

ARTICULATION AGREEMENT

BETWEEN

The Shibuya Institute of Foreign Languages
2-30-14, Ikejiri, Setagaya-ku
Tokyo, JAPAN 154-0001

And

Concord College
P. O. Box 1000
Athens, WV 24712
USA

The Shibuya Institute of Foreign Languages and Concord College, by the signatures of their Chief Academic Officers affixed below, affirm that these post-secondary institutions of higher learning agree to the following:

1. Students regularly enrolled and in good academic standing at each institution may apply for and receive transfer admission to the other.
2. Students who are granted transfer admission must meet the receiving institution's requirements for proficiency in the language of instruction of the receiving institution.
3. Students who are granted transfer admission will receive course transfer credit according to a course equivalency chart approved and periodically revised by the institutions' Chief Academic Officers.
4. Transfer credits granted by either institution shall be applied as program completion credit in accord with decisions of the students' academic advisors at the receiving institution.
5. Transfer students shall be assessed and pay the host college fees in effect at the time of their registration and in the currency of the host county.
6. Transfer students shall be subject to the student policies and procedures in effect at the time of their registration at the host college.
7. Academic officers agree to provide each other with current issues of relevant academic catalogs in order to maintain currency of the credit transfer clause of this agreement. They will make reasonable efforts to provide these publications in the national language of the other institution.

8. Either institution may terminate this agreement by notifying the other, in writing, 90 days prior to the desired termination date. This articulation agreement will renew automatically on its calendar date of initiation unless specifically altered by mutual agreement of the institutions or unless terminated by formal notice of one of the institutions.
9. In the event of termination of this agreement, any transfer student currently enrolled at either institution will be permitted to complete any program in which he/she may be enrolled in accord with the host institution's academic policies in effect at the time of termination.

AGREED TO BY:

Masaaki Tamura
Director of the Department of Education
Shibuya Institute of Foreign Languages



Dean W. Turner
Vice President and Academic Dean
Concord College

DATE

February 11, 2004
DATE

October 28, 2005

all
11/20/05
OCT 31 2005

TO: Dr. Dean Turner
Vice President/Academic Dean

FROM: S. Rowe *Stephen Rowe*

RE: Shibuya Institute for Foreign Languages

Based upon course descriptions provided by Shibuya Institute of Foreign Languages (SIFL), I may refine my analysis of the course equivalency chart I prepared for your consideration on January 27, 2004.

One SIFL course, Intercultural Communications I and II is listed as transferable to Concord University as four (4) hours of elective credit. Based on the SIFL course description, I recommend that the original recommendation be changed to:

Intercultural Communications I and II, (2), (2), with 64 clock hours of student contact is equivalent to Concord University SOWK 230, Group Dynamics & Interviewing Skills (3) with 45 clock hours of student contact.

CC: Concord University Registrar

February 18, 2005

FEB 21 2005

TO: Dr. Dean Turner
Vice President/Academic Dean

FROM: S. Rowe *Steve*

RE: Articulation Course Equivalency Update: Shibuya Institute of Foreign Languages

Using the current Course Description of the Subjects (English translation) provided by the Shibuya Institute of Foreign Languages (attached), I have completed my analysis and recommendation for an updated course equivalency to be used when SIFL students apply for transfer admission to a Concord University degree program. The recommended equivalencies are listed below:

SIFL	Concord U.
1. Oral Communications in English (15)	Elective (5)
2. Secretarial Procedures (21)	Elective (7)
3. English Grammar & Comp. (9)	ENGL 101 (3) After 500 TOEFL
4. Business Comm. in English (6)	BEOA 220 (3)
5. American History (3)	HIST 203 (3)
6. Keyboarding Skills (15)	BEOA 103/104 (6)
7. Public Speaking (12)	CART 101 (3)
8. Adv. Sec. Problems (21)	Elective (7)
9. Adv. English Grammar (6)	ENGL 102 (3)
10. Multiple Interp. Methods (3)	Elective (3)
11. Adv. Bus. Communications (3)	Elective (3)
12. Adv. American History (3)	HIST 204 (3)
13. Secretarial Simulation (3)	Elective (3)
14. Principles of Int. Trade (3)	FIN 436 (3) after pre-requisite
15. Adv. Keyboarding (9)	BEOA 104 (3) BEOA 250 (3)
16. Intro. to Comp. Info. Proc. (6)	BGEN 210 (3) BGEN 310 (3)

Approved
[Signature]
2/25/05
Steve Rowe

January 27, 2004

TO: Dr. Dean Turner
Vice President/Academic Dean

FROM: S. Rowe

RE: Course Equivalency Analysis: Shibuya Institute of Foreign Languages

Attached is my analysis of catalog and course descriptions provided by the Shibuya Institute of Foreign Languages (SIFL) in association with the Institute's wish to establish a transfer articulation agreement with Concord College. Also attached are the SIFL course descriptions as well as Mrs. Akiko Tsuneoka's email in which she describes the period and term length of classes offered by SIFL.

