

iEARN-USA
475 Riverside Drive, Suite 450
New York, NY 10115

Subgrantee Agreement between
Wenzao Ursuline University of Languages
and
iEARN-USA

DOS-ECA AWARD NO.:	Agreement: S-ECAGD-16-CA-1077
iEARN-USA Subcontract #:	National Security Language Initiative for Youth 2017-2018 Academic Year (NSLI-Y 9)
EFFECTIVE DATE:	April 15, 2017
EXPIRATION DATE:	July 31, 2018
CEILING AMOUNT:	\$150,200
AGREEMENT TYPE:	Cost Reimbursable Agreement

This subaward is entered into on April 15, 2017 by and between International Education and Resource Network-USA (hereinafter referred to as iEARN-USA), and Wenzao Ursuline University of Languages (hereinafter referred to as Subrecipient), is for the performance of certain work/services and reimbursement of allowable costs.

BACKGROUND

iEARN-USA has received from American Councils for International Education (hereinafter referred to as American Councils), an Award entitled, ""National Security Language Initiative for Youth 2017-18" (hereinafter referred to as Award).

In addition to the terms and conditions described below, the Subrecipient also agrees to abide by all terms and conditions set forth under the Subaward.

THEREFORE, the parties agree as follows:

PROVISIONS

Article 1: Scope of Work

The Subrecipient and its employees and partners working on its behalf agree to perform the work outlined by the Program.

The purpose of the Program is to deliver short-term foreign language instruction and cultural immersion programs in Chinese (Mandarin) for U.S. high school students and those who have just graduated during the 2017-2018 academic year. The Subrecipient, and its employees, holds a key position within the proposed iEARN country structure, as this person is responsible for implementation, oversight, and reporting. The primary duties of the Subrecipient, and its employees, are to oversee the day-to-day operations of the country program as well as working with local, regional, and international partners, including the U.S. Embassy, developing resources, tracking expenses, and completing quarterly reporting. iEARN-USA serves as a liaison between the NSLI-Y Local Coordinator and the other members of the NSLI-

Y Consortium, including American Councils and the Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State

The Subrecipient's areas of responsibility include but are not limited to the following:

Program preparation and support

- To include pre-program orientation of students and preparation of the program, including but not limited to arranging in-country travel; recruiting, selecting and monitoring host families (including formal interviews of all host family members, visits to the home, and a host family orientation prior to the students' arrival in country. Documentation of interviews, site visits and orientation will be required); developing a language program at a local host institution a cultural program; and assisting with monitoring and supporting a Resident Director hired by iEARN-USA.
- Create a system of regular contact with students -- checking in on the status of their exchange at least once a week during and designating a staff member (likely the RD(s)) to communicate regularly with them while they are in host country, in order to be informed of their well being and adaptation to host country life and culture. RD(s) should hold group meetings with students once per week for the first two months, then twice per month, depending on how the group is doing during the academic year. RD(s) should have in-person individual check ins/meetings with each student at least once every three weeks during the academic year, or as needed.
- Assist with problem solving when a student and/or host placement encounters difficulties during the exchange experience.
- Maintain regular communication with host families either directly or through the RD(s) to confirm that healthy and positive relationships between families and students are maintained as per operational guidelines. RD(s) and/or Local Coordinator should visit each student's host family once once each semester during the academic year.
- Subrecipient will bring to the attention of iEARN-USA any significant difficulty with a student and any circumstance that might require the Subrecipient to return the student to the U.S. before the end of the program. No student may be removed from the program without consulting with and approval by iEARN-USA. Any circumstance that might bring negative publicity to the program should be conveyed in a timely fashion to iEARN-USA.

Language and cultural immersion program

- Deliver short-term language institute and cultural immersion program in Taiwan (including enrollment, orientation, logistics, and on-program support) in line with program standards, NSLI-Y Operational Guidelines, provided by American Councils and approved by U.S. Department of State. Preliminary number of participants: Chinese (Mandarin) Academic Year (8). The academic year program should last from August/September through May/June, include a minimum of 10 classroom hours of language instruction per week and provide regular contact with peers who are native speakers of the target language. Language classes should accommodate THREE LEVELS: beginner, intermediate and advanced language students.
- The academic year program should include opportunities for students to participate in extracurricular activities and select elective courses. Cultural activities should include a community service component, for a total of 30 service hours.
- Distribute a participation certificate.

