



**English Language and the US Graduate School Experience**  
Provided for Xiamen University  
By Susan Lambert, Director, Intercultural Outreach Programs  
Office of International Programs, The University of North Carolina at Charlotte

**PROPOSAL**

UNC Charlotte proposes that a group of 20 to 30 students from Xiamen University visit UNC Charlotte to participate in a custom-designed study program focused on English Language and the US Graduate School Experience. **I would appreciate receiving your questions, suggestions and requests so that I may continue to tailor the program to your needs and interests.**

**DATES AND SCHEDULE:**

These prices are for **20** nights, **21** days and based upon the following dates and the attached tentative program schedule:

**Arrive in Charlotte, North Carolina on Sunday, June 24, 2012**

**Depart from Charlotte Saturday, July 14, 2012**

**ESTIMATED PROGRAM PRICE:**

**Total cost for each student:**

**\$4,159.00 USD per person for a group of 20 to 30 students for the program shown on the attached tentative program schedule**

**ACCOMPANYING FACULTY MEMBER:** You are welcome to send any number of accompanying faculty members with the participants. Please let us know who you would like to send and explain this person's responsibilities. We will be happy to work with them.

**Total cost for each accompanying faculty or staff:**

**\$2,995.00 USD per person** - This includes room, board, activities and ground transportation based on current housing prices for 20 nights in single occupancy (one person per room) accommodations.

**CONTRACT AND PAYMENT:**

If you accept this proposal UNC Charlotte will send a formal contract for your signatures. UNC Charlotte will send wire transfer instructions and an invoice following approval of the contract.

**PROGRAM RULES:** There are two important program rules. Please be sure that students are aware of these rules and agree to follow them before they sign up or pay for the program.

- **Students are not permitted to travel independently or leave the city of Charlotte during this program.**
- **Students are not permitted to rent cars or drive during this program.**

The students' J-1 visas permit them to remain in the U.S. for 30 days after the program. If they want to visit relatives or friends in another city they should plan to do it after the program ends and we take all the students (including the ones who plan to travel within the U.S.) to the Charlotte airport. UNC Charlotte's responsibility for them ends at that point and they are free to go directly home or travel on their own.

### **THE PROGRAM FEE INCLUDES:**

The following elements **are included** in the cost of this program.

### **LOGISTICAL AND ADMINISTRATIVE:**

- **Planning and administration:** This includes communicating with Xiamen University, budgeting, contracting, scheduling, selecting and hiring faculty, coordinating, and implementing the agreed upon program. It also includes communications, wire transfer fees, photocopying, supplies and materials, events, account management, hiring procedures for staff/faculty and human resources management as well as printing of handouts, nametags, certificates, etc.
- **Visas and Letters of Invitation:** Each participant will need to obtain a J-1 visa to enter the U.S. for this educational program. As soon as the program contract is signed UNC Charlotte and we receive participant information, UNC Charlotte will send:
  - a. A DS-2019 form for each participant to attach to his/her visa application that covers the program segments at both universities
  - b. An individual letter of invitation to attach to his/her visa application.

The length of time that it takes to get visas varies from country to country, but four to six weeks is typical. Please contact the U.S. embassy for specific instructions and information.

- **International Health Insurance:** UNC Charlotte will purchase insurance from a U.S. insurance provider on behalf of the group.
- **Airport Pick-Up and Return:** Transportation from the Charlotte airport to the campus upon arrival and transportation from the campus to the Charlotte airport at the end of the program will be provided. The price given above includes one trip from the airport to the students' accommodations on arrival and one trip from the students' accommodations to the airport for departure. Therefore, the group must arrive and depart together on the same flight. If this is not possible, there will be an extra charge for additional trips to the airport.
- **Ground Transportation:** Transportation for all scheduled program classes, activities, and events activities on the program calendar will be provided. Daily transportation will be provided both to and from the classroom building and accommodations.
- **Checking Into and Out of Accommodations:** Program staff will assist the participants with the process of checking into the accommodation at the beginning of the program and checking out at the end.
- **Schedules:** Program calendars and detailed schedules will be provided. A tentative program schedule is attached.
- **Pre-departure orientation materials:** These materials will be sent electronically approximately a month before arrival.
- **Orientation:** An orientation will be conducted on the first day of the program and a booklet of information will be provided.

- **Campus and neighborhood tours** will be provided.
- **Class Handouts** and 3-ring binders (textbooks will not be used) will be given to each participant.
- **Use of campus academic facilities** such as the UNC Charlotte's Atkins Library and computer labs are included.
- **Certificates:** A graduation ceremony with presentation of certificates will be conducted.
- **Farewell Dinner:** A farewell dinner will be provided. The graduation ceremony will take place at the farewell dinner.

### **ACADEMIC CLASSES:**

The program includes 60 or more hours of academic classes as shown on the attached tentative program schedule/calendar.

#### **a. English Classes: English Communication Skills:**

This course will help students to improve both spoken and written English and to understand American culture. Activities will include interaction with UNC Charlotte students and community members. A course description will be provided separately.

#### **b. Cultural Communications for Graduate Success:**

This course will focus on American style graduate academic classroom communication skills, the process for applying to an American graduate school, assistance with a typical application form and with writing the accompanying Statement of Purpose Essay, as well as an introduction to American graduate student life. A course description will be provided separately.

### **CULTURAL ACTIVITIES:**

The program offers an assortment of cultural activities to introduce students to the campus, to Charlotte and to American culture. These activities take them to variety of locations in and around Charlotte. These activities offer the opportunity to strengthen their understanding of particular values and concepts in American culture more completely and to discuss the similarities and differences between cultures. This portion also allows students to interact with campus and community members and participate in the academic and social settings at the university. A list of activities that are included in the program price will be provided separately.

### **TWO OUT OF TOWN EXCURSIONS:**

- **Atlanta, GA:** A weekend excursion of 2 days and 1 night to Atlanta, Georgia is included. UNC Charlotte staff members will accompany the students on this trip which includes transport, hotel, cultural activities, and accompanying staff expenses. The only meal included is a breakfast buffet. Students will tour the Coca Cola Museum and CNN headquarters.
- **Washington, DC:** An excursion of 3 days and 3 nights to Washington, DC is included. UNC Charlotte staff members will accompany the students on this trip which includes hotel accommodations for 3 nights in Washington, D.D. Flights from Charlotte to Washington are NOT included. As per our agreement, these flights will be included in the students' international airfare at students' personal expense. No meals are included. Students will tour the Smithsonian Museums and National Memorials of their choice.

### **ROOM AND BOARD (accommodation and meals):**

The accommodation prices provided are based on 2012 housing prices for double occupancy (two persons per room) accommodations.

- **Accommodation:** Housing provided will be deluxe rooms, double occupancy (two persons per room), in privately-owned accommodation conveniently located near the university and within an easy five-minute drive. Two participants will share each room. Each room will have two beds, a private bathroom with sink, shower and toilet, a dresser and closet, an easy chair, and a desk with an additional chair. A list of other amenities follows.
  - a. Daily transportation will be provided both to and from the classroom building on campus.
  - b. A public bus stop is located across the street.
  - c. Many restaurants and a large shopping center are within easy walking distance of the accommodations.
  - d. The accommodation also provides the following amenities free of charge
    - Cold breakfast buffet, served daily
    - Wireless high-speed Internet access in all rooms
    - Refrigerator and microwave in each room
    - Local calls on the telephone provided

Participants can use the **exercise room and business center** with access to **internet and fax services**. The hotel also includes a **heated, indoor swimming pool** as well as an **outdoor pool**. All rooms include **refrigerators, microwaves, coffee makers (with coffee and accompaniments), irons, ironing boards** and **hair dryers**. Each room has a **clock/radio** and a **television** with free access to local cable channels. **Daily housekeeping services** are also provided. This service will provide **fresh towels and linens** in addition to cleaning the rooms. This service also replenishes **coffee** and **toiletries** like shampoo, conditioner, body lotion and soap free of charge.

- **Some meals:** In addition to the meals included below, we will also transport the group to a grocery store and/or a Chinese food market once a week.
  - a. **Breakfast:** Breakfast every morning is included in the housing price. A buffet-style, 'self-serve' breakfast will be available each morning offering the participants a variety of daily choices.
  - b. **Lunch:** Lunches are **NOT** included. Participants will be responsible for paying for their own lunch each day. They may eat in any of the University cafeterias on-campus or at any of the restaurants in the neighborhood.
  - c. **Dinner:** Dinners are **NOT** included therefore participants should plan on paying for their dinners at local restaurants.
  - d. **Cooking:** We will lend the participants several rice cookers to share. With the rice cookers, microwaves and refrigerators, participants can prepare small meals in their rooms. The program schedule will include trips to Chinese and American grocery stores.

### **ITEMS NOT INCLUDED IN THE PRICES GIVEN ABOVE:**

Program prices do **NOT** include the following items:

- **Air Fare:** Air fares/tickets are **NOT** included in these prices.
- **Some meals:** Lunches and dinners are **NOT** included in the prices given in this proposal.



## The University of North Carolina at Charlotte – [www.uncc.edu](http://www.uncc.edu)



A doctoral/research intensive institution, The University of North Carolina at Charlotte is the fourth largest of the 17 constituent members of the University of North Carolina and the largest institution of higher education in the Charlotte region. The large campus holds more than 60 buildings, including residence halls, academic and student support buildings, and the J. Murrey Atkins Library, which contains one million volumes, state-of-the-art computer labs, and various special collections. The institution is an active participant in the surrounding University City area, which includes the University Research Park, Carolinas Medical Center – University and a myriad of shops and businesses.

UNC Charlotte offers 90 bachelor's degree programs, 62 master's degree programs, and 18 doctoral programs. UNC Charlotte's faculty includes nearly 900 members, with 86% of the full-time teaching faculty holding the highest degrees attainable in their field. Two current faculty members have won the prestigious U.S. Professor of the Year award. The University encompasses seven colleges:

- College of Arts and Architecture
- College of Liberal Arts and Sciences
- Belk College of Business
- College of Education
- William States Lee College of Engineering
- College of Computing and Informatics
- College of Health and Human Services.



UNC Charlotte is fully engaged in the discovery and application of knowledge and aspires to national and international excellence in these activities. Grant and contract research totals more than \$32 million a year. The Charlotte Research Institute, the University's industry-collaborative arm, is located on the campus. The Institute strengthens areas in which the University already excels: precision metrology and intelligent manufacturing, optoelectronics and optical communication, and software and information technology; a fourth area of expertise is being added in bioinformatics.

Enrollment in Fall 2009 consisted of 24,500 students, including nearly 5,300 graduate students. Enrollment is expected to increase annually through the year 2020, bringing the University a projected student body of more than 35,000. With a diverse student body from 46 U.S. states and 89 foreign countries, the University of North Carolina at Charlotte takes a "student centered" approach to education featuring outstanding faculty in classes of moderate size. The University's goal is to help students capable of completing college-level work to learn to the maximum of their ability and to be successful in their chosen field of study. UNC Charlotte also is gaining national and international recognition for the research and scholarship of its faculty and for its willingness to collaborate with other institutions to address the major educational, economic, social, and cultural needs of the greater Charlotte region.



## Charlotte, North Carolina - [www.visitcharlotte.org](http://www.visitcharlotte.org)



Charlotte, the largest city in the Carolinas, with a population of more than 500,000, is a commercial, banking and cultural center of the South. The area is rich in historic landmarks and the city features an impressive skyline and a revitalized uptown. From the community service projects to internships, from cultural events to professional sports teams, students are able to draw on Charlotte's advantages for education and entertainment. Many companies and individuals are attracted to the Charlotte region as well. Booming with economic and commercial activity, Charlotte has all the advantages of one of the most rapidly growing metropolitan areas in the nation. Yet, the people are warm and friendly and many areas still retain their small town atmosphere.

Charlotte is primarily a banking city. It is the second largest financial center in the nation, behind only New York. Two of the nation's largest banks, Bank of America and Wachovia, are headquartered here. In total, 20 banks with more than 220 local branches, as well as a Federal Reserve Branch, are located in Charlotte. Our banks provide a wealth of services to commercial and individual customers and are leaders in the financial services industry.

The growing number of international companies is of increasing importance to the Charlotte area as well. Nearly 400 foreign-owned companies have Charlotte facilities, representing one-half of all foreign companies in North Carolina.

In a city where the crime rate has declined seven out of the last eight years, the Charlotte Mecklenburg Police Department has strong evidence showing that relationships between the police, the citizens, and the businesses are making the Charlotte community a safer place to live, raise families, and work. With twelve police districts inside of Mecklenburg County to patrol, the Charlotte Mecklenburg Police Department continually looks for better ways to serve the Charlotte community and enhance the partnerships that have proven so successful.