The term of SIFL is a 16-week semester. A credit hour is equal to a 45-minute class period, so a single semester credit of SIFL is equivalent to 16 clock hours. SIFL generally places two (2) credits on a course, so the term and course length at SIFL are equivalent to 32 clock hours of instruction as compared to Concord's 45 clock hours of instruction for the "normal" three (3) credit-hour course. On this basis, SIFL semester credits are justified for transfer credit allowed by the articulation agreement, but most SIFL transferred courses would bear roughly the equivalent of a quarter hour credit course.

Faculty of SIFL are master's degreed British, Australian, and US nationals; Japanese instructional staff are largely degreed by regionally-accredited American institutions of higher education. This is confirmed by on-site review of faculty and faculty credentials in January 2004. Concord may wish to ask SIFL to periodically provide a list of the SIFL faculty and their teaching credentials.

Courses which I recommend for consideration for Concord College credit are:

	SIFL		Concord College
clk hrs		CR	
32	1. U. S. History (2)		HIST 203 (2) 45
32	2. U. S. Geography (2)		GEOG 250 (2) 45
32	3. U. S. Government (2)		POLS 104 (2) 45
32	4. College Algebra (2)		MATH 103 (2) 45
64	5. Intercultural Communications I and II (2)(2)		Elective (4) 45
128	6. Introduction to Computer Applications I and II (4)(4)		BUS 210 (3) 45
64	7. Studies on Japanese Culture I and II (2)(2)		Elective (3) 45
64	8. Chinese I and II (2)(2)		Elective (3) 45
<u>448</u>	Total Recommended Concord Credit	<u>28</u>	<u>360</u>
			<u>21</u>

Course Descriptions

As of December 2003

SIFL Overseas Studies Preparatory Course (One Year Course)

A minimum of 60 credit hours required to complete the course.

<u>Course Title</u>	<u>Course Description</u>
English Conversation I (4 cr.)/ II(4 cr.)	Covers useful expressions and practical English conversation practice. Enhances vocabulary and idioms for everyday conversation. Differentiates between written and spoken language.
Speech Communication (2 credits)	Topic-based course of discussions and Q/A sessions. Course focus is on speech preparation and successful delivery of speeches.
Reading and Writing I(4 cr.) / II(2 cr.) – Basic Composition	Development of skills in academic reading and writing. Focuses on strategies in reading comprehension, paragraph development, five-paragraph essay composition, and editing. Students compose different essay types throughout the year.
Effective Classroom Strategies I(2 cr.) / II (2 cr.)	In order to better fit academic environment overseas, the course looks at academic cultures in several countries to come up with strategies fit for different situations. Covers important techniques for effective note-taking and learning skills within English classrooms, as well as practical everyday skills for coping with life in an English speaking country.
Listening and Pronunciation – Aural and Oral Communication (2 cr.)	Systematic practice of individual sound, word and sentence stress, intonation, and rhythm of American English. Conversation strategies and vocabulary expansion are included. The courses stretch to the study of the human communication processes from both theoretical and practical points of view through various exercises.
U.S. History (2 credits)	Overview of U. S. History from colonial times up to the present day. The course especially focuses on the political, economical and social

forces, which have shaped the development of the present day U.S., such as the American Revolution, the Civil Rights movement, the terrorism of September 11, 2001, and the war against Iraq.

U.S. Geography (2 credits) Examines the defining characteristics of the major geographical regions throughout the U.S. Students develop an understanding of the earth's physical phenomena (landforms, weather and climate) as well as how people organize themselves (cultural geography, political geography, urban geography, and economic geography). This provides students with a strong basis in understanding human-environment linkages (resource use, environmental impacts).

U.S. Government (2 credits) Examines the basic structure and functions of the main branches of the U. S. political system, and its historical evolution. The role of political parties, the media and interest groups are considered.

College Algebra (2 credits) Topics from algebra which includes operations with sin numbers, solution of equations, polynomials, factoring, rational expressions, exponents and radicals, linear equations in one and two variables, systems of equations, inequalities, exponential and logarithmic functions, sequences, and series.

Intercultural Communications I(2 cr.)/II(2 cr.)

Looks at cultural sensitivity, differences, and bridging culture gaps. In order to truly understand the diverse cultural influences on our globalized society, this course examines the norms, values, and practices of a variety of cultures.

Introduction to Computer Applications I (4 cr.)/II (4 cr.) Aims to develop students' PC skills, particularly through the use of Word and Excel programs. Processing from basic procedures to advanced applications using macros, numeric management, and graphics procedures.

TOEFL Preparation (10 cr.) Focuses on well-known techniques and strategies for improving students' TOEFL scores.

Studies on Japanese Culture I (2 cr.)/II (2 cr.)
Aims for students to understand historical and cultural background of Japan and is studied in English. Both current and historical topics are discussed. Students go on field trips and research topics of their choice.

Chinese I (2 cr.)/II (2 cr.)
Chinese I focuses on elementary grammar, vocabulary, phonetics, the writing system, and basic spoken language. Chinese II focuses on more vocabulary and structures to prepare students for developing proficiency in the language. Listening, speaking reading, writing, and cultural skills building are emphasized. Increases the understanding and appreciation of the culture in the countries where Chinese is spoken.