

MAIS STUDENT CONTRACT

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

1. Students will comply with policies, laws and customs of the US and China (including those of Concordia University and their employer).
 - a. Students are expected to abide by the laws and customs of China and any other country that they visit. They are responsible for their social choices, conduct and civil obedience.
 - b. Students are required to read completely and agree to all conditions and terms of the “MAIS Student Handbook” and “MAIS Thesis Handbook.”
2. Students should prepare themselves for the rigors of living, studying and working in China.
 - a. Living, studying and working in a foreign country will repeatedly test students’ physical, emotional, psychological and spiritual limits. Students must avoid distractions and find effective ways to cope and manage the many competing demands on their time and energy.
 - b. In addition to graduate course work and teaching, time must be devoted to life and cultural adjustment (e.g., setting up housing, internet access, cell phone service, etc.). China has distinctively different and foreign social customs, norms, and protocols than students have known in the United States – accomplishing even small tasks will require much more time than one may typically expect.
 - c. Because of these demands on their time, students should not to take on any additional employment outside of their teaching positions. Previous students who have taken on outside employment have suffered academically. Not only does the work visa not cover such employment, subjecting you to possible deportation, students who have worked multiple jobs have not been able to maintain acceptable academic standing in the program.
3. Students will be solely responsible for their own personal decisions and associated consequences.
 - a. Students’ choice of housing is their personal decision made with assistance from their employer. Concordia University Irvine (CUI) is not involved in the rental/lease of the apartment or any of the security or maintenance issues associated with housing while living in China.
 - b. Concordia University Irvine (CUI) provides job assistance, but students are ultimately responsible for their employment decisions. Each position comes with unique requirements, stipulations, duties and compensation – no two employers/contracts are exactly alike.
 - i. Students who “opt out” of the employment process cannot hold CUI responsible for job-related issues that may arise in China. Students who “opt out” must enroll in the Teacher Practicum courses but may have less frequent or no visits from the University Field Supervisor.
 - ii. Students who chose to work and live outside of Hangzhou or Shanghai, must accept responsibility for coursework (and any subsequent grade consequences) that require activities with a travel component or special requirement that is geographically focused.
 - iii. Students are strongly advised against taking any additional (i.e., overtime) hours beyond the optimal teaching workload (between 16-20 classes, approximately 45 minutes per class). It is the students’ responsibility to immediately inform CUI if their employer is requiring more than this range of teaching hours.
4. Students must manage their finances carefully during the program, and should always maintain a sufficient safety net/cushion to account for unanticipated expenses or emergencies.
 - a. Students generally will not make money beyond funds to live on (housing, food, clothing, 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.
 - b. Students’ first paycheck should not be expected until approx. Oct. 15, as most salaries are paid monthly, post work, on the 15th of the following month. In addition, if the employer paid for a housing

- deposit, that will also be deducted from the first month's salary. Students are therefore advised to bring a sum of \$3,000 USD for petty cash usage.
- c. Financial aid and student loans are the responsibility of the student. Students may not continue in the program if there are any outstanding fees or unpaid tuition. CUI advises students to repay loans when they are due, but not during their studies.
5. As graduate students in the MAIS program at CUI, a core commitment is to academic excellence – timely completion of all course and program requirements; respectful professionalism in conduct and participation; honesty and ethical standards.
 - a. Students who procrastinate and put off their assignments until the end of a course will suffer not only decreased learning, but also severe grade penalties for lateness as spelled out in their syllabi and potential removal from the program. As a program that emphasizes collaborative learning, these students will also deprive their fellow colleagues of their timely contributions.
 - b. Faculty are guaranteed specific academic freedoms and are responsible for: setting individual course expectations, policies and requirements; making instructional and curricular decisions; and evaluating student work and assigning grades. Any disputes must be addressed to the faculty, and only when a resolution is untenable, can an appeal be filed with the Dean.
 - c. 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 from the US. Excuses will not be accepted for lack of access to curricular materials. Older editions of textbooks may be incompatible with the required texts and assignments for their courses – the responsibility is on each student to ensure that they have appropriate course materials.
 6. Students accept that their experiences in China will vary from individual to individual. This is based on many factors, some related to the student and his/her choices, while others are external.
 - a. CUI does not have any control over external agents (.g., foreign students, teachers, parents, companies, employers, landlords, vendors, government officials, etc.).
 - i. 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 decisions.
 - ii. The Chinese government may prevent students from entering their country without justification – based on ethnicity, mental and physical health, age, or other factors. Consequently, students have been accepted into the program based on their self-reported physical and psychological eligibility to procure a Chinese work visa.
 - b. Based on their employment, students will have varied experiences.
 - i. Students are located in different cities (and districts within cities), and therefore may have differential access to opportunities (including meetings and events sponsored by CUI).
 - ii. Students' salaries, working hours, benefits and vacation periods will vary from one employer to another. Some students will be paid more and some less than others based upon qualification, the hours worked, the specific employer's policies.
 - iii. Despite these differences, all students will be held to the same academic expectations in regards to the quality and timeliness of their work.

Student Name (Please Print): _____

Student Signature: _____ Date: _____