Meals and accommodations

- Ensure that host families provide all meals (except for lunch, if covered by stipend) and accommodations for students in keeping with program requirements. All aspects of the program should be constructed to make certain that students are in a safe and nurturing environment.

Program administration

- Work closely with iEARN-USA on any issues that arise with students during the course of the program, including providing support for communications with the U.S. Embassy.
- Manage program funds to ensure that all money transferred to local bank account is used only for expenses directly related to the implementation of the NSLI-Y program.
- Liaise with U.S. Embassy and including officers in various ceremonies and programs for the NSLI-Y students.
- Other duties as determined in consultation with iEARN-USA.

Program reporting and communication

- Participate in conference calls, training meetings, planning meetings, and program development activities.
- Notify iEARN-USA in a timely manner of any problems that arise during the host family recruitment and selection and pre-program planning phases of the program.
- Inform PAS well in advance of any program related events to facilitate their participation.
- Serve as a liaison between iEARN-USA, participating schools, participating host families, the Ministry of Education, and various partner organizations.
- Submit quarterly reports detailing program activities no later than the 1st of the following months: January, April, July, and October.
- Submit *complete*, monthly finance reports with matching costs to *valid* receipts to iEARN-USA by the 7th of the following month, along with the request for appropriate funds needed for the current month, to: nasir@us.iearn.org, and cc: nicole@us.iearn.org. A complete report includes a detailed summary of expenses during the reporting period, *valid* receipts, and an updated budget template. A receipt is *valid* when issued from a vendor or an invoice on official letterhead and includes vendor name, date of expense and total amount in USD.

Program publicity and name

- In all program materials and publicity, this program must be referred to as the NSLI for Youth program and acknowledge the funder as the U.S. Department of State, Bureau of Educational and Cultural Affairs. Participants should understand that their funding is provided under the NSLI for Youth program through the U.S. Department of State. In addition to including the U.S. Department of State logo, the iEARN-USA logo should be included on all program materials and publicity as well, in recognition of the Subrecipient's partnership with iEARN-USA.
- Subrecipient will make every effort to gain positive publicity for the program.

NOTES:

- This Subagreement is in the context of a Cooperative Agreement with the U.S. Department of State, which indicates a high level of cooperation in the administration of this program among all partners and with the U.S. Department of State.

Article 2: Period of Performance

The term of this subaward shall extend from **April 15, 2017 through July 31, 2018**. Subrecipient shall notify iEARN-USA, as soon as possible, of any reason that might contribute to the failure to perform within the specified term even if such reason is beyond the control and without fault or negligence of the Subrecipient. The performance period may be modified by mutual agreement in writing of the parties.

Article 3: Key Personnel

Nicole Weitzner shall be responsible for the completion of the Subrecipient's component tasks, as set forth in the Project Narrative/Scope of Work.

Nicole Weitzner, Program Manager, iEARN-USA, nicole@us.iearn.org, 212-870-2693

In the case of a change in key personnel, Wenzao Ursuline University of Languages must provide iEARN-USA a resume of the replacement candidate.

Article 4: Consideration, Records, and Billing Instructions

1. All expenditures paid with funds provided by this Subaward must be incurred for authorized activities, which take place during this period, unless otherwise stipulated. Payment of funds under this Subaward will not be disbursed until iEARN-USA has been assured that the Subrecipient's financial management system will provide effective control over and accountability for all funds.
2. The total compensation to be paid for Subrecipient's activities shall not exceed **\$150,200**, based on the budget attachment.
3. iEARN-USA's payment to Subrecipient shall be based upon the terms and conditions as specified in this subaward, Federal award and the availability and allocation of Federal Agency's funds, necessary to finance performance.
4. Subrecipient shall maintain reasonable records incident to the performance of this Subaward and shall allow iEARN-USA and/or Federal Agency access to these records. At any time iEARN-USA may request additional documentation to support charges on an invoice. Subrecipient should share financial records and statements with iEARN-USA under advanced notice from iEARN-USA for audit purposes only.
5. Payment will be provided upon receipt of invoices (a) reflecting the cost categories as outlined in the budget (Attachment 1), and (b) approved and signed by the Subrecipient's appropriate administrative official. Invoices shall provide a current and cumulative breakdown of costs and required cost sharing in separate columns using the invoice template provided. Deviations from this template must be approved in advance by iEARN-USA.
6. Subrecipient shall submit invoices after the incurrence of allowable costs. Invoices must be submitted monthly. Payment will normally be made within 12 business days of receipt of an approved invoice that has been submitted by no later than the 10th day of each month. After that date payment may be deferred to the following month at the discretion of iEARN-USA.
7. Subrecipient's charges for salaries and wages must be based on records that accurately reflect the work performed. Individuals can be specifically identified with the project. The template (forthcoming) outlining the Wenzao Ursuline University of Languages staff receiving salary and the allocations to each of these staff each month must be completed and submitted to iEARN-USA at the start of the program by Wenzao Ursuline University of Languages. If there are any

changes in staff, Subrecioient must send us a memo communicating this and when Subrecipient plans to fill the position again.

8. The Final Invoice reflecting administrative expenditures shall be submitted no later than 15 days after the Subaward's end date.

Article 5: Reports

Subrecipient shall submit program reports (narrative and financial) required by Federal Agency (ECA) and American Councils. Finance reports shall be submitted electronically by the 7th of each month. Quarterly narrative reports of program implementation shall be submitted electronically by the 1st of the following months: January, April, July and October.

Article 6: Intellectual Property

Any intellectual property arising out of the activities assisted by this Subaward shall be fully reported to iEARN-USA. The ownership and manner of disposition of all rights in and to such intellectual property shall be subject to the regulations issued by the Federal Agency as such regulations appear in the Award between the ECA and American Councils.

Article 7: Proprietary and Confidential Information

iEARN-USA and Subrecipient agree to use all reasonable diligence to prevent disclosure to third parties any confidential information disclosed to it under this Subaward and marked by either party as confidential for a period of three (3) years from the date of disclosure. Such information shall be disclosed in writing and marked "confidential," or if disclosed orally or in other documentary form shall be reduced to writing and marked "confidential" within thirty (30) days thereafter. Disclosure of confidential information to employees, officers, agents, and representatives shall be only on a need-to-know basis and as necessary for the purposes of this Subaward. This non-disclosure obligation shall not apply to information:

1. already in or that subsequently enters the public domain through no fault of iEARN-USA or Subrecipient;
2. presently known or becomes known to iEARN-USA or Subrecipient from its own independent sources;
3. received by iEARN-USA or Subrecipient from any third party not under obligation to keep such information confidential;
4. independently developed by iEARN-USA or Subrecipient without use of the other's confidential information; or
5. required to be disclosed by law.

Article 8: Assignments and Subcontracts

Neither performance nor payment involving the whole or any part of this subaward as described under Article I may be assigned, subcontracted, transferred, or otherwise given or imposed on any other party by Subrecipient without the prior written/email consent of iEARN-USA. Subrecipient shall pass the appropriate Federal Agency information to any Subrecipient.

Article 9: Changes and Prior Approval

Subrecipient is responsible for both notifying iEARN-USA and obtaining prior written approval from iEARN-USA with respect to any changes that may materially alter the terms of this subaward. Examples

include, but are not limited to, changes in the period of performance, Subrecipient's Representative, significant rebudgeting, and changes in the scope of work. In the event of uncertainty as to whether a change is significant enough to require prior approval, questions shall be referred to iEARN-USA.

Article 10: Insurance

Subrecipient may be partially responsible for any and all third party liability that might be incurred in the performance of this subaward.

Article 11: Suspension

iEARN-USA reserves the right to suspend this subaward at any time by electronic or telephone notice to Subrecipient followed by written notice within 10 days of the initial notice. Subrecipient shall immediately stop performance and shall not perform under this subaward until receiving a resume performance notice from iEARN-USA followed by written notice within 10 days. iEARN-USA shall provide Subrecipient with the reason(s) for suspension and indicate if any remedies are available to Subrecipient. If iEARN-USA and Subrecipient mutually agree the reason(s) for the suspension have been remedied, iEARN-USA shall issue a resume performance notice to Subrecipient. Subrecipient shall not be reimbursed or paid for any charges during the suspension period.

Article 12: Termination

Both iEARN-USA and Subrecipient reserve the right to terminate this Subaward at any time by giving written notice to the Administrative Representative of the other party at least 30 days prior to the effective date of termination.

In the event of default, either by Subrecipient's failure to substantially perform its obligations, Subrecipient's violation of other material terms of this subaward, or Sponsor's termination of work by iEARN-USA on the subject matter of this Award, then performance by the Subrecipient under this subaward may be terminated by iEARN-USA at any time by giving written notice to the Subrecipient. Should performance be so terminated, the Subrecipient shall be paid for its reasonable costs and commitments to the date of termination, but only to the extent that such costs and commitments are reimbursable to iEARN-USA under the terms of Federal Agency's Award. Payment shall be made upon submission to iEARN-USA of a final invoice covering the aforementioned performance and submission of any and all results achieved to the time of termination and acceptance thereof by iEARN-USA.

Article 13: General Provisions

The following general provisions become operative if the particular subject relates to activity to be performed under this subaward.

1. Grant-Related Income

Subrecipient must report to iEARN-USA any NSLI-Y grant related income in addition to income received from iEARN-USA.

2. Equipment Accountability and Disposition

For purposes of this subaward, equipment is defined as those items costing \$5,000 or more and having a useful life of more than two years. Except for for-profit firms/organizations, title to all equipment purchased under this subaward shall vest in Subrecipient upon acquisition unless it is determined that to do so is not in furtherance of the objectives of iEARN-USA. Except for a

model change for equipment in Subrecipient's proposed budget, Subrecipient shall request prior approval from iEARN-USA for the purchase of equipment not in Subrecipient's proposed budget.

3. Internal Control

Subrecipient must establish and maintain effective internal control over the Subaward that provides reasonable assurance that the non-federal entity is managing the federal funds in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award and Subaward.

Article 14: Certifications

By accepting this Subaward, Subrecipient certifies compliance with the following, if applicable:

1. Non-Discrimination

Wenzao Ursuline University of Languages certifies that it is in compliance with the provisions of Title VI of the Civil Rights Act of 1964 (PL88-352) (45 CFR 611), and the regulations issued pursuant thereto.

2. Debarment, Suspension, Repayment of Federal Debt

Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. Furthermore, Subrecipient certifies neither it nor its principals are delinquent on the repayment of any federal debt.

3. Audit Requirements

If Subrecipient is subject to an Audit by iEARN-USA, Subrecipient hereby certifies that it meets the requirements and agrees to provide annual certifications to iEARN-USA for a period of one year following the termination of the subaward.

4. Conflict of Interest

Subrecipient certifies that it has in effect a written and enforced administrative process to identify and manage, reduce, or eliminate conflicting interests with respect to all projects for which funding is sought. Prior to the expenditure of any funds under this Subagreement, the Subrecipient will report to iEARN-USA the existence of any conflicting interest found by the Subrecipient and will assure that the interest has been managed, reduced, or eliminated.

5. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

By signing this subaward, Subrecipient hereby certifies to the best of his or her knowledge:

- No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, Subrecipient shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to iEARN-USA.

Article 15: Entire Subaward

This Subaward is intended by the parties as a final written expression of their agreement and supersedes and replaces any prior oral or written agreement. Any terms or conditions proposed by Subrecipient inconsistent with or in addition to terms and conditions herein contained shall be void and or no effect unless specifically agreed to by iEARN-USA in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused their authorized officials to execute this subaward as of the date(s) set forth below:

International Education and Resource Network-USA

SUBRECIPIENT

Christine McCaleb 4/13/17
Authorized Signatory Date
Christine McCaleb

[Signature] 4/13/17
Authorized Signatory Date
Lucia Jin-Yun Yang Ph.D.

Attachments: Budget Allocation, Host Family Policy, Communications with PAS, Language Institute Requirements

Taiwan NSLI-Y 9 Budget					
NSLI-Y 9 (16 months) (Unit : USD)	Rate	Unit	Items	# Part.	Total
Participant Program (Academic year)					
Orientation	250	per event	1	8	2,000
Tuition	1,517.50	per semester	2	8	24,280
Study Hall Tutor	62.50	per semester	2	8	1000
Cultural & Community Service Activities	169	per activity	10	8	13,520
Local Ground transportation	275	per semester	2	8	4,400
Student Stipend	119	per month	10	8	9,520
Host Stipend & Orientation	2750	per semester	2	8	44,000
Midterm Workshop	100	per event	1	8	800
Closing Workshop & Evaluation	150	per event	1	8	1,200
Emergency/ Cell Phone	300	per semester	2	8	4,800
Subtotal, Academic Year Language Program Costs					105,520
Administration					
Salaries & Benefits					
Taiwan Local Coordinator	1800	per month	16		28,800
Program Assistant (part time)	400	per month	16		6,400
Wenzao University Admin Staff	50	per month	16		800
Other Direct Administrative Expenses					
Communications	185	per month	16		2,960
Duplicating/Printing	44	per month	16		704
Office Supplies	1,000	per program	1		1,000
Local Transportation	144	per month	16		2,304
Equipment Repair/Maintenance	69	per month	16		1,104
Bank Service Charges	38	per month	16		608
Subtotal, Administration					44,680
TOTAL					150,200

HOST FAMILY SELECTION, RECRUITMENT & MONITORING

iEARN-USA understands that host families are an integral part of the National Security Language Initiative for Youth (NSLI-Y) Program. Therefore, it is imperative that they are carefully selected, thoroughly prepared and closely monitored – for the safety and enjoyment of the participants as well as that of the families.

Selection Process

The selection process will be completed in conjunction with our overseas placement organizations (PO) and language partners (language institutes, high schools and universities). In most cases there is an open application process for families affiliated with, or living near the host schools and institutes. References are mainly done through trusted schools which have worked and are familiar with the families in their

communities. Some schools also host an “open house” information night to explain this unique hosting opportunity to potential families. The schools may nominate families from their school community to host U.S. participants. Nominated and interested families will complete a Host Family Application Form and submit it to the designated contact at their in-country placement organization for review. *(Note: the applications are adapted and translated into local language, so the application may vary slightly from country to country).*

Internationally based POs will review all applications thoroughly and narrow down the applicant pool based on interest level and suitability. Then, PO staff will set up in-home interviews and complete a Host Family Interview Record for each family *(This again will vary from country to country).*

There are three main purposes for these interviews:

- 1) To assess the suitability of the home and family for program;
- 2) To review expectations and requirements with the host family to be sure they can commit to the entire experience, and
- 3) To meet all family members who will be living with the NSLI-Y student.

Once the interview is complete and the application is again reviewed, families will be selected by PO staff and language institute staff.

Preparation

In addition to the rules of the program provided to each host family, at least one parent and one student from each host family are required to attend an orientation about one month prior to arrival. Additionally, PO staff will be in regular communication from the time of selection to student arrival, providing additional program materials and details via email, phone and mail as necessary.

The week before the U.S. participants are set to arrive, PO staff will call each family to check in and be sure there are no questions or concerns.

Monitoring

Checking in regularly with the host families is a necessary part of the program to ensure that everyone involved is having a positive experience. This process will entail the following:

- A call to each host family within the first week of the exchange to check in and inquire about how things are going from their perspective. If any concerns are raised, PO staff will follow-up with the student(s).
- PO staff will visit each host family home in-person to ensure that the environment is consistent with program regulations and to observe the student and host family relationship. Each host family and student will be visited at least once during the summer program and at least once per semester during the academic year program.
- In some countries, PO staff create a listserv or texting group for parents to communicate with program staff as well as other host families for support and troubleshooting any issues as a community.
- A PO staff member will call the host family once each month to check to see that there are no unresolved issues. The PO staff member conducting the check-in will be required to fill out a one-page log sheet documenting that the call took place and what, if any issues were discussed.
- PO staff, and in some cases iEARN-USA staff, will follow-up immediately on any claims or suspicions that there are any problems with the host family placements. Staff will mediate situations and try to arrive to an amenable solution to both parties. When a compromise is unattainable and students' safety and well-being is in question, the student will be removed immediately and placed with another family.

STUDENT MONITORING

iEARN-USA works closely with each overseas partner to ensure that a support system is in place for students, and that students know whom to contact should they face any issues. Through a system of regular reporting and direct communication with students, iEARN-USA aims to ensure the safety and wellbeing of all students on program. In each of the iEARN sponsored NSLI-Y programs, a resident director (RD) will be hired to act as the main contact for students. RDs will be recruited by iEARN-USA and the overseas PO staff and selected by iEARN-USA. RDs will have dual experience in the United States and host country, and will preferably be USG program alums (i.e. Fulbright, Peace Corps, etc.). All applicants will submit resumes and will be narrowed down through an interview process conducted by iEARN-USA and PO staff. Selected candidates will be required to attend an RD orientation conducted by iEARN-USA staff prior to the program start date.

In our summer programs, RDs will be required to maintain a daily presence with students (i.e. attending language classes with them); lead individual and group debriefing sessions with students; counsel individual students as necessary; work with PO staff to arrange cultural programming; travel with students on all program related activities and submit weekly (Summer RDs) or bi-weekly (Academic Year RDs) emails to iEARN-USA staff with any updates or reports about student and program status.

Yearlong RDs will be expected to visit students bi-weekly to attend classes with them, meet with them privately and address any issues that may arise. RDs will also accompany students on any cultural and program activities and submit bi-weekly reports to iEARN-USA staff summarizing visits with students and status of the program.

When an issue does arise, the RD will mediate with the help of the PO staff – and will communicate with all necessary parties, such as the host family or school coordinator to find a resolution. In more serious cases, iEARN-USA will also contact the student and will work with the PO staff and RDs to resolve the issue. Additionally, iEARN-USA program staff will send yearlong students monthly emails to keep the lines of communication between our staff and students open. This way there is no confusion regarding who at the iEARN-USA office students can reach out to should they have any problems with local staff.

For our academic year programs, iEARN-USA staff establish individual communications with each student. Check-ins happen randomly through individual emails to students inquiring generally about their language progress, cultural acclimation and relationships with local staff and RDs.

Finally, iEARN-USA staff send check-in emails to academic year students' parents midway through the program to share students' progress with learning milestones, cultural learning, adjustment and overall personal development. Along with these updates, iEARN-USA staff ask parents of each student to share a letter from one or both parents that highlights any positive changes they have noticed from afar or share words of encouragement for the second half of the program.

COMMUNICATION WITH PAS

iEARN-USA understands the importance of keeping the U.S. Embassy up-to-date on NSLI-Y program activities in each country. Each of our country coordinators begin communicating, via telephone and email, with U.S. Embassy staff in early spring to share program details including names and locations of language partners, as well as regions and neighborhoods in which students will live. Each program director invites U.S. Embassy staff to opening ceremonies for summer, semester and year programs. In China, India, Korea and Morocco, U.S. Embassy representatives attend the opening (and sometimes closing) ceremonies and PAS staff conduct a security briefing for NSLI-Y students. Additionally, sometimes – as in the case with Morocco

or Korea – U.S. Embassy staff connect NSLI-Y students with other USG funded grantees such as Peace Corps volunteers for daylong leadership workshops. In the past, POs have worked with staff at the U.S. Embassy to hold events at the Embassy – including opening and closing ceremonies – as well as arranging for supplemental activities, such as Fourth of July or Thanksgiving celebrations, “weekend homestays,” and informational sessions for students.

LANGUAGE INSTITUTE REQUIREMENTS & EXPECTATIONS

The responsibilities of the language institute partnering with iEARN-USA for the administration of the language program for NSLI-Y Taiwan language students include:

Language Program Delivery

- Organizing, administering, and managing a year-long (10-month) Chinese language program for 8 U.S. High School students from August 2017 to June 2018.
- Providing three levels of language instruction: Beginner, Intermediate, and Advanced for students based on their prior language skills.
- Having resources, such as tutoring, available to students outside of the classroom.
- Providing course materials, including texts, activity books, online resources, and any other materials necessary for language education.

Language Evaluations

- Institute should administer an oral exam upon students’ arrival to better place students in proper level.
- Evaluating the language acquisition experience of participants at the completion of the language institute and provide students with a participation certificate upon completion of language course (it’s recommended that regular evaluations be conducted during the course of the program, as well).

Coordination, Communication, and Reporting

- Working closely with iEARN-USA and maintaining open lines of communication to organize housing, cultural programs and other activities in relation to the language courses (connecting language learning with weekly cultural activities – in the form of tour guides; vocabulary lessons, etc.)
- Assisting with problem solving when a student encounters difficulties during the language institute experience.
- Facilitating the interaction between the NSLI-Y participants and Taiwanese high school or university students to act as buddies or language partners of the U.S. students.
- Submitting a mid-program and a final program narrative report and financial report to iEARN-USA with updates on student language learning activities by July 31, 2018.
- Maintaining complete accounting records, including original receipts and invoices for purpose of meeting requirements of financial audits.