

Dear Mr. Harris,

Attached is a completed Letter of Understanding (LOU) with ALLEX to bring a teacher of Japanese to Tupelo High School (THS) for the academic years 2015-16 and 2016-17 with support from the Department of Modern Languages at The University of Mississippi (UM).

As per our previous discussions, we would suggest you offer two classes of Japanese 1 with 15-20 students in each class during the academic year 2015-16 and then one class of Japanese 1 and one class of Japanese 2 in 2016-17.

THS will pay to the University of Mississippi \$5,495 per semester for four semesters, \$5,450 of which funds will be provided to the Department of Modern Languages and then given to the ALLEX teacher as a living stipend. This stipend will trigger a full tuition waiver for the ALLEXer, although he or she will pay all university fees incurred.

The Department of Modern Languages through Dr. Kaoru Ochiai, Croft Instructional Assistant Professor of Japanese, will provide pedagogical assistance and guidance to THS for the duration of this agreement, which covers two years.

If you agree to this arrangement, please sign the LOU as well as the attached signature page indicating your approval for us to move forward with this project.

Sincerely,

Donald L. Dyer
Chair and Professor of Modern Languages

ALEX FOUNDATION

Alliance for Language Learning and Educational Exchange

LETTER OF UNDERSTANDING (LOU)

ALLEX Teaching Associate Program

ALEX FOUNDATION

Alliance for Language Learning and Educational Exchange

408 W. State Street, Ithaca, NY 14850, USA

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Introduction

This Letter of Understanding (LOU) serves as the formal agreement between the host university, the Teaching Associate who will be teaching and studying at the institution, and ALLEX. A copy of the final LOU will be sent to prospective teachers to give them a clear idea of what their teaching duties will be; what courses of study will be available to them; what the housing arrangements will be; and what financial support is being offered. In filling out the LOU, please follow these guidelines:

- **Fill out this form completely.** We must have a complete LOU before we can proceed with the recruitment process.
- Please complete a separate form for each Asian language program.
- **Please handwrite or type the LOU.** If you use word processing software please make your responses a different color and font from the form.
- **Send us a draft copy** by email or fax so that we can review and discuss any issues before it is signed. Once the LOU is finalized it must be signed by an authorized representative of the university. Email or fax a copy of this signed LOU to us.
- The priority **Deadline** for the 2015-2017 cycle is **December 1, 2014.**

How to Request a Teaching Associate for a Chinese, Japanese, or Korean Language Program

Step 1:

Fill out a draft LOU. If you have questions contact your ALLEX representative for clarification. Email (or fax) your draft LOU to ALLEX. ALLEX will review the LOU and respond with recommendations. ALLEX must approve a draft LOU before the institution can submit the final document.

Step 2:

Once the LOU is finalized and approved by ALLEX it must be signed by both the Contact Person and an authorized representative of the university. Email (or fax) a copy of this signed LOU to ALLEX. The priority deadline to receive the official final LOU is December 1, 2014.

Step 3:

During the matching process we will need copies of the following documents, which ordinarily are included in an admissions application packet. Please send us either digital copies, web links or hard copies. Indicate on the ALLEX Application Checklist (at the end of this document) how you are sending these forms to us:

- Graduate or Undergraduate Application Form
- Housing Application/Form
- Health/immunization form

Step 4:

Fill out the ALLEX Application Checklist. Once the Checklist is complete, email or fax it to us.

ALLEX FOUNDATION
408 W. State Street, Ithaca, NY 14850, USA
(FedEx and UPS accepted at this mailing address.)
Fax: 978-401-0085

Thomas Mason
Executive Director
thomas.mason@allex.org
978-822-0866

David Patt
Assistant Director &
Director of Institutional Relations
david@allex.org
607-218-2130

Letter of Understanding

This Letter of Understanding (LOU) serves as the formal agreement between the host university, the Teaching Associate who will be teaching and studying at the institution, and ALLEX.

I. UNIVERSITY CONTACT INFORMATION

Name of Institution:

University of Mississippi

1. Contact Person (who will receive correspondence from ALLEX)

Name: Donald Dyer
Title: Chair and Professor
Dept: Modern Languages
Address: University of Mississippi
City: University (Oxford) State: MS Zip: 38677
Phone: (662)915-7298 Fax: (662)915-1086
Email: mldyer@olemiss.edu

2. Person to Be Administratively Responsible for the Teaching Associate

Name: Donald Dyer
Title: Chair and Professor
Dept: Modern Languages
Address: University of Mississippi
City: University (Oxford) State: MS Zip: 38677
Phone: (662)915-7298 Fax: (662)915-1086
Email: mldyer@olemiss.edu

3. Person to Issue the Teaching Associate's Visa Form

Name: Jean Robinson
Title: Assistant Director
Dept: Office of International Programs
Phone: (662)915-7404 Fax: (662)915-7486
Email: jcrobins@olemiss.edu

II. VISA INFORMATION

1. Type of visa to be issued:

- F-1 J-1

(For the Teaching Associate Program this will usually be F-1.)

If J-1 is to be used, please answer 1a and 1b:

1a. Is your school authorized to sponsor visiting instructors on J-1 visas?

- Yes No

(Your international students office can give you this information)

1b. If yes, under what category will the school place the Teaching Associate?

- Degree student Professor Researcher
 Non-degree student Specialist Trainee

(Contact ALLEX if you have questions about this.)

(Exchange visitors with J-1 status participate in programs authorized by the Department of State Office of Designation, Academic and Government Program Division (ECA/EC/D/AG), Telephone: 202-203-7131; fax: 202-203-7779; website: j1visa.state.gov.)

III. ACADEMIC CALENDAR

- Semester Quarter Other: _____

Starting date of academic year: August 5, 2015

Reporting date for Teaching Associate: August 5, 2015

Date final grades are due, Spring 2015: May 20, 2016

IV. ASIAN LANGUAGE PROGRAM

1. Language Program:

- Chinese Japanese Korean Other: _____

2. Classes will be held:

- at this institution
 at another institution affiliated with this institution

Where and what kind of arrangement? Tupelo High School, Tupelo, MS

3. This institution currently has:

- no Chinese/Japanese/Korean courses (i.e., this will be a new program)

Chinese/Japanese/Korean language courses currently taught by:

- an ALLEX teacher other instructor both

4. Textbook options (choose one):

- We will use the textbooks recommended by ALLEX.

Our language courses currently use the following textbooks: _____

V. TEACHING RESPONSIBILITIES

1. How would you utilize an ALLEX Teaching Associate?

- as an instructor responsible for an entire class
- as an assistant to another instructor
- other: _____

2. The ALLEX Teaching Associate will be on campus for 2 years. Please describe the expected teaching responsibilities for each year by answering the following questions. *(It is understood that these responsibilities may change based on student enrollment and staffing needs. Visa regulations allow ALLEX teachers to work up to 20 hours per week.)*

2015-2016: Each semester the Teaching Associate will teach:

Level 1 Chinese/Japanese/Korean

Number of sections: 2 Number of hours per week each section will meet: 5

Level 2 Chinese/Japanese/Korean

Number of sections: 0 Number of hours per week each section will meet: 0

Other level (specify): _____

Number of sections: _____ Number of hours per week each section will meet: _____

Total class hours per week: 10 Office hours per week: 5

Please describe the expected teaching duties: Teaching two sections of Japanese 1 with enrollments of about 15-20 each; grading tests and homeworks.

Other responsibilities (# of hours per week): _____

Please describe: _____

Total hours of work per week in 2015-2016: 15

2016-2017: Each semester the Teaching Associate will teach:

Level 1 Chinese/Japanese/Korean

Number of sections: 1 Number of hours per week each section will meet: 5

Level 2 Chinese/Japanese/Korean

Number of sections: 1 Number of hours per week each section will meet: 5

Other level (specify): _____

Number of sections: _____ Number of hours per week each section will meet: _____

Total class hours per week: 10 Office hours per week: 5

Please describe the expected teaching duties: Teaching 1 section of Japanese 1 and 1 section of Japanese 2; grading tests and homeworks.

Other responsibilities (# of hours per week): _____

Please describe: _____

Total hours of work per week in 2016-2017: 15

VI. ACADEMIC PROGRAM FOR TEACHING ASSOCIATE

1. The Teaching Associate may pursue a:

- Master's degree program
- Bachelor's degree program
- Associate's degree program

2. Is there any limitation on the field or department in which the Teaching Associate may pursue a degree?

- Yes; Limitation : Emphasis in TESL or Linguistics in the master's degree program in ModLangs.
- No

3. Number of credit hours per term that the Teaching Associate may take:

Graduate: Minimum: 9 Maximum: 9
Undergraduate: Minimum: _____ Maximum: _____

VII. ADMISSION REQUIREMENTS

TOEFL:

- Required, Minimum score: IB 79-80 Workable without

GRE:

- Required, Minimum score: V _____ Q _____ A _____
- Workable without

GMAT:

- Required, Minimum score: _____ Workable without

GPA:

- Required, Minimum score: 3.0 Workable without

Required immunization:

- MMR Measles Mumps Rubella
- Tetanus/Diphtheria TB Skin Test Polio Inoculation
- Other: P.P.D., chest x-ray at Student Health Services

Our institution's health/immunization forms are available online at:

http:// www.olemiss.edu/depts/stu health/health forms.html

(If the forms are not available online please send hard copies.)

Additional requirements: _____

VIII. HOUSING

(It is understood that available housing may change after LOU is submitted due to limited supply.)

1. The Teaching Associate may live in (check more than one if there is a choice):

- single room in a campus dormitory
- on campus apartment to be occupied solely by the Teaching Associate
- single room in a campus apartment to be shared with someone else
- off campus apartment occupied solely by the Teaching Associate
- off campus apartment shared with someone else
- other: _____

2. Housing arrangements:

- the institution will secure housing for the Teaching Associate
- the institution will assist the Teaching Associate in finding housing
- the Teaching Associate will make own arrangements to secure housing

3. The summer teacher training program will end in early August, at which time teachers may travel directly to their schools. If the Teaching Associate's housing is arranged to begin at a later date, he or she:

- may move in the arranged housing from this time.
- may stay on campus at extra cost.
- arrangements will be made for a home-stay with someone at the institution or in the local community during this time.
- will have to find a place outside the campus to stay during this time.
- other: _____

4. If the candidate will be living in university housing, will he/she be able to stay in their room during holidays and/or intercession periods (not including summer)?

- Yes No

IX. FINANCIAL SUPPORT

1. Tuition and fees will be covered:

- by full waiver
- by partial waiver (remaining cost to be covered by stipend)
- by stipend to cover the entire cost
- other: Tuition will be covered by waiver; fees are the responsibility of the ALLEXer.

2. Is the application fee waived?

- Yes No

3. Room and board will be covered:

- by full waiver of room and board for campus residence
- by partial waiver (remaining cost to be covered by stipend)
- by stipend to cover the cost of either campus residence or off campus apartment as well as the cost of meals
- other: _____

4. Health insurance will be covered:

- by waiver
- by stipend
- other: one-half by stipend, one-half by waiver from Graduate School
- not covered by university (teacher must make own arrangements for health insurance)

5. If there is a stipend, payments will be made:

- per month
- per term
- per year
- other: every two weeks

6. Taxes: Please note that all ALLEX Teaching Associates are subject to the U.S. tax code, and scholarship benefits may be subject to U.S. Income Tax. Stipends may have taxes withheld, and other benefits such as room and board may be reported to the U.S. Internal Revenue Service as income. Depending on circumstances some ALLEX Teaching Associates may owe taxes; others may be able to recover amounts that were withheld. (Please refer to the document, "Taxes for ALLEX Teachers" for details.)

A. Estimated Expenses for an Ordinary International Student	B. University's Financial Commitment to the ALLEX Teaching Associate for 2015-2017
<p>1. What are the tuition and fees for an international student for 2015-2016 (or the current year if next year's tuition is not known)?</p> <p style="text-align: right;">\$ <u>19,044</u></p>	<p>The University is committing to fund the ALLEX Teaching Associate for two years (4 semesters) according to the terms specified below. Waivers in the second year will rise with any tuition increases. Each year the University will provide the following funding:</p>
<p>2. What is the estimated cost of room and board (meals) for the Teaching Associate's expected living arrangements?</p> <p><input type="checkbox"/> on-campus <input checked="" type="checkbox"/> off-campus</p> <p>Room and board (meals): \$ <u>9,000</u></p>	<p>Funds from this institution:</p> <p>Tuition and fees waiver: \$ <u>19,044</u></p> <p>Room & board (meals) waiver: \$ <u>N/A</u></p> <p>Health insurance waiver: \$ <u>500</u></p> <p>Stipend: \$ <u>10,900</u></p>
<p>3. What is the cost of health insurance for an international student at your university?</p> <p style="text-align: right;">\$ <u>1,000</u></p>	<p>Funds from other sources: \$ <u>0</u></p> <p>Specify: _____</p>
<p>4. Total expenses: \$ <u>29,044</u></p>	<p>Total financial support: \$ <u>30,444</u></p>

X. ADMINISTRATIVE FEE

Your institution will be assessed an administrative fee of \$360.00 in September for each new Teaching Associate. There is no fee for the Teaching Associate's second year.

XI. SPECIAL ARRANGEMENTS or REQUESTS

(attach additional pages if necessary)

Please see the attached letter signed by Principal Jason Harris (THS), Department Chair Donald Dyer (UM) and Graduate Dean John Kiss (UM)

Jason Harris will sign the last page of the agreement.

Tupelo High School will pay \$5,495 per semester to The University of Mississippi for two years for two Chinese classes per semester. \$5,450 of this amount will be used to provide the ALLEX teacher with a living stipend (see below for details) and \$45 per semester will be used to share the cost with the Department of Moder Languages of the fee for placing the ALLEX teacher as a graduate student at UM (a cost of \$360 over two years of which Modern Languages will also pay \$180).

All fees incurred by the ALLEXer will be paid by the ALLEXer. The ALLEXer's normal stipend of \$5,250 includes \$250 to be used to defray \$500 of the total of \$1,000 charged yearly for insurance. The stipend as of 2015-16 will be increased by \$200 to \$5,450 to compensate for the additional costs of

XII. SIGNATURES

By signing in the space provided below, I confirm that I am duly authorized to act on behalf of my institution to sign this binding agreement. My institution hereby commits to fully funding an ALLEX Teaching Associate as outlined in the above Letter for two academic years, Fall 2015 through Spring 2017, regardless of enrollment. ALLEX will serve as the third party in arranging the Associate's placement, which will provide the Associate an opportunity to benefit from degree studies at an accredited post-secondary educational institution and to become involved in local community life while serving as a native-language and cultural informant.

(Signature of Contact Person)

Donald Dyer, Chair and Professor

QQQ, 2014

(Name & Title)

(Date)

(Signature of Chair, Dean, or other university official)

Donald Dyer, Chair and Professor

QQQ, 2014

(Name & Title)

(Date)

Priority Deadline for submitting *Letter of Understanding* is December 1, 2014.

XIII. ALLEX APPLICATION CHECKLIST

	Emailed	Faxed	Hard Copy	Web Link (Supply URL)
LOU Draft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signed LOU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate Application <i>(Special student; Non-degree student; Auditor)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://my.olemiss.edu/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fGuest!2fGuestViewed
Housing Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Health/Immunization Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Undergraduate Catalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	http://catalog.olemiss.edu/
Graduate Catalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	http://catalog.olemiss.edu/graduate-school
School Brochure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

How to send each document:

- | | |
|------------------------------|--|
| 1) LOU Draft: | Email or fax. |
| 2) Signed LOU: | Email or fax. |
| 3) Appropriate Application: | Choose one method, indicate on checklist |
| 4) Housing Application: | Choose one method, indicate on checklist |
| 5) Health/Immunization Form: | Choose one method, indicate on checklist |
| 6) Undergraduate Catalog: | Choose one method, indicate on checklist |
| 7) Graduate Catalog: | Choose one method, indicate on checklist |
| 8) School Brochures: | Hard Copy (optional) |
| 9) Completed Checklist: | Email or fax. |