

Intercultural Institute of California

General Catalogue

2004-2005

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APPROVAL DISCLOSURE STATEMENT

The Intercultural Institute of California (IIC) has been recognized as a Candidate for Accreditation by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001. This institution has also received approval to operate from the State of California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education (BPPVE).

The Intercultural Institute of California (IIC) offers the following programs:

- MASTER OF ARTS IN KOREAN STUDIES:
 - Teaching Korean as a Foreign Language (TKFL)
 - Professional Application of Korean Studies (PAKS)
- CERTIFICATE PROGRAMS:
 - Microcomputer Business Applications
 - English as a Second Language (ESL)
 - Korean Language and Culture

Students who successfully complete a course of study are awarded an appropriate diploma or certificate verifying the fact. Master of Arts degree is awarded when the graduate student fulfills all requirements. Prospective enrollees are encouraged to visit the Institute and to discuss personal education and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The Institute offers limited financial aid in the form of scholarships, fellowships, grants, work-study, and partial tuition waivers for deserving students.

Persons seeking to resolve problems or complaints should follow the complaint procedure described in this catalog. Unresolved complaints should be directed to BPPVE, 400 R Street, Suite 5000, Sacramento, CA 95814-6200, (916) 445-3427. All information in this school catalog is current and is certified as true and correct by the Institute's President.

While every effort is made to ensure the accuracy of the information available at the time this bulletin is prepared, the Institute reserves the right to make corrections or other changes at any time without prior notice.

Intercultural Institute of California

**MASTER OF ARTS
IN
KOREAN STUDIES
PROGRAM**

MASTER OF ARTS IN KOREAN STUDIES PROGRAM

GENERAL INFORMATION

I. Educational Philosophy

Intercultural Institute of California (IIC) has as a primary goal the integration of language learning, communication, and intercultural awareness. In pursuing this goal, the Institute accepts the various differences in perspective of each cultural and linguistic background and seeks to utilize these differences as a catalyst for personal growth, knowledge, and intercultural appreciation.

Graduates are expected not only to have gained factual and practical knowledge but also to put that knowledge into use in whichever career choices are made. They will have been challenged to develop a global vision that encompasses not only Korea, but also Korea's increasingly important role in the Pacific Rim's society and economy, and the relationship of the Pacific Rim to the global community.

II. Mission Statement

The Intercultural Institute of California was incorporated with the mission of providing students with educational opportunities designed to fulfill their learning needs, enrich their lives, broaden their vision, and empower them with the knowledge and skills necessary to participate in a multicultural society and to function in the global community.

The Intercultural Institute of California offers a graduate program that will provide practical knowledge as well as a wider view of the challenges and rewards of participation in the emerging global civilization encompassing a diversity of linguistic and cultural perspectives specifically relating to Korea. Education at the Institute will provide coherence and purpose to the knowledge gained against the background of our dynamic and rapidly changing world.

Those completing the graduate program in Korean Studies will have gained the knowledge and research skills required for

advanced study and successful participation in Pacific Rim business and education.

Objectives

The integration of language learning, communication, and intercultural awareness is accomplished by providing a learning environment which:

- offers an appropriate balance between academic knowledge of language fundamentals, cultural experience and actual communication;
- emphasizes the interrelationship between language, thought and culture;
- assumes proper sequencing of courses in all areas of study, maximizing the educational experience of each student;
- offers advanced courses in language and literature, culture, society and economics, history and art that serve as a platform for individual research; and
- personalizes the educational process, making relationships a high priority throughout the learning experience.

III. History and Founding Purpose

IIC has grown out of over twenty-eight years of experience in providing training to Bay Area residents. The IIC's roots go back to the Multi-Service Center for Koreans (MSCK) which was founded in 1974 with the mission to help Korean Americans and other Bay Area residents realize their full potential through education, training, social and cultural services. In the 1980's, programs were expanded to take on a multi-ethnic dimension and to serve a greater part of the Bay Area community. Partnerships and support from private and public funding agencies as well as many dedicated patrons and sponsors enabled the increase in the scope of MSCK's services. MSCK was renamed the Korean Center, Inc. (KCI) in 1988.

Since then, KCI continued to develop programs to meet the challenges of the 21st century by providing community service programs for all ages and ethnic groups and by embracing the

importance of lifelong learning. The success in this area has pointed to the need to develop a more comprehensive educational programs in advanced job skills training in the field of computer applications, as well as in areas of English as a Second Language and Korean language and culture.

In 1991, the Intercultural Institute of California (IIC) was founded by KCI in order to fill a growing need for educational opportunities in the community at large. While continuing to offer skills training programs, the IIC broadened its mission by developing programs to promote intercultural education. In 1995, the IIC was incorporated as a not-for-profit public benefit corporation to help address the unmet need in the US for an “independent” academic program in the field of Korean Studies.

IV. Institute Programs and Resources

Master of Arts

IIC has offered the Master of Arts in Korean Studies (MAKS) since 1995 in two areas of emphasis:

- *Professional Application of Korean Studies (PAKS):*
Understanding the importance of globalization and the role Korea plays in the world politics and economy, IIC offers a M.A. degree in PAKS to those who want to participate in a multicultural society and to function in the global community with the essential knowledge and necessary skills. IIC has an affiliation with CIIS program.
- *Teaching Korean as a Foreign Language (TKFL):*
For those who want to be professional Korean language instructors, IIC offers a M.A. program in TKFL. The core courses in the program provide a deep analysis of the Korean language and theories behind second language acquisition. IIC has an affiliation with the College of Education at San Francisco State University.

Outreach Programs

IIC sponsors academic conferences, forums, seminars, and lecture series. IIC also facilitates research by IIC faculty, students and visiting scholars. IIC publications make

significant research on Korea available to the global community.

Research Facilities

IIC's Woo Jung Library has over 7, 000 volumes of Korea-related research materials, which are unavailable in other collections. IIC also has loan agreements with the University of California Berkeley East Asian Library, which houses one of the nation's top three East Asian collections, with the Hoover Institution at Stanford, and with the Ricci Collection at the University of San Francisco with its 70, 000 volumes.

Academic Partnerships

IIC has academic partnerships with the California Institute of Integral Studies (CIIS), the California State University-Maritime Academy, the Institute of International Education at Kyung Hee University in Korea, the San Francisco State University (SFSU) College of Education, and the University of San Francisco (USF) Center for the Pacific Rim.

V. Institute Policies

The policies and regulations of IIC are designed to permit faculty, staff and students alike the chance to interact, grow professionally, and flourish in an environment founded in the belief in academic freedom, mutual trust, and equal access. It is the responsibility of each member of the faculty, staff or student body to familiarize themselves with the policies and guidelines set forth in the Faculty Handbook, Student Handbook, Staff Personnel Manual, and the IIC Policy Manual.

Nondiscrimination Policy

IIC does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap in any of its policies, procedures, or practices. This policy of non-discrimination covers admission, access to, treatment and employment in IIC programs and activities including, but not limited to academic admissions, educational services, and employment.

VI. General Information

Community Support

The Korean community in San Francisco is one of the oldest in the United States, and San Francisco has played an important role in Korean American and modern Korean history. With the support of the Korean community in San Francisco, including private and public sources, IIC operates in a unique 4-story Victorian building that was established by the Korean Center, Inc. The building is equipped with state-of-the-art computer resources. IIC has also received generous support for the Korean Studies program from the Koret Foundation and Korea Foundation.

Student Activities

Students are active in academic groups and attend many events sponsored by the IIC, U.C., Berkeley, the USF Center for the Pacific Rim, SFSU College of Education, and the Hoover Institution at Stanford. Our students also enjoy the rich social and cultural events San Francisco offers.

Fellowships

Need-based and merit-based financial assistance in the form of Master of Arts in Korean Studies Fellowships is available to qualified students.

Tuition and fees

For 2003-2004, tuition costs \$275 per unit for each M.A. degree program. Each course is 3 units and 36 units are required to earn the M.A. degree.

Location and Housing Information

The IIC is located in the center of San Francisco. San Francisco is one of the most beautiful cities in the world and its vibrant intellectual and social life, and mild climate makes San Francisco an ideal location to study and to enjoy a wide variety of recreational activities. IIC does not provide on-campus housing but supports students to locate housing around the campus. Detailed information is included in the IIC Student Handbook.

MASTER OF ARTS IN KOREAN STUDIES PROGRAM

ACADEMIC CALENDAR 2004-2005

Fall Semester 2004

Fall Registration	August 23- September 17
First Day of Instruction	September 7
Last Day to Add/Drop Classes	September 24
<i>Columbus Day Holiday (No Class)</i>	October 11
<i>Veterans Day Holiday (No Class)</i>	November 11
<i>Thanksgiving Holiday (No Class)</i>	November 25 - 26
Last Day of Instruction	December 17

Spring Semester 2005

Spring Registration	January 3 – January 28
<i>Martin Luther King Holiday (No Class)</i>	January 17
First Day of Instruction	January 18
Last Day to Add/Drop Classes	February 4
<i>President's Day Holiday (No Class)</i>	February 21
<i>Spring Break (No Class)</i>	March 21 - 27
Last Day of Instruction	May 6

Intensive Summer Semester 2005

Summer Registration	May 23 – June 17
First Day of Instruction	June 6
Last Day to Add/Drop Classes	June 24
<i>Independence Day (No Class)</i>	July 4
Last Day of Instruction	July 29

Regular Summer Semester 2005

Summer Registration	May 2 – May 27
First Day of Instruction	May 16
Last Day to Add/Drop Classes	June 3
<i>Independence Day (No Class)</i>	July 4
Last Day of Instruction	August 19

Note: After the designated last day to add classes, students must have the instructor's approval to add.

ADMISSION & ELIGIBILITY REQUIREMENTS

The IIC's **Master of Arts Program in Korean Studies** consists of two areas of concentration:

Teaching Korean as a Foreign Language (TKFL)
Professional Application of Korean Studies (PAKS)

*The **Master of Arts in Korean Studies** is designed for students who:*

- have a clear motivation and defined objective for entering graduate study
- understand and appreciate cultural differences and are sensitive to the needs of others
- show competence in oral and written communication
- know how to use logical and investigative reasoning processes integrated with creative thought and applied to the course of study
- are skilled in quantitative thought and critical analysis of data and argument
- are prepared for entrance into other advanced study, or a selected profession
- plan to enter a Pacific Rim oriented profession or educational field

For admission to the Master's Program, applicants must have:

- Bachelor's Degree
- Korean Proficiency Test Result (for TKFL program)
- English Proficiency Test Result (for PAKS program)
- Statements of Purpose: English (or Korean for TKFL applicants)
- Two Letters of Recommendation
- Official College and University Transcripts

Application Requirements

I. English Language Proficiency Requirement and Supporting Classes

Students for whom English is not their first or native language are required to submit a minimum TOEFL score of 550 (or Computer-Based TOEFL test score of 213). This is an admissions requirement for PAKS students and graduation requirement for TKFL students. This English requirement is exempt for those who received Bachelor's or other Master's degrees in English-speaking countries.

Students who may need assistance with their English proficiency development and would benefit from additional language instruction may enroll in the English as a Second Language (ESL) program at IIC.

II. Korean Language Proficiency Requirement and Supporting Classes

Intermediate level of Korean proficiency is a requirement for admissions for TKFL students. PAKS students for whom Korean is not their first or native language are required to take Korean Language and Culture classes, or take a test to show an Intermediate level of Korean, before graduation.

Students who may need assistance with their Korean proficiency development and would benefit from additional language instruction may enroll in the Korean Language and Culture program at IIC.

III. Admission and Application Process

Students who wish to be admitted into the M.A. Program must:

- Send an application form for admission and all support materials to IIC. Application materials are available from the Admissions Office. The Statement of Purpose should address your life goals and the reasons for attending IIC. Submit a non-refundable application fee of \$65.00.

Forward official transcripts of all postsecondary institutions and letters of recommendation directly to IIC.

- Required support materials include an official transcript confirming completion of a Bachelor's degree from an institution recognized through the United States Department of Education or state approved school, or, if the degree was completed out of country, affirmation that the degree level is comparable to those awarded in the United States.
- Students will receive an acknowledgement of their application. It is the students' responsibility to complete all application materials. Each application is carefully considered by the Admission Committee, and students normally should expect to receive a response within 8 weeks, unless faculty members are on leave.
- After successful admission to the M.A. program, students are strongly advised to meet with the director of a particular program or a faculty advisor to arrange a program of studies that best suits the student's educational objectives.
- An insurance waiver must be signed and returned. Students who do not have insurance may be required to participate in a student insurance program.

Send all application materials to:

Intercultural Institute of California
Admission and Records
1362 Post Street
San Francisco, California 94109, U. S. A.

IV. Transfer of Credit

Students may petition to transfer credit from another university under the following conditions. It is recommended that students petition during their first semester in order to plan their academic program accurately. Transfer petitions for previous work will not be accepted in the student's final term. Upon matriculation at IIC, students must receive approval prior to taking course work outside of IIC. Students may petition the President of IIC for an exception to the following regulations, but should do so only after consulting with the advisor and the Director of Academic Affairs, whose recommendations must appear on the Petition for Transfer of Graduate Credit.

- Credit must be from a U.S. Department of Education recognized accredited institution, a BPPVE-approved university, or an out-of-country institution that is the equivalent.
- Credit must be at the graduate-level in the university of origin, relevant to the IIC degree program, and approved by the program director.
- Credit is not granted for previous individual field placement, professional seminars, work experience, life experience, or elementary skills by the Office of the Registrar.
- Typically, credit earned more than five years prior to matriculation at IIC will not be accepted and transfer courses cannot repeat essentially the same content of work taken at IIC.
- A grade of "B" or higher must have been earned (grade of "pass" or "satisfactory" ordinarily is not acceptable).
- Students must supply satisfactory documentation regarding course content for independent study or self-directed courses.
- If IIC has a credit transfer agreement with the foreign institution, students can transfer units based on the agreement between IIC and the institution.
- The number of credit hours transferred will be based on IIC's semester credit system rounded down to the

nearest full- or half-unit (multiply the number of quarter hours by .67 and round down). For example, 4 quarter-hours x .67 = 2.68, which will be recorded as 2.5 IIC semester-hour units). It is the student's responsibility to make up the difference if the total number of degree credits falls short of the requirement for the degree. The amount of IIC credit awarded may not exceed the equivalent amount on the originating transcript.

- Although transfer credit grades from other universities will be posted on the IIC transcript, the grades will not be computed in the IIC grade point average for probation/disqualification review.
- The non-refundable application fee of \$30.00 has to be paid in full when students submit completed petition.

See table below for the maximum number of non-IIC credits allowed:

Maximum Number of Credits Allowed for Transfer:

Teaching Korean as Foreign Language (TKFL)	6 units
Professional Application of Korean Studies (PAKS)	6 units

Procedure for Transfer of Credit

- Courses Taken from Universities Prior to Enrollment

The student should discuss the possibility of credit transfer with the advisor and Director of Academic Affairs. Any exceptions to transfer credit policies must also have the approval of the President of IIC. The student should secure the appropriate signatures on the *Petition for Transfer of Graduate Credit* and submit it to the Registration Office (Room 302). The student must also request that an official transcript of the course be sent to the Graduate Records Office if the transcript was not included among the admission documents. When both the petition and transcript are on file, they will be reviewed in the Graduate Records Office for conformity to IIC policies.

- Courses Taken After Enrollment at IIC

IIC students planning to take a degree requirement or elective at another university must process the transfer petition as described above prior to taking the course. Immediately upon

completion of the course, the student must request that an official transcript be sent to the IIC Graduate Records Office. A grade of "B" or better is required in order to receive credit (units only) when transferring a course from another institution. Grade(s) awarded by the issuing institution will not be calculated in the student's overall grade point average. After the petition and transcript are on file, they will be reviewed by the Registrar's Office for conformity to IIC policies.

V. Course Load

A full-time M.A. degree graduate student takes a minimum course program of nine (9) semester units (hour/week). Part-time students must take a minimum of three (3) semester units. A minimum of 36 semester units and the completion of a thesis are required for graduation.

The PAKS M.A. degree program requires 18 units of required courses, completion of Korean language proficiency requirement through the Intermediate Korean Language and Culture course (up to six units) or its equivalent through testing, 18 units of elective courses, and a M.A. thesis.

The TKFL M.A. degree program requires 21 units of required courses, completion of English proficiency requirement with TOEFL score of 550 (or Computer-Based TOEFL test score of 213), 15 units of elective courses, and a M.A. thesis.

VI. Readmission

Students wishing to restart after withdrawing may do so without penalty and will be assessed tuition as a proportion of the total program cost only for the classes that the student is re-entering. Any prior balances must be paid-in-full before the student can re-enter.

VII. Tuition and Fees

IIC reserves the right to change tuition and other fees upon giving notices to the students and the appropriate agencies. The charges for each program offered by the School are delineated under Tuition and Fees.

INSTITUTE REGULATIONS & POLICIES

I. Cancellation and Refund Policy

The student is entitled to a full refund of tuition, registration, and other fees, except non-refundable application fee, if he or she cancels the enrollment agreement within 72 hours (3 business days) of signing. If the student cancels after 72 hours of signing the enrollment agreement but before the first day of class, the student is entitled to a refund of the tuition fee but not the registration fee.

If the student cancels after 72 hours of signing the enrollment agreement and after the scheduled class has commenced, he or she is entitled to a pro rata refund, exclusive of the registration and application fees, for the tuition attributable to the remaining portion of the class. To qualify for this refund, the student must seek the refund before 60 % of the scheduled class has been completed.

Example: If the student completes only 30 hours of a 90-hour course and pays \$300.00 in tuition, the student would receive a refund of \$200.00.

$$\begin{array}{r} \$300 \\ \text{amount paid} \\ \text{for instruction} \end{array} \times \begin{array}{r} 60 \text{ clock hours of instruction} \\ \text{paid for but not received} \\ 90 \text{ clock hours of instruction} \\ \text{for which the student has paid} \end{array} = \$200 \text{ refund amount}$$

If the student cancels after completing more than 60% of the instruction from the day he/she first started attending the class, the student is not entitled to any refund.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

II. Adding/Dropping Classes

After a student has officially registered in classes, the student may add or drop classes within dates specified in the Academic Calendar. After this period, they must receive special permission from the instructor if the student wishes to add or drop classes.

III. Attendance Policy

Students are expected to attend all scheduled classes in order to achieve the learning goals of their programs. Attendance is recorded every hour of each class meeting. Classes are based on a 50-minute hour. Students with unexcused absences of 25% or more of the scheduled classes may be requested to drop the course by the instructor.

Students who are absent from classes due to illness, death in the family, jury duty, military annual training, or other circumstances beyond the student's control should contact the instructor to arrange for the time to make-up work for missed classes.

IV. Leaves of Absence

Leaves of absence are considered approved interruptions in the student's program at IIC. The student granted a leave of absence might return to the Institute without formally applying for readmission, within a period of one year following the start of the leave of absence. A student must receive prior approval from the Director of Academic Affairs before going on a leave.

Students may be granted a leave of absence if they follow the required steps:

- Obtain approval from the instructor
- Obtain written approval from the Director of Academic Affairs
- Complete a leave of absence form

The administration discourages students from taking a leave of absence as it may significantly increase the length of their program and increase the likelihood of non-completion.

IIC does not recognize the following interruptions: unapproved leaves of absence, dismissals, suspensions. Any student who takes a leave without approval is suspended, or expelled and cannot be re-admitted without approval from the administration. Students who demonstrate unsatisfactory academic progress may be permitted to withdraw or take a leave of absence with the approval of the Director of Academic Affairs. (see GRADING SYSTEM).

V. Withdrawal from School

A student wishing to withdraw from the Institute for any reason must officially contact the Director of Academic Affairs. Regardless of the circumstances of withdrawal or the date of notification, the official withdrawal date is the last date the student attended class. Both refunds and final grade determination are based upon the last date of attendance.

VI. Student Tuition Recovery Fund

California law requires that upon enrollment a fee will be assessed by the institution in relation to the cost of tuition (Education Code, Sec 94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of, (a) the closure of the institution, (b) the institution's breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within a 30-day period before the institution's closure. Institutional participation is mandatory.

The STRF is available only to students who are California residents and if the total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party

It is important that prospective students keep a copy of any enrollment agreement, contract, or applications to document enrollment, including tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substitute as a claim for reimbursement from the STRF, which must be filed in accordance with BPPVE procedural regulations. For further information or instructions contact:

The Bureau for Private Post-Secondary and Vocational
Education
400 R Street, Suite 5000
Sacramento, CA 95814-6200
(916) 445-3427

VII. Equal Opportunity

It is the policy of the Institute to provide all persons with equal opportunity in its educational programs without regard to race, color, ethnic group identification, national origin, religion, gender, sexual orientation, marital status, age, handicap or disability.

VIII. Disabled Students' Rights

IIC complies with the Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973 (Section 504), which requires that no qualified disabled person will be excluded by reason of disability from enrolling in a course of instruction. Certain programs may require manual dexterity. Please consult the Director of Admissions for further information.

IX. Drug Policy

IIC is in compliance with Federal Government Regulations for a drug-free workplace for students and employees. It does not allow the unlawful possession, use, or distribution of illegal drugs and alcohol by students on school premises. Any student or employee caught in possession, use, or distribution of any illegal substances will be expelled and/or arrested.

X. Crime Awareness & Campus Security

The institute is required to compile and report any criminal activity, which takes place on the campus. The institute must report statistics on the following crimes: sex offenses, forcible or non-forcible burglary and motor vehicle theft, drug and alcohol abuse. This report is available to all prospective students and employees, upon request. Should a student or staff member be affected by a crime, they should report the occurrence to the Administration office. The Administration Office will record the incident and refer the case to the proper law enforcement officials.

XI. Student Records

Student records are maintained by the Institute for five years from the time a student graduates or withdraws from the program. To request a copy of records, students may contact the Registrar as to the cost of processing such a request.

Students may review their files by requesting an appointment in writing with an administrative assistant. Students have the right to request corrections, complain about alleged violations of privacy, consent to the release of personally identifiable information, and file complaints (see Grievance Policy). Student names, dates of attendance, and programs in which the student has been enrolled are considered public information. All other information is considered private and is used for record keeping purposes only.

XII. Termination of Enrollment

All students are expected to attend classes regularly, and to maintain satisfactory academic progress (see GRADING SYSTEM). The Institute reserves the right to dismiss (terminate enrollment) any student who:

- exhibits conduct which is found by the administration to be detrimental to the individual, other students, the community, or the institute.
- fails to maintain satisfactory academic progress.
- fails to attend classes regularly.
- fails to meet the agreed-upon financial obligations with IIC.
- sells, uses, or has possession of alcohol or controlled substances on school property.

XIII. Grievance Policy

Any student who wishes to lodge a complaint may take the following steps:

- Discuss the complaint with the instructor first.
- If the grievance remains unresolved, the student may discuss the complaint with the Director of Student Services.
- If this does not yield satisfactory results, the student may register a formal complaint by stating the exact nature of his or her grievance in writing and submitting it to the President of the Institute.
- If the student still feels that his or her grievance remains unresolved, the student may contact the Council for Private Postsecondary and Vocational Education (see Approval Disclosure Statement).

XIV. Program Changes

IIC reserves the right to make changes in program content, materials or schedules when deemed necessary to keep them current with the industry standards and practices potentially affecting the employability of graduates.

XV. Publicity/Advertising Rights

IIC reserves the right to reproduce any photos taken on Institute premises in school literature, publicity and advertising. IIC also reserves the right to retain or request graduates' names and/or to request and reproduce testimonials in school literature, publicity and advertising.

ACADEMIC POLICIES AND PROCEDURES

I. Grading Policy

Policies concerning evaluation of student work ("grading") are under continuous review and subject to change. Department chairs are responsible for informing department members of basic faculty grading policy and procedures and for ensuring adherence to these policies and procedures.

It is the responsibility of the instructor to describe to each class the methods of evaluation. Students should feel free to ask for an explanation of the grading practices in any course.

II. Basic Definition

The following symbols shall be used in evaluating student performance. Performance will be interpreted to reflect the quality of the student's accomplishment relative to the standards set for each course. Students in the graduate-level program are advised that a minimum grade point average (GPA) of 3.0 (B) is required for graduation.

- A = Performance of the student has been of the highest level, showing sustained excellence in meeting course responsibilities.
- B = Performance of the student has been good, though not of the highest level.
- C = Performance of the student has been adequate, satisfactorily meeting the course requirements.
- D = Performance of the student has been less than adequate.
- F = Performance of the student has been such that course requirements have not been met.
- Pass (P) Performance of the student has been equivalent to grades A through B-.
- Not Pass (NP) Performance of the student has been equivalent to grades from C through F
- I = (Incomplete) Performance of the student has been incomplete due to circumstances beyond his/her control. Passing work was being accomplished at the time the incomplete was issued, and there is a possibility of earning credit if the course requirements are completed within the time allowed.
- W = (Withdrawal) Indicates that the student was

permitted to drop the course after the 20th day (4th week) of instruction with the approval of the instructor and appropriate school officials. It carries no connotation of quality of student performance and is not used as units attempted in calculating grade point average.

AU = (Audit) Indicates that the student was enrolled on a non-credit basis. Enrollment as an auditor is subject to the permission of the instructor and shall be permitted only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes.

III. Grading Systems

The basic grading system to be used at the Intercultural Institute of California is the A-F system (see definitions above).

An alternative Pass or No Pass system may be used under the following conditions:

- In courses where the Pass or No Pass option is permitted, students must notify the instructor in writing, by the end of the 4th week of instruction, of their decision to be evaluated on the Pass or No Pass basis. No change in this decision is permitted after the 4th week of instruction.
- No more than 30% of the units earned at this Institute, and applied toward a Master's degree, may be taken for Pass/No Pass basis.
- All students in a given class, whether being evaluated on the A-F or Pass or No Pass basis, are to be treated in the same manner with respect to assignments, methods of evaluation, and standards of performance. The only difference is in the symbol entered on the student's official grade record.

IV. Use of Incomplete (I) Grade

An incomplete signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. Either the student or the instructor may initiate a request for a grade of Incomplete. Petition for Incomplete may be obtained from the Director of Academic Affairs and must be signed by the instructor. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the final grade is assigned when the work agreed upon has been completed and evaluated. An incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Failure to complete the assigned work will result in an incomplete being counted as equivalent to an F for grade point average. If a student has extenuating circumstances and an extension of this one-year is necessary, the student should contact the instructor involved and obtain a designated extension of time to make up the incomplete. The petition must be approved by the instructor and the Director of Academic Affairs and forwarded to the Registrar's Office.

A grade of Incomplete (I) will not be changed after a degree or credential has been awarded even though it is made up within the time period.

V. Grade Point Average

Grade point averages are determined by dividing the total number of grade points earned by the total number of units attempted in courses in which A-F grades are assigned. Students in the graduate-level program are advised that a minimum grade point average (GPA) of 3.0 (B) is required for graduation.

Grade Points

The following grade points are assigned per unit:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = 0.7
B = 3.0	C- = 1.7	F = 0.0

No other grading symbol, including I, AU, RD, CR, NC, carries grade point credit.

VI. Definition of Semester Unit

One Semester Unit—One class meeting per week for fifteen (15) weeks. (At least two hours of study is expected in preparation for each hour of class.) *or*

Two hours of laboratory work per week for fifteen (15) weeks,
or

Three hours of externship or placement for fifteen (15) weeks.

Summer session and extension units are evaluated on a basis of hours to units equal to those above, but adapted to the special schedules of these programs.

VII. Grade Changes

- Letter grades are not convertible to other letter grades and NC grades are not convertible to CR grades except in cases of instructor or administrative error. All grade changes are by petitions, with a recommendation of a grade change by the instructor and the approval of the Director of Academic Affairs.
- Except in cases of instructor or administrative error, CR/NC grades are not convertible to letter grades or vice versa. All grade change requests involving the CR/NC option are by petition, with a recommendation by the instructor and the approval of the Director of Academic Affairs. Requests for reasons other than clerical error are subject to review by the President of the Institute.
- A student wishing to request a retroactive grade change, withdrawal, or addition must initiate the request during the semester in attendance immediately following the semester when the original grade was assigned or the course in question was offered.
- Grade changes are not permitted after the award of a degree or credential, unless the change is for a course not used for the degree (in the case of a graduate student continuing after the award of a degree or

readmitted second baccalaureate student) or in the case of a formal school grade appeal process when the request has been initiated by the student in the semester immediately following the award of the grade.

VIII. Student Appeal For Grade Change

Intercultural Institute of California (IIC) guarantees the student a right to appeal a final course grade when the student believes that the assigned grade does not reflect what the student has earned according to the criteria for grading as outlined by the instructor of the course.

IIC's policy states that: (1) It is the responsibility of the instructor of each course to define his/her grading policy and criteria as early in the semester and as explicitly as possible while conforming to accepted university practices. If there is any deviation from this original statement of course policy, all affected students should be informed. (2) It shall be assumed that the grade assigned is correct and that the student appealing the grade must justify the need for a change of the grade assigned. (3) Normally, grade appeals should be resolved informally between the student and faculty involved. (4) A student who believes s/he has been assigned an improper grade should meet with the instructor of record and together review the grading procedures used to determine the grade assigned on the student's transcript.

If, after careful review of the grading procedures, the student is still dissatisfied, or if the instructor of record refuses to take part in the informal process, the student may initiate the formal grade appeal by contacting the Director of Academic Affairs.

IX. Repeat of Courses

Unless otherwise stated, courses may not be repeated for additional units of credit.

Grades of C or below are not acceptable on a Graduate Approved Program for meeting the requirements of a master's degree.

If students repeat a course in which a C or lower grade was earned, they will be charged for all units attempted and all grade points earned but units completed will be granted only once.

X. Probation

A student will be placed on probation if, at the close of any semester the student's cumulative grade point average (GPA) is less than 2.0 for all courses taken at IIC. In order to be reinstated to good standing, the student must obtain a cumulative GPA of at least 2.0 for all courses taken at the IIC within one semester of being placed on probation. Failure to achieve a GPA of at least 2.0 after one semester on probation may lead to dismissal.

Probation for graduate students requires a minimum cumulative GPA of 3.0.

ACADEMIC SUPPORT

I. Library

The Wu Jung Library is located on the first floor and is open 9:00 to 5:00 from Monday to Friday. The Library offers publications and services directly related to all course work offered by the Institute. Print acquisitions such as books, journals, and newsletters are made available to both students and faculty. The students may check out books with valid student identification. The Wu Jung Library currently holds over 7,000 volumes of books and other printed materials in Korean Studies. In addition, IIC students have access through inter-library loan to the East Asian Library, University of California at Berkeley containing one of the nation's top three collections of Asian research materials, the University of San Francisco's Ricci Institute for Chinese-Western Cultural History with over 70,000 volumes in Chinese, Japanese, and Korean, and the Hoover Institution at Stanford University. Students are also easily accessible to many San Francisco public libraries located within commuting distance. Students can also use the Internet, which provides a virtually limitless research and learning resource.

II. Multi-Media

The Language Lab is available to all students who want to improve their English and Korean language skills. It provides audio-active and videocassette stations as well as computer stations, where students can reinforce and perfect their writing, speaking, and aural comprehension skills. Students work at their own pace with materials that are coordinated with classroom instruction.

III. Computer Laboratory (LAB)

The Computer Lab provides access to the state-of-the-art microcomputers for the IIC students. Students use the equipment to acquire skills in the use of a variety of software applications, receive instruction, and study independently. They may use computers in conjunction with course work or for individual projects approved by the instructor.

IV. Tutoring Services

IIC instructors are available for special tutoring and make-up work outside of normal classroom hours. Instructors are available by appointment to answer questions and give special attention to students. Computers and other equipment are also available to students outside of classroom hours.

V. Career Development & Placement Services

The IIC provides job referral assistance to part-time and full-time employment through contacts with employers, IIC Advisory Council members, and off-campus work experience programs. Students also have access to current job listings which are updated daily. The IIC also provides various services to assist students in developing career goals and selecting an occupational program. Services include career counseling and job-preparation workshops, which provide training and Internet access for job search information.

VI. Academic Counseling

The advisors provide students with academic counseling and assessment examinations designed to gauge students' academic abilities and preparation. Based on this information and that obtained through interviews and analysis of academic records, the counselors assist the students to plan an appropriate course of study.

VII. Orientation

The orientation program (both on-site and on-line), held as part of the instructional program during the first week of class, is designed to familiarize students with the organization and operation of the Institute. During the orientation, students are introduced to the mission and history of the Institute, rules and regulations, study techniques, academic standards, and counseling. Accordingly, all new students are urged to attend the orientation. The program affords new students an opportunity to meet members of the faculty and administration.

VIII. Field Trips/ Guest Lecturers

Students may go on field trips with their instructor at appropriate times during the classroom training period. These trips are designed to supplement curriculum. Guest lecturers from the academic, business or professional world may also be invited to speak on a variety of subjects that compliment the curriculum.

IX. Social Activities

Although we are committed to professionalism, the staff of Intercultural Institute of California attempts to maintain a congenial atmosphere. Many lasting friendships are formed between the students and staff. The Institute encourages the students to socialize, particularly during special occasions and holidays.

MASTER OF ARTS IN KOREAN STUDIES

Curriculum

The curriculum consists of required courses and electives, the combination of which will allow the student to master a core of knowledge essential to Korean studies and shape the program in a manner that best assists in developing his/her own expertise or interest.

Course Numbering

500 level courses are not considered as graduate level courses and thus cannot be counted in the 36 units required for graduation. All PAKS students, however, are required to complete the equivalent of LC543 (Intermediate Korean Language and Culture) for graduation. This can be done through either the satisfactory completion of coursework or by examination. Students also can take 500 level English courses to further their English skills and to support their thesis writing and oral presentation skills. A maximum of six units of Korean or English language courses can be applied to the degree.

As a general rule, 600 level courses are prerequisite to 700 level courses. Students who wish to take 700 level courses but have not completed the 600 level prerequisites should consult their academic advisor before registration.

Master's Degree Requirements

Candidates must complete a total of 36 semester units. In addition, the student must complete a thesis and have his/her final work approved by the thesis committee.

Master's Thesis

A Master's Thesis is normally expected to be completed in the student's last semester of coursework. The completed and signed thesis must be submitted at least two weeks before the last day of instruction. There are specific steps that the student must follow before beginning his/her thesis as outlined in the Guidelines for the Preparation and Submission of Thesis. Students should follow the stylistic requirements for thesis preparation as indicated in the M.A. Guidelines.

I. Teaching Korean as a Foreign Language (TKFL)

Major Requirements (21 units)

Students in the TKFL program must take the following courses for a total of 21 units as part of the 36-unit requirement for the completion of the Master of Arts degree.

KS600-a Research Methodologies for TKFL (3 units)
PD650 Teaching Korean as a Foreign Language: Theories and Practices (3 units)
PD652 Pedagogical Korean Linguistics (3 units)
PD750 Materials Development for Teaching Korean (3 units)
PD755 Seminar in Teaching Korean (3 units)
PD756 Practicum in Teaching Korean (3 units)
KS799 Thesis Writing (3 units)

Electives

Beyond the 21 units noted above as required courses, students are to select courses listed in the IIC catalog as elective courses (see elective course list on pages 34-35). Students are strongly encouraged to consult with their academic advisor and create an academic program that best allows a focused specialization in their area of interest.

Language Requirements

All TKFL students must have their Korean proficiency of LC543 (Intermediate Korean Language and Culture) or its equivalent before admission and should improve their Korean to the Advanced level before graduation. If English is not their first or native language, students are required to submit a minimum TOEFL score of 550 (or Computer-Based TOEFL test score of 213) before graduation. A maximum of six (6) units of Korean or English language courses can be applied to the M.A. degree.

II. Professional Application of Korean Studies (PAKS)

Major Requirements (18 units)

Students in the PAKS program must take the following courses for a total of 18 units as part of the 36-unit requirement for the completion of the Master of Arts degree.

KS600-b Research Methodologies for PAKS (3 units)

HS604 Korean History: Earliest Times Through the Late Chosŏn Period (3 units)

HS605 Korean History: Late Nineteenth Century to Present (3 units)

RP622 Religion and Worldviews in Pre-modern Korea (3 units)

KS700 Seminar: Current Topics in Korean Studies (3 units)

KS799 Thesis Writing (3 units)

Electives

Beyond the 18 units noted above as required courses, students are to select courses listed in the IIC catalog as elective courses (see elective course list on pages 34-35). Students are strongly encouraged to consult with their academic advisor and create an academic program that best allows a focused specialization in their area of interest.

Language Requirements

All PAKS students must show their English proficiency with a minimum TOEFL score of 550 (or Computer-Based TOEFL score of 213) before admission, if English is not their first or native language. PAKS students must also complete the Korean language requirement of LC543 (Intermediate Korean Language and Culture) or its equivalent through testing before graduation. If students already attain certain minimum level of Korean proficiency, they should take 1-2 language-related classes to maintain their proficiency. A maximum of six (6) units of Korean or English language courses can be applied to the M.A. degree.

III. Curriculum

Unless otherwise indicated, all courses are for three units.

Korean Studies

KS600-a Research Methodologies for TKFL
KS600-b Research Methodologies for PAKS
KS700 Seminar: Current Topics in Korean Studies
KS701 Directed Studies/ Internship (1-5 units)
KS799 Thesis Writing

History

HS604 Korean History: Earliest Times Through the Late Chosŏn Period
HS605 Korean History: Late Nineteenth Century to Present
HS704 Seminar: Topics in Korean History
HS705 Source Materials in Korean History
HS707 Directed Research in Korean History

Literature

LT610 Korean Literature in Translation (Pre-modern)
LT611 Korean Literature in Translation (Modern)
LT612 Theoretical Approaches to Korean Literary Studies
LT710 Topics in Pre-modern Literature
LT711 Topics in Modern Literature
LT712 Seminar: Literary Translation Skills

Religion, Philosophy, and Culture

RP620 Art in Pre-modern Korea
RP621 Art in Modern Korea
RP622 Religion and Worldviews in Pre-modern Korea
RP623 Religion in Modern Korea
RP624 Korean Film
RP625 Topics in Korean Music
RP626 Korean Folklore and Ethnography
RP720 Buddhism in Korea
RP721 Confucian Ideology in Korea

Language and Culture

LC541 Beginning Korean Language and Culture I, II
LC542 Advanced Beginning Korean Language and Culture I, II

LC543 Intermediate Korean Language and Culture
LC544 Advanced Korean Language and Culture
LC545 Advanced Oral English Proficiency Development
LC546 Academic English Writing
LC642 Business Korean
LC643 Cross-Cultural Communication (cross-listed as SS665)
LC740 History of the Korean Language and Writing Systems

Pedagogy

PD650 Teaching Korean as a Foreign Language: Theories and Practices
PD651 Second Language Acquisition
PD652 Pedagogical Korean Linguistics
PD653 Applied Sociolinguistics for Korean as a Foreign Language
PD750 Materials Development for Teaching Korean
PD751 Curriculum Development for Teaching Korean
PD752 Topics in Teaching Korean
PD753 Assessment Development for Teaching Korean
PD754 Korean Language Teaching Through the Internet
PD755 Seminar in Teaching Korean
PD756 Practicum in Teaching Korean
PD757 Professional Development for Teachers of Korean (summer intensive course)

Social Sciences

SS660 Economic Development of Korea
SS661 Business Practices in Korea
SS662 Korea and Globalization
SS663 Pacific Rim and International Relations
SS664 Social Trends and Politics in Contemporary Korea
SS665 Cross-Cultural Communication (cross-listed as LC643)
SS670 Gender Issues in Contemporary Korea
SS671 The Korean Diaspora (cross-listed as KA681)
SS770 Seminar: Issues in Korean Politics and Economics

Korean-American Studies

KA680 The Korean-American Experience
KA681 The Korean Diaspora (cross-listed as SS671)
KA682 Korean-American Literature
KA780 Seminar: Topics in Korean-American Relations

IV. Course Descriptions

Korean Studies

KS600-a Research Methodologies for TKFL (compulsory)

KS600-b Research Methodologies for PAKS (compulsory)

--For first year M.A. students. Designed to introduce a survey of research methodologies and a critical analysis of various theoretical approaches to the field. Students will learn skills such as bibliography compilation and writing abstracts, among others, and prepare a research proposal for their thesis.

KS700 Seminar: Current Topics in Korean Studies

--This seminar will examine various political, social, and economic issues in contemporary Korea. The class will use an interdisciplinary approach designed to facilitate student understanding outside of a given discipline and broaden their critical abilities.

KS701 Directed Studies/ Internship (1-5 units)

--Students may elect to undertake an internship with a company or organization directly relevant to Korean Studies. This practicum will enable participants to gain in-depth experience and expertise in a particular profession while applying their knowledge of Korean Studies and Korean language. Alternatively, students may elect to carry out independent research under the supervision of an IIC-approved faculty advisor.

KS799 Thesis Writing

--Students are required to take this course while writing their Masters thesis under their faculty advisor's supervision. Advisor approval required.

History

HS604 Korean History: Earliest Times Through the Late Chosŏn Period

--A critical analysis of trends in pre-modern Korea, including political, historical, social and economic developments. Readings for this class will be in English.

HS605 Korean History: Late Nineteenth Century to Present

--An investigation of the historical developments of the late nineteenth to present day Korea, with particular focus on trends towards Westernization and modernization. All readings for this course will be in English.

HS704 Seminar: Topics in Korean History

--Focused seminars covering various issues in Korean history, including "The History of Women in Korea," "Class Structure in Pre-modern Korea," and "The Politics of Division in Contemporary Korea." Prerequisite: HS604/HS605 or advisor approval.

HS705 Source Materials in Korean History

--This course provides the opportunity for analysis of various essential source materials in Korean history using original language materials such as the *Chosŏn wangjo shillok* (Veritable Records of the Chosŏn Dynasty) and other documents.

HS707 Directed Research in Korean History

--This course will allow students to investigate topics closely related to their thesis topic in history with close supervision by a faculty member. Advisor approval required.

Literature

LT610 Korean Literature in Translation (Pre-modern)

--This course will offer students a chance to sample various genres of literature from the pre-modern period. Included will be genres such the poems-songs of the Shilla Kingdom, Buddhist prose from the Koryŏ period, short stories and poems from both Koryŏ and Chosŏn, and novels among other genres. The course will also introduce genres of pre-modern oral literary works including shaman songs and *p'ansori* works.

LT611 Korean Literature in Translation (Modern)

--Through a series of close readings, this course is designed to permit students to gain a broad appreciation of modern Korean

literature, ranging from the late nineteenth century to the present.

LT612 Theoretical Approaches to Korean Literary Studies

--Designed to offer students the theoretical foundations to study literature, this course will examine various literary theories in connection with Korean literature. Various works from both the modern and pre-modern periods will be analyzed with different theoretical approaches including feminist, postcolonial, postmodern, queer, and Marxist theories.

LT710 Topics in Pre-modern Literature

--Designed for the advanced student, this course will investigate various genres of pre-modern literature using materials in both Korean and literary Chinese. On a rotating basis, the course will cover verse, prose, and dramatic works.

LT711 Topics in Modern Literature

--This course will focus on Korean literature of the past one hundred years and cover diverse genres such as the short story, novel, essay, poetry, and other literatures in electronic formats. All readings will be in original language sources.

LT712 Seminar: Literary Translation Skills

--This seminar will help develop skills in translating Korean language works to English. Students will work closely with the instructor to create translations that are both accurate and highly readable. Students will be expected to produce publishable translations as a part of the course work. Advisor approval required.

Religion, Philosophy, and Culture

RP620 Art in Pre-modern Korea

--The student is first introduced to some of the highlights of traditional Korean art—such as Koryŏ period Buddhist sculpture and Chosŏn period landscape painting.

RP621 Art in Modern Korea

--Through a series of lectures and discussions, the course is designed to give an overview about the developments in modern Korean art. The major aim of this course is to help the student come to an understanding of cultural production in

Korea and to introduce her or him to its contemporary and historical interpretations.

RP622 Religion and Worldviews in Pre-modern Korea

--This course will investigate the major religious worldviews of pre-modern Korea. Beginning with shamanism, the course will discuss the influence of Buddhism, Daoism, Confucianism and geomancy in Korea. Additionally, the impact of Catholicism and Protestantism at the end of Chosŏn will be examined.

RP623 Religion in Modern Korea

--Beginning with the role of traditional religious worldviews in the colonial period, this course will introduce the student to a critical analysis of religion in twentieth century Korea. For the post-1950s period, the course will take special focus on the role of "new" religions in altering the growth of society and culture.

RP624 Korean Film

--By presenting representative feature films from North and South Korea, this course enables students to study Korean cinema both as a unique genre of modern arts and as a powerful social and political discourse. This course aims to introduce aspects of Korean culture as depicted through film and assigned readings. It will aim to foster discussion of history, culture and social life through its representation in film in the context of readings and will discuss the question of "national cinema"

RP625 Topics in Korean Music

--This course will serve as a general introduction to Korean music and Korean musical culture. The course will combine lectures, readings, and musical examples. Starting with basic musical genres, the course will develop to include discussions concerning historical and contemporary musical life in South Korea. Both an internet and on-site course, musical examples and videos will be available for both on-line and on-site students.

RP626 Korean Folklore and Ethnography

Through lecture and seminar formats, this course is designed to help participants acquire a working knowledge of the academic literature on Korean folklore and ethnography. Topics include: substantive genres and topics of concern,

theoretical issues, research resources, the history of scholarship, differences between disciplinary orientations, and the place of folklore within Korean studies. Required readings are in English; some knowledge of Korean would be useful but is not required.

RP720 Buddhism in Korea

--This course will seek to understand the role of Buddhism in shaping Korean society over the last 1,600 years by examining the schools of Buddhism that had a major impact on the development of Korean religious thought. Additionally, readings will analyze the role Korean monks played in altering and assimilating the religion in Korea.

RP721 Confucian Ideology in Korea

--The role of the Confucian ideology in molding Korean society will be examined in this course. Beginning with Confucian philosophy in the Three Kingdoms and Koryŏ periods, the course will then move to the Neo-Confucian ideals that were to facilitate the foundation of the Chosŏn dynasty. The course will examine both the principles of Confucianism and its manifestations in Korea's pre-modern culture.

Korean Language and Culture

LC541 Beginning Korean Language and Culture I, II

--An intensive introduction to the Korean language and its cultural contexts for usage. Course study includes phonology, phonetics, morphology, syntax, comprehension and translation from and into the language, reading of simple prose texts, elementary conversation, and language laboratory work.

LC542 Advanced Beginning Korean Language and Culture I, II

--A continuation of LC541. Designed for those students who have successfully completed LC541 or have basic skills in Korean.

LC543 Intermediate Korean Language and Culture

--A continuation of LC542.

LC544 Advanced Korean Language and Culture

--Emphasis on both oral and written communication along with reading and writing skills.

LC545 Advanced Oral English Proficiency Development

--Designed for non-native speakers of English at an intermediate or advanced level of proficiency, the aim of this course is to prepare students for participation in advanced, graduate-level English conversation. The course will not focus on vocabulary (this is up to the students) but on the communication skills necessary for engaging with students and colleagues in the English language. Class time will consist of debates on current topics, role-playing, interviews, and prepared speeches. Students will be required to prepare and present a speech twice during the semester.

LC546 Academic English Writing

--Designed for non-native speakers of English at an intermediate or advanced level of proficiency, this course aims to train students in the techniques and skills necessary for competent academic writing in the English language. Each semester, students will be required to submit midterm and final proposals and research papers. Class time will consist of writing practices and students will be required to submit synopses of weekly readings.

LC642 Business Korean

--This course is especially designed for students who have intermediate to advanced Korean proficiency and need training in business Korean. The course will particularly emphasize common Korean business language, practices and etiquette. This course will also introduce students to a wide range of linguistic environments including meetings and negotiation techniques.

LC643 Cross-Cultural Communication (cross-listed as SS665)

--This course will consider various approaches to studying cross-cultural communication, including conversation analysis, speech act theory, and the ethnography of communication. Students will learn to understand cultural roots affecting language usage, business practices, and communication styles.

LC740 History of the Korean Language and Writing Systems

--Students are introduced to the Korean language and the historical linguistic theories about its relationship to other languages or language families. The course will also discuss the history and use of the various script systems that developed in traditional Korea. This will include both modifications to Chinese script and alternative Korean script systems prior to *han'gûl* as we know it.

Pedagogy

PD650 Teaching Korean as a Foreign Language: Theories and Practices

--This course will provide the pedagogic basis for teaching Korean as a foreign language. Content will focus on theories of teaching, instructional methodology, textbook selection, and socio-linguistic issues in presenting Korean as a foreign language.

PD651 Second Language Acquisition

--This course provides a survey of major perspectives on second language acquisition processes, including inter-language theory, acculturation theory, cognitive/connectionist theory, and linguistic universals in regards to the Korean language. Analysis of research from the different perspectives includes consideration of grammatical, pragmatic, and socio-linguistic dimensions of language learning.

PD652 Pedagogical Korean Linguistics

--This course touches on the general areas of Korean linguistics, from Korean language background to sociolinguistics, and applied linguistics including Korean teaching methodology. The goal of this course is to equip students with a general background in Korean linguistics to enhance classroom teaching.

Pre-requisites: Korean language competence at the Intermediate level. Requirements: Course work and a term project.

PD653 Applied Sociolinguistics for Korean as a Foreign Language

--This seminar deals with socio-linguistic issues in Korean, that is the study of the Korean language in relation to its society and culture. Topics covered include dialectal variations, language and thought, communication patterns, politeness and honorifics, gender differences, and literary and oral tradition.

PD750 Materials Development for Korean

--This course is designed for students with Korean proficiency to acquaint them with the current teaching methods and theory in foreign language education and to develop necessary skills

that enhance teaching and learning in the classroom. The course will be taught in both Korean and English.

The main objective of the course is for students to design and develop lesson plans for specific aspects or levels of Korean, applying the theories and approaches acquired in the course, thus creating a term project for the course.

PD751 Curriculum Development for Teaching Korean

--A survey of issues in the development of curriculum for teaching Korean as a foreign language. Particular emphasis will be placed on developing student-centered and interactive approaches to language learning.

PD752 Topics in Teaching Korean

--On a rotating basis, this seminar will cover topics such as teaching listening and speaking skills, teaching reading and writing skills, and developing testing materials for Korean as a foreign language. Designed for advanced students.

PD753 Assessment Development for Teaching Korean

--This course is designed to provide students the foundations and strategies for developing testing and assessment in Korean teaching. Various methods of measuring language development will be reviewed and students will create different assessments for Korean classes.

PD754 Korean Language Teaching Through the Internet

--This course is designed to explore new Korean language teaching method through the Internet. The objective of this course is to learn how to develop language teaching electronic curriculum, as well as to develop strategies and tools how to interact with students. Prerequisite: PD750 and basic computer/ Internet skills.

PD755 Seminar in Teaching Korean

--This course is designed to explore the characteristics of the Korean language through representative literary works from the Modern and Contemporary periods. The objective of the course is to create a curriculum guide with lesson plans focusing on skills for reading comprehension and writing competence.

PD756 Practicum in Teaching Korean

--Students will be placed in a classroom to work with a master teacher in a public school setting under the guidance of university faculty or an Academic Advisor. The main objective of the course is to provide candidates with critical field experience teaching Korean in the school setting. If such Korean classes in public schools are not available, however, IIC Korean Language program may be substitute for the Practicum work. The Term Project will be determined on an individual basis. The project should cover the following areas of concerns: Goals and objectives, guidelines for planning lessons, criteria for evaluation of students' achievement, and self-assessment of classroom performance.

Requirements: Student Teaching and term project

PD757 Professional Development for Teachers of Korean

(summer intensive course)

--This course is offered only during the summer time, under the co-sponsorship with the California Foreign Language Project (CFLP) at Stanford University. This is a summer intensive course that aims at assisting teachers and teacher-candidates to enhance Korean language instruction by increasing their content knowledge and pedagogical skills. This course provides updates of the most current theories and practices in the foreign language teaching profession.

Social Sciences

SS660 Economic Development of Korea

--This class will trace the economic development of Korea briefly through the Korean War and then in more detail from the 1960's. Students will gain a clear understanding of Korea's position in the global economy, and a perspective on Korean economic development strategies of the past, present and for the future. This course will include guest lecturers.

SS661 Business Practices in Korea

-- This course is especially designed for intermediate to advanced students who need training in business Korean. The course will particularly emphasize common Korean business practices and etiquette and will introduce students to a wide range of linguistic environments including meetings and negotiation techniques.

SS662 Korea and Globalization

--This course will investigate various issues concerning Korea (both North and South) and the processes of globalization in contemporary times. Among topics to be covered are the role of the Koreans in the global village, trends towards internationalization of political and military affairs, and international economic ties.

SS663 Pacific Rim and International Relations

--This course examines Korea's economically and militarily strategic position in Asia, the Pacific Rim, and the global community. This course will provide a historical perspective as well a contemporary awareness of Korea's complex geopolitical and geo-economic situation with a view to the 21st Century.

SS664 Social Trends and Politics in Contemporary Korea

--This course examines Korean society as it has transformed over the past 50 years including changes as reflected in politics. The roles of men and women will be discussed as well as other changes taking place with generational change, rapid economic growth, democratization and modernization.

SS665 Cross-Cultural Communication (cross-listed as LC643)

--This course will consider various approaches to studying cross-cultural communication, including conversation analysis, speech act theory, and the ethnography of communication. Students will learn to understand cultural roots affecting language usage, business practices, and communication styles.

SS670 Gender Issues in Contemporary Korea

--The course explores the changing gender roles in Korea. It will examine the Confucian perspective in traditional and contemporary Korean families, changing patterns of family life, and changes in women's status and their economic and political participation.

SS671 The Korean Diaspora (cross-listed as KA681)

--This course is an introduction to the history of Koreans in the U.S., Japan, the former Soviet Union, China, and other regions of the world. The course will examine the historical experience

as well as sociological, political and economic implications of being a Korean immigrant or a Korean descendant living outside Korea.

SS770 Seminar: Issues in Korean Politics and Economics

--An interdisciplinary seminar that will address various issues in contemporary Korea, with particular reference to political and economic developments.

Korean-American Studies

KA680 The Korean-American Experience

--This course will investigate the lives, experiences, difficulties and achievements of Koreans in America with special focus on the aspects that have made Korea-American history in the United States unique. The class will use a multi-disciplinary approach and examine both how Koreans in the US have changed their lives and how they have retained what can be labeled as 'traditional' lifestyles.

KA681 The Korean Diaspora (cross-listed as SS671)

--This course is an introduction to the history of Koreans in the U.S., Japan, the former Soviet Union, China, and other regions of the world. The course will examine the historical experience as well as sociological, political and economic implications of being a Korean immigrant or a Korean descendant living outside Korea.

KA682 Korean-American Literature

--The focus of this course will be on the writings of Korean-Americans. A common theme of many of the writings to be discussed is that of how Korean-Americans perceive their place in America and/ or Korea. Issues of identity, a cultural 'home,' and assimilation will be brought to the fore by the readings. Various genres of literature will be covered ranging from poetry to full-length novels.

KA780 Seminar: Topics in Korean-American Relations

--A series of lectures which examines the cultural, economic, and strategic nature of Korean-American relations including a historical overview. Issues related to overseas Koreans, the 1.5 Generation, and second generation Korean-Americans will also be discussed.

V. Requirements for Graduation

Candidates for graduation must meet the following conditions:

1. Fulfill the basic requirements for the degree.
2. Accumulate 36 semester units as specified for the M.A. and complete the research and thesis as required for M.A. candidates.
3. Complete the Practicum as required for TKFL M.A. candidates.
4. Document English proficiency, with a TOEFL score of 550 (or Computer-Based TOEFL score of 213).
5. Submit a petition for graduation to the Director of Academic Affairs no later than the first day of instruction of the final semester.
5. Have a GPA of 3.00 (i.e., "B" average) or higher.

In addition, candidates for graduation from the PAKS program must demonstrate a level of proficiency in Korean as described above.

All scholastic and financial arrangements must be completed prior to graduation.

ACADEMIC PERSONNEL

FACULTY

Hilary Finchum-Sung Ph.D., Indiana University
Eun-Hee Koo Ed.D., University of Houston

ADJUNCT FACULTY

Daniel C. S. Ahn Ph.D., Massachusetts Inst. of Tech
Lenore Blank Ed.D., University of San Francisco
Youn-Cha Shin Chey Ph.D., Yale University
Jeong Hwa Choi Ph.D., Michigan State University
Dong Ro Kim Ph.D., U of Chicago, Wisconsin
Jung Sup Kim Ph.D., Kyung Hee University
Jung-Hee Lee Ph.D., Kyung Hee University
Kichung Kim Ph.D., UC Berkeley, English Literature
Kyoung Kook Kim Ph.D., U of Hawaii at Manoa, Linguistics
H.D. Kim-Foreman Ph.D., U of Wisconsin, Education
Hea-Kyoung Koh Ph.D., Pacifica Graduate Institute
Lewis Lancaster Ph.D., UC Berkeley, Religious Studies
Kyung Won Lee M. S., U of Illinois, Journalism
Kyung Hwan Mo Ph.D., UC Berkeley, Education
Jacqueline Y. Pak Ph.D., U of London, History
Jeong Sook Park Ph.D., U of Georgia, Education
Wayne Patterson Ph.D., University of Pennsylvania
Leonid Petrov Ph.D., Australian National University
Michael Pettid Ph.D., U of Hawaii at Manoa, Literature
Kay Richards M. A., UC Berkeley, Linguistics
Hyekyung Sung Ph.D., Stanford University
Grace Yoo Ph.D., San Francisco State University
Clare You M. A., UC Berkeley, Linguistics

Intercultural Institute of California

**CERTIFICATE
PROGRAM**

Certificate Program

GENERAL INFORMATION

Educational Philosophy

IIC fulfills its mission by emphasizing the practical application of knowledge and information gained in the classroom and empowerment through the use of this knowledge in the job market. IIC provides certificate courses, which provide the basis for practical success in an increasingly technical and multicultural society. Skills acquired at the IIC are immediately useful to the student because they are relevant to the needs of employers and will equip each graduate to successfully enter the workforce or advance in his or her career.

Objectives

- to recruit and retain highly qualified instructors who are effective in the classroom and familiar with current practices in the world of business and education;
- to offer sound technical training through intensive programs;
- to present these programs in a manner that allows students in search of immediate skills training to enter the institute without a prolonged waiting period;
- to develop in students a professional attitude and an awareness of contemporary business practices and trends through practical course content and close contact with expert and experienced faculty; and
- to graduate students who are competent in their chosen career skills.

Certificate Program

ACADEMIC CALENDAR 2004-2005

Fall Quarter 2004

Fall Registration	September 6 – October 1
First Day of Instruction	September 20
Last Day to Add/Drop Classes	October 8
<i>Columbus Day (School Closed)</i>	October 11
<i>Veterans' Day (School Closed)</i>	November 11
<i>Thanksgiving Holiday</i>	November 25 - 26
Last Day of Instruction	December 3

Winter Quarter 2005

Winter Registration	December 13–January 21
First Day of Instruction	January 10
<i>Martin Luther King, Jr. (School Closed)</i>	January 17
Last Day to Add/Drop Classes	January 28
<i>Presidents' Day (School Closed)</i>	February 21
Last Day of Instruction	March 18

Spring Quarter 2005

Spring Registration	March 21 – April 15
First Day of Instruction	April 4
Last Day to Add/Drop Classes	April 22
<i>Memorial Day Holiday (School Closed)</i>	May 30
Last Day of Instruction	June 10

Summer Quarter 2005

Summer Registration	June 13 – July 8
First Day of Instruction	June 27
<i>Independence Day (School Closed)</i>	July 4
Last Day to Add/Drop Classes	July 8
Last Day of Instruction	August 31

Note: After the designated last day to add/drop classes, students must have the instructor's approval to add/drop.

CERTIFICATE PROGRAMS

Course Schedules

A schedule of the courses to be offered each quarter in a given year is made available to students before the beginning of the term. A scheduled class may be dropped if fewer than five students enroll.

General Program Requirements

The student must complete all courses with a minimum 2.0 grade point average. Upon finishing a program students will receive a "Certificate of Completion".

