I have read the following items completely and acknowledge knowing, understanding and agreeing to all the expectations and information described below by signing and dating this document.

1. Living, working and studying in a foreign country will repeatedly test students’ physical, mental, emotional, psychological and spiritual limits. Students will invariably experience many competing demands on their time (including countless opportunities) during their tenure in China. For example, teaching may require more time for some students than is initially calculated; time must be dedicated to life and cultural adjustment (house hunting, securing internet access, getting a cell phone, figuring out how to have your laundry taken care of, etc.)

2. Students acknowledge that this program is not a travel-abroad program and that while they are enrolled in this program, students intend to remain academically focused while simultaneously gaining work experience in a foreign country. Students must also be careful about and able to manage distractions. As English educators in China, MAIS students are attractive to many local businesses, who may offer employment opportunities in addition to the students’ teaching jobs. Concordia University Irvine (CUI) strongly advises against accepting such positions. Not only does your visa not cover such employment, and thus subjecting you to possible deportation, but the experience of past students showed it was impossible for them to maintain acceptable academic standing while working multiple jobs.

3. As graduate students in the MAIS program at Concordia University Irvine, a core commitment is to academic excellence and timely completion of all courses and program requirements, respectful professionalism in conduct and participation, honesty and ethical standards. Students who procrastinate and put off their assignments until the end of a course will suffer not only decreased learning, but severe grade penalties for lateness as spelled out in their syllabi. As a program that emphasizes collaborative learning, these students will also deprive their fellow colleagues of their timely contributions, collaboration and dialogue.

4. Students may experience difficulty in procuring textbooks for MAIS courses once they are in China. Students must either plan ahead and bring books that they will need for Fall and Spring term courses or arrange for timely delivery of those texts. Excuses will not be accepted for lack of access to curricular materials. Students should beware of local bootleg copies or used books that are older editions, have different page numbers or are otherwise incompatible with the required texts and assignments for their courses. The responsibility is on each student to ensure that they have appropriate course materials.

5. Concordia University Irvine has direct control of the academic features of the MAIS program, but does not control any of the external factors (e.g.: foreign students, teachers, parents, companies, employers, governments, officials, etc.) in China. Furthermore, Concordia University faculty are guaranteed specific academic freedom and are responsible for: setting individual course expectations, policies and requirements, making instructional and curricular decisions, and evaluating students work and assigning grades.

6. Students are located in various cities throughout China, and therefore may have access to certain opportunities that others do not (including meetings, events and visits sponsored by Concordia University). Because of the geographical variance, students will have diverse and unique experiences from others in the program.
7. Students will be responsible for their own decisions and associated consequences in regards to housing, foods, medications, social choices, etc. Concordia University and the China employers will provide advice and counsel to all students to the best of their ability, but students are not bound to adhere to this advice and are responsible for their personal choices as they relate to their lives in China.

8. Students must fully realize that they are in a foreign country with distinctly different and foreign social customs, norms, and protocols than they have grown to know in their home countries and that these differences can be significant impediments to them in completing the program requirements.

9. Students’ housing/apartment selection is their personal decision made by them with advice from their employer. Concordia University is not involved in the rental/lease of the apartment or any of the security/maintenance issues associated with housing while living in China.

10. Students generally will not make money beyond funds to live on (food, clothing, transportation, etc.) during this program. The program is not designed to provide income for savings accumulation and in fact students may need additional personal funding to support their personal life style choices while living in China.

11. Students are advised to bring a sum of $3,000 USD for petty cash usage. Students’ first paycheck should not be expected until approximately Oct. 15 as most salaries are paid monthly, post work, on the 15th of the following month. So do not expect any income from your internship position until the middle of October. In addition, if the employer has paid for the housing deposit, that deposit will also be deducted from the students’ first month’s salary.

12. Students’ salaries and vacation periods will vary from one location / business / school to another. Some students will be paid more and some less than others based upon qualifications, the hours worked, the specific location / business / school policies.

13. Students understand that the Chinese government may prevent them from entering their country without justification based on ethnicity, mental and physical health, age, or other factors. Concordia University has no control over the immigration/visa policies of China, and cannot be held responsible for the outcome of a foreign nation’s decision.

14. I have read, understood and agreed to conditions and terms of the MAIS Employment Process & Policies” document. I understand that if I “opt out” of the China job placement arrangement by Concordia University, I am not holding CUI responsible for job-related issues that may arise during my time in China. If I choose to “opt out”, I also agree to enroll in the Teacher Practicum courses but understand that I may have less frequent or no visit from the University Field Supervisor. Finally, if I am choose to work outside of Hangzhou, Shanghai, Nanjing, Kunming, I accept full responsibility for coursework (and subsequent grade consequences) that may require activities that have a travel component or special requirement that is geographically focused in Hangzhou or Shanghai.

Student Name (Please Print): ________________________________________________

Student Signature: ___________________________ Date: _________________________