6. Cost an Individual Pays

The cost below is for the 2015-2016 academic year. It is likely that some costs will increase.

(1) The estimate that an individual who studies in the undergraduate course or in the graduate course at USI pays, regardless of program, is as follows:

ITEMS	AMOUNT
Textbooks and Supplies (varies by individual)	\$1,100
Fees (Application Fee, Enrollment Fee, Matriculation Fee, Student Activity Fee, Transportation and Parking Fee, Health Center Fee, Counselling Center Fee)	\$814
Housing in Faculty Apartment-12 months	\$6,600
Full meal plan for Academic Year-12 months (Other meal plans are also available, or the teacher may choose to do his/her own cooking. The estimate of self-cooking is \$2,700.)	\$5,868
Transportation (bus fare for 48 days)	\$36
Tax	

Total for 2015-16	\$14,418+tax
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Participants in this program are considered both students and faculty/employees at USI. Faculty/employee apartment fees are for a one-person bedroom in a two-bedroom apartment. Two people share a living room and a kitchen. A refrigerator and an oven are fixed. One person uses her/his own bedroom with a bathroom and a toilet. A coin-laundry is available in the apartment property. Four-person, two-bedroom apartments and rates are not available to USI faculty/employees.

(2) The estimate that an individual who studies IEP at USI pays is as follows:

ITEMS	AMOUNT
2015 fall semester tuition	\$5,900
Fees (Application Fee, Enrollment Fee, Matriculation Fee, Student Activity Fee, Transportation and Parking Fee, Health Center Fee, Counselling Center Fee)	\$722
Housing in Faculty Apartment-12 months	\$6,600
Full meal plan for Academic Year-12 months (Other meal plans are also available, or the teacher may choose to do his/her own cooking. The estimate of self-cooking is \$2,700.)	\$5,868
Transportation (bus fare for 48 days)	\$36
Tax	
Total for 2015-16	\$19,126+tax

The conditions of housing is the same as the conditions of the people who study in the undergraduate course or in the graduate course.

In the past, most IEP students were able to achieve the necessary English fluency in two semesters. However, some IEP students were able to achieve satisfactory English in one semester. In this case, the individuals switch to the undergraduate or graduate course for spring 2017. An individual is responsible for the 2016 fall semester tuition even if she/he completes IEP in one semester. In the event someone required summer school to complete IEP, the individual is responsible for the additional summer school fee.

(3) Other Costs

- a. All costs not included above, including personal expenses, taxes, airfare, other travel, visa, TOEFL, etc., are the responsibility of the individual.
- b. If the applicant would like to live in the off-campus apartment house after living in the on-campus apartment house for one year, she/he can do that. However, the taxi

to go to SIJS on Saturday is not available if you live in the off-campus apartment house.

- c. USI is located in the outskirts of Evansville. It takes about 8 minutes to go to the closest shopping center by car. The bus leaves USI main campus every 30 minutes on weekdays during the semesters. However, during the summer vacation (between mid May and late August), fall break, Thanksgiving holidays, and Christmas vacation, the bus does not leave the main campus. During the vacations and holidays, the availability of the restaurants and fast food stores is limited. Certain period of Christmas vacation no restaurant is available. Therefore, some students in the exchange program pay to buy a car and share the car. The students who do not own a car ask their friends for ride or use a taxi.
- d. The health insurance that USI provides does not include the insurance the eye-doctor nor the dentist. However, the students can purchase the dental and eye discount card.

7. Classes and Visa Status

(1) Undergraduate Studies

USI pays for up to 30 undergraduate credit hours per academic year for the individual who studies in the undergraduate course. Students may take up to 15 credit hours each in fall and spring semesters. Students must take a minimum of 12 credit hours per semester to meet visa status requirements. Undergraduate students may take three hours in summer school if they take fewer than 15 hours in fall or spring.

(2) Graduate Studies

USI pays for up to 18 graduate credit hours per academic year for the individual who studies in the graduate course. Students may take up to nine credit hours each in fall and spring semesters. Students must take a minimum of six credit hours per semester to meet visa status requirements. The total hours required for completion varies from one graduate degree to another. Generally, a degree cannot be completed in two years by taking six hours per semester. Sometimes it is hard to take nine hours in the first fall semester. In that case graduate students may take six hours in 2016 fall semester and three hours in 2017 summer school. These three hours are included in the 18 hours that USI pays per academic year.

(3) Credit Hours and Degree

He/she needs to consult his/her advisor to find how many credit hours are required to

complete the degree and what classes he/she needs to take. He/she needs to visit the International Programs and Services for advice.

8. Class Cancellation

Class registration occurs before the semester starts. Occasionally, a student may need to cancel his/her class after the registration due to his/her circumstances. USI has a refund schedule that varies from a 100% refund to no refund, depending on how early in the semester classes are cancelled. Each individual is responsible for confirming the refund schedule each semester and is responsible to pay any portion of tuition not refunded.

9. How to Apply:

Contact Keietsu Nishimura, SIJS principal, by February 20, 2016 to obtain the “Exchange Program” application form. Fill in the application form and write the essay and send them to Keietsu Nishimura by February 23, 2016. First of all, send it by e-mail or by fax and send the original by post mail. The original may arrive later than February 24.

10. Announcement of the Result of the 1st Selection:

The following section describes the work to be done by the applicant and by SIJS and USI.

We will select the candidates and inform of the result of the first selection by e-mail by March 13, 2016 to the applicants. The selected person makes the “USI” application form to be admitted to USI on line. Please send the application form with other original document to the address below by April 30.

Address: Southern Indiana Japanese School, c/o Nativity Church, 3635 Pollack Ave.,
Evansville, IN 47714 , USA
TEL: 812-471-1210
FAX: 812-471-7166
E-mail: KNishimu@usi.edu

The documents that you will send to us are as follows:

The application form	<ul style="list-style-type: none">• Information about USI is available at www.usi.edu.• Please apply with a paper application form. To receive a paper application form, contact www.usi.edu/admission.• For the applicant who will study IEP or the Undergraduate Studies, the
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	<p>application form is available at http://www.usi.edu/media/17513/05-5198_internat_student_app.pdf</p> <ul style="list-style-type: none"> • For the applicant who will study the Graduate Studies, the application form is available at http://www.usi.edu/graduatestudies/ • For any applicant, “Official Statement of Finances” is available at http://www.usi.edu/media/1436710/2013-14-International-statement-of-finances.pdf
<p>The document that applicants will send</p>	<ul style="list-style-type: none"> • TOEFL test result • GRE test result (only for the graduate school applicant depending on what course degree you will pursue) • The certificate that proves that the applicant has the bachelor’s degree (associate degree) • Transcript of the university (junior college) • Transcript of the high school • Passport copy • Bank certificate that proves that the applicant has more than \$30, 000 in the bank. • The applicant who will study the Graduate Studies needs to have his/her transcript of the university in Japan written in English evaluated by a US evaluation agency. Please request the university in Japan to send the transcript to a US evaluation agency to have it evaluated by the agency. The agencies are available at http://www.usi.edu/admission/international-students <p>The cost of evaluation was between \$300 and \$400 in 2015.</p> <ul style="list-style-type: none"> • For those who will study the Undergraduate Studies USI will inform if a course evaluation report from an evaluation agency is needed to complete the admission process.

11. The Announcement of the Final Selection:

Keietsu Nishimura of SIJS will inform by e-mail by May 1, 2016 after screening the document at USI.

12. Letter of Agreement

We will send the letter of Agreement to the applicant in Japan before he/she comes here. The applicant will read the LOA to understand well. Then he/she will sign LOA if

he/she agrees, and will send it to us. Attached please find the sample of the 2015-2016 LOA. Japanese translation will be attached. The contract will be updated every year to reflect changes in tuition, etc.

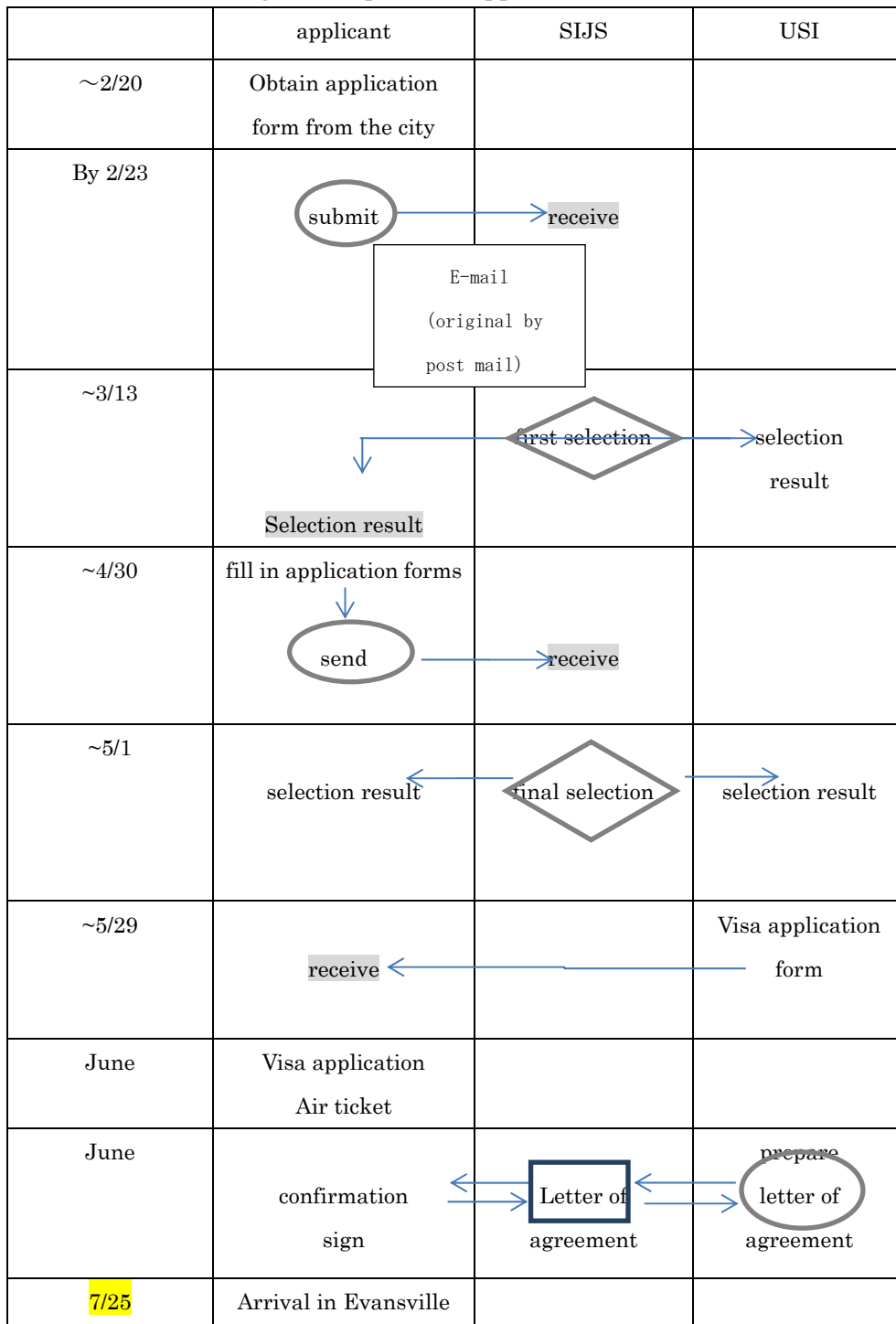
13. Document to Apply for Visa:

The application forms for visa will be prepared by USI. We will send the document for you to apply for the visa by post by May 29, 2016. We would like the applicants to apply for visa. The visa will be either F-1 or J-1.

14. Coming to US:

We would like the selected people to start to teach on July 29, 2016, and we would like her/him to arrive in Evansville on July 25. We will go to the airport in Evansville to see the selected people. After arrival, they will be able to stay in the USI apartment house. On the next day SIJS will have the orientation and USI will have the orientation for the exchanged students then. The classes of USI will start in the end of August.

15. Program Implementation Schedule The planned schedule follows. It may be affected based on the timing of receipt of the application.



16. The Roles of Organizations and USI

- 1) USI makes the recruitment summary. USI and SIJS are responsible for the recruitment summary.

- 2) USI requests the organizations in Japan for recruitment and reception with the goodwill of the organizations.
- 3) After the application, USI supports the visa application and enrollment procedure. USI makes the agreement with the applicant. Please contact SIJS for the detailed questions.

17. Note

During the program, there might be the changes of the system and the policies of the university through unavoidable circumstances. Therefore, there might be different conditions from the conditions in the recruitment summary. If there is any change, we will inform of it as soon as possible. Please understand this.

Mark C. Bernhard, Ph. D
Associate Provost for Outreach & Engagement
University of Southern Indiana

date

Sample

UNIVERSITY OF SOUTHERN INDIANA

LETTER OF AGREEMENT

This agreement between the University of Southern Indiana (“USI”) and () (“Student Instructor”) sets forth arrangements for the Student Instructor to teach at USI’s Southern Indiana Japanese School (“SIJS”) while studying at USI through the Sister City program. In exchange for certain benefits and compensation from USI, the Student Instructor shall provide instructional services to USI/SIJS.

If the Student Instructor’s TOEFL score is below the USI/SIJS standard, the Student Instructor agrees to enroll in the Intensive English Program offered at USI. When a satisfactory level of English proficiency is achieved, the Student Instructor will enroll in appropriate USI degree credit courses.

The SIJS calendar includes 43 Saturdays and five Fridays from July 31, 2015, through June 26, 2016, for a total of 48 teaching days. The SIJS calendar is attached. The first-year Student Instructor is expected to report to the SIJS on July 27, 2015 for orientation. Regular hours are 8:30 a.m.-4:30 p.m.

Each teaching day consists of six 45-minute periods. The Student Instructor will teach three subjects chosen by the SIJS principal from the following: Japanese, math, social studies, and life (“seikatsu”) in grades 1-9; Japanese, math, and English in grades 10 and 11; math, English, and essay (“shoronbun”) in grade 12. On occasion, combined classes may be assigned. In addition to the regular teaching assignment, the Student Instructor will be in charge of a home room. Other teaching or administrative duties may also occasionally be assigned by the SIJS principal, subject to a twenty (20) hours per week restriction while USI classes are in session.

Specific teaching duties include:

- Preparing an annual teaching plan to be approved by the principal at the beginning of the school year;
- Preparing lesson plans for each class to be submitted to the principal every week;

- Leading student participation in SIJS events such as the literature contest and presentations to parents;
- Participating in teachers' meetings at the beginning of each school day;
- Grading homework and papers and recording and maintaining student grades according to the SIJS system;
- Ensuring the safety of the students while in class and at recess;
- Having lunch with the students and supervising students' cleaning of the lunch room;
- Attending after-school teachers' meetings and professional development events as specified in the SIJS calendar;
- Providing supplementary instruction after school when necessary;
- Meeting with parents and other teachers to discuss student progress;
- Contacting the parents of his or her students on days when school is cancelled.

All work performed must be performed on-campus or on a facility controlled by USI and for a program operated or controlled by USI. All hours worked by the Student Instructor may not exceed twenty (20) hours during any workweek while USI classes are also in session. Work for purposes of the twenty (20) hour per week limitation shall include all duties listed above as well as all other assigned teaching or administrative duties. Therefore, the Student Instructor agrees not to work in excess of twenty (20) hours during any workweek while USI classes are also in session. The Student Instructor who is interested in accepting a tutoring position at USI must seek prior approval from the SIJS director and Outreach and Engagement. Tutoring hours are to be limited to no more than six per week. Student instructors who are enrolled in one or more summer courses may not tutor during the weeks when SIJS classes are held on both Friday and Saturday. Certain exceptions to these location and hours limitations may be available in limited circumstances for Student Instructors in J-1 Student status for USI-approved Academic Training during a period when USI classes are not in session or for unforeseen economic circumstances; such exceptions are available only

for J-1 Student status and the Student Instructor agrees to seek USI's approval and to abide by USI's determination of eligibility for such employment.

In return for providing the services described and meeting the other conditions of this Letter of Agreement, USI will provide the following compensation and benefits.

Compensation and Benefits for the 2015-2016 academic year will be:

Tuition and Qualified Fees – Actual to a Maximum of 30 Undergraduate Credit Hours per Academic Year:	\$16,618
Stipend (for books, meals, other expenses)	\$5,200
University Services Fee	\$60
Insurance – Actual Cost Currently Estimated At	\$1,100
Total	\$22,978 plus Qualified Fees

The Tuition and Qualified Fees estimate above assumes no qualified fees and tuition of 30 hours per academic year at USI's current rates. Qualified Fees are those fees that are considered to be qualified educational expenses by the rules established by the U.S. government Internal Revenue Service (IRS). An example of a Qualified Fee, which USI will pay, is a laboratory fee associated with a Biology class; an example of a non-qualified fee, which the Student Instructor will pay, is the fee USI charges for student activities. The actual value of tuition waived may be lower than the estimate above if the Student Instructor enrolls in fewer than 30 hours of classes per academic year since USI waives only tuition and qualified fees actually incurred up to the stated maximum. Actual tuition and qualified fees may be higher than the estimate if the Student Instructor enrolls in the maximum of 15 hours per semester and also incurs qualified fees paid by the University. The value of USI's waiver will also be higher if the tuition rate for a given academic year is higher than the rates in effect at the time this Letter of Agreement was created.

The Student Instructor is responsible for his or her own housing arrangements and for his or her own transportation for non-work purposes. Housing on USI's campus is available at USI's employee rates. If selecting USI housing, the Student Instructor agrees to timely payment of all amounts due. USI will provide transportation from USI main campus to and from the nearest bus route to SIJS; the value of that transportation benefit will appear on the monthly check to ensure proper taxation.

The Student Instructor agrees to sign a payroll deduction form in order to pay directly for the required international insurance from the Compensation provided to the Instructor through USI payroll. All other expenses, including but not limited to housing, meals, books, non-qualified fees, supplies, taxes, and travel between Japan and the United States are the responsibility of the Student Instructor.

All compensation is subject to the tax laws of the United States and the State of Indiana. Under the terms of this agreement and as long as the Student Instructor's valid F-1 or J-1 Student nonimmigrant status is maintained, USI will treat qualified educational expenses over the fair market value of services rendered as exempt from taxation and reporting to the Internal Revenue Service. USI Payroll withholds taxes as required by U.S. law, for all compensation and benefits (except USI tuition and qualified fees) but the Student Instructor's individual circumstances (including factors which cannot be anticipated or accommodated by USI's Payroll system) may affect actual tax liability. The Student Instructor must file a U.S. tax form annually as required by U.S. law, and the Student Instructor is responsible for paying any additional taxes owed or retaining any refund issued. USI recommends that the Student Instructor consult with a professional tax advisor experienced in working with taxation issues on behalf of international students, scholars, and employees. Taxation of international employees differs in many respects from taxation of U.S. Citizens and lawful permanent residents, and may vary depending on immigration status, length of time in the U.S. during the calendar year and for parts of a three year period, length of time in the U.S. for certain specified purposes, and the applicable tax treaty in effect between the U.S. and the individual's country of citizenship, and type, source, and amount of income, including income sources outside USI, if applicable.

This agreement is contingent upon the Student Instructor maintaining proper F-1 or J-1 Student nonimmigrant status, student status at USI, and good standing as a teacher at SIJS. The Student Instructor agrees to notify the University Director of Human Resources and the Director of SIJS in writing before filing any petition or submitting any application to the U.S. government to change or adjust his or her immigration status. The Student Instructor also agrees to notify USI's Director of Human Resources and the Director of SIJS in writing immediately if at risk of loss of student status. Reasons for termination, in addition to loss of nonimmigrant or student status, include, but are not limited to, tardiness, absenteeism, and failure to cooperate with the principal or other teachers.