Note: 10 clock hours of instruction = 1 quarter unit

I. Microcomputer Business Applications Program

A total of 24 units (including course Requirement courses) must be completed to earn a certificate in each Microcomputer Business Applications Program. A certificate of completion can be awarded for course completion of 3 units.

In each program, there are three levels for which a certificate can be awarded: Beginning; Intermediate; and Advanced levels. The classes whose course number ends with a digit "1" are beginning level courses; the ones with a last digit "2" are for the intermediate level; and the ones that end with "3" are advanced level classes.

<u>Office Technology</u>	<u>Units</u>
C211, C212 or C213 Microsoft Word	3
C221, C222 or C223 Microsoft Excel	3
C231, C232 or C233 Microsoft Access	3
C241, C242 or C243 Microsoft PowerPoint	3
C251, C252 or C253 Microsoft Outlook	3
Three of the Elective	9
Total Units	24

Electives **Units**

C111, C112 or C113	Personal Computer	3
C121, C122 or C123	Microsoft Windows Pro	3
C211, C212 or C213	Microsoft Word	3
C221, C222 or C223	Microsoft Excel	3
C231, C232 or C233	Microsoft Access	3
C241, C242 or C243	Microsoft PowerPoint	3
C251, C252 or C253	Microsoft Outlook	3
C241, C242 or C243	Microsoft PowerPoint	3
C261, C262 or C263	Microsoft Publisher	3
C811, C812 or C813	QuickBooks	3
C611, C612 or C613	PC Troubleshooting	3

II. English as a Second Language (ESL) Program

A total of 24 units must be completed at the Beginning, Intermediate and Advanced levels to earn a Certificate of Completion of the English as a Second Language Program. Students must complete the core courses at each level, or test out of them, and take elective courses at the same level. Core courses include Writing, Speaking/Communication Skills, Listening Skills and Pronunciation, and Structure and Reading. Students who complete 24 units at only 1 level will be awarded level certificates of completion.

Beginning (1& 2): The beginning ESL classes are specifically designed for people who have little or no prior exposure to the English language. Reading, writing, listening and speaking skills will be introduced and practiced. After completing the beginning courses, students will possess a strong foundation of English and will be able to effectively communicate in diverse contexts.

Intermediate (1& 2): In the intermediate ESL classes it is supposed that students have some background and recognition of words, structures, and basic communication skills in English. More complicated tenses and structures will be taught so that students will be able to communicate clearly, comfortably employing mixed structures and tenses and incorporating natural expressions and idioms.

Advanced (1& 2): The advanced classes are intended for students who have a solid comprehension of reading, writing, listening and speaking English who wish to deepen and develop their knowledge and use of the English language for career, personal or educational purposes.

Core Course Requirements

E000 Language Laboratory

Units

0

Beginning

E111 Writing, Level 1

3

E112 Writing, Level 2

3

E121 Speaking/Communication Skills, Level 1

3

E122 Speaking/Communication Skills, Level 2

3

E131 Listening Skills & Pronunciation, Level 1	3
E132 Listening Skills & Pronunciation, Level 2	3
E141 Structure & Reading, Level 1	3
E142 Structure & Reading, Level 2	3

Intermediate

	Units
E211 Writing, Level 1	3
E212 Writing, Level 2	3
E221 Speaking/Communication Skills, Level 1	3
E222 Speaking/Communication Skills, Level 2	3
E231 Listening Skills & Pronunciation, Level 1	3
E232 Listening Skills & Pronunciation, Level 2	3
E241 Structure & Reading, Level 1	3
E242 Structure & Reading, Level 2	3

Advanced

	Units
E311 Writing, Level 1	3
E312 Writing, Level 2	3
E321 Speaking/Communication Skills, Level 1	3
E322 Speaking/Communication Skills, Level 2	3
E331 Listening Skills & Pronunciation, Level 1	3
E332 Listening Skills & Pronunciation, Level 2	3
E341 Structure & Reading, Level 1	3
E342 Structure & Reading, Level 2	3

Elective Courses

Beginning

	Units
E151 Business English, Level 1	3
E152 Business English, Level 2	3
E161 TOEFL (Test of English as a Foreign Language), Level 1	3
E162 TOEFL, Level 2	3
E171 TSE (Test of Spoken English), Level 1	3
E172 TSE, Level 2	3
E181 Intercultural Communication, Level 1	3
E182 Intercultural Communication, Level 2	3
E191 English through Film, Literature and Music, Level 1	3
E192 English through Film, Literature and Music, Level 2	3

Intermediate

	Units
E251 Business English, Level 1	3
E252 Business English, Level 2	3
E261 TOEFL (Test of English as a Foreign Language), Level 1	3
E262 TOEFL, Level 2	3
E271 TSE (Test of Spoken English), Level 1	3
E272 TSE, Level 2	3
E281 Intercultural Communication, Level 1	3
E282 Intercultural Communication, Level 2	3
E291 English through Film, Literature and Music, Level 1	3
E292 English through Film, Literature and Music, Level 2	3

Advanced

	Units
E351 Business English, Level 1	3
E352 Business English, Level 2	3
E361 TOEFL (Test of English as a Foreign Language), Level 1	3
E362 TOEFL, Level 2	3
E371 TSE (Test of Spoken English), Level 1	3
E372 TSE, Level 2	3
E381 Intercultural Communication, Level 1	3
E382 Intercultural Communication, Level 2	3
E391 English through Film, Literature and Music, Level 1	3
E392 English through Film, Literature and Music, Level 2	3

III. Korean Language and Culture Program

A total of 18 units through the Advanced level must be completed to earn a program certificate in Korean Language and Culture. (i.e. Students must earn certificates of completion for the Low Intermediate, High Intermediate, and Advanced level to earn the program Certificate in Korean Language and Culture.) Students must complete at least 6 units at each level to earn a certificate of completion for each level.

For example: Six (6) units must be completed at the 30 level to earn an Advanced level certificate of completion. A program certificate cannot be earned by completing the Advanced level only.

NOTE: The Korean Language and Culture Program follows the **semester schedule** of the Master's Program in Korean Studies. Please see **page 9** of this Catalogue for the academic calendar of the Korean Language and Culture Program.

<u>Course Requirements</u>	<u>Units</u>
K10 Beginning Korean I, II	3, 3
K11 Advanced Beginning Korean I, II	3, 3
K20 Intermediate Korean I, II	3, 3
K30 Advanced Korean I, II	3, 3
K40 Business Korean	3, 3
<u>K55 Intercultural Lecture Series I, II</u>	<u>3, 3</u>
	36

IV. Course Descriptions

Microcomputer Business Applications Program

C111/C112/C113 Personal Computer

Prerequisite: None

This course instructs students as the beginner with the basic knowledge and fundamental skills on Computer Processing. The course describes the function of the 4 main components of the PC such as CPU, Input and Output devices, Memory and Drives, and respective functions. The course provides an integrated array of computer technology resources that work hand in hand with computer experience.

C121/C122/C123 Microsoft Windows Professional

Prerequisite: None

Students are introduced to the structure and features of Microsoft® Windows Operating System. The goal of this course is to provide prospective students with the knowledge necessary to evaluate the advantages and benefits of incorporating Windows within their respective business environments. Course content applies to both Windows Server and Windows Professional.

C211/C212/C213 Microsoft Word

Prerequisite: C111 Beginning PC

Students will learn how to use the software program Microsoft Word. Topics will include an overview of function key commands, basic input and editing procedures, file formatting (letters, memoranda, and reports)

C221/C222/C223 Microsoft Excel

Prerequisite: C111 Beginning PC

Students will learn how to use the software program Microsoft Excel. Topics will include entering and editing worksheet information, formatting, saving and printing spreadsheets, using calculating and other mathematical functions, creating and formatting charts, and using macro.

C231/C232/C233 Microsoft Access

Prerequisite: C111 Beginning PC

This course introduces database software for information management, a relational database management system which stores and retrieves information according to relationships and

subjects. Students will learn about file management, organization of files, storing and retrieving data, editing records researching, sorting and selecting records, and generating reports.

C241/C242/C243 Microsoft PowerPoint

Prerequisite: C111 Beginning PC

This course will familiarize students with MS Powerpoint slide presentation program. Students will learn how to use program wizards, as well as understand Powerpoint Masters. Topics will include inserting graphics, data, charts, and graphs, as well as creating templates and workbooks with multiple worksheets

C251/C252/C253 Microsoft Outlook

Prerequisite: C211 MS Word

This course instructs students Micro Soft Outlook, powerful tools, which help them simplify e-mail communication, streamline group planning and scheduling, and access the information you need—all in one place, support for multiple e-mail accounts, simplify the task of managing your information, makes it a snap to coordinate team schedules, and helps them work smarter.

C261/C262/C263 Microsoft Publisher

Prerequisite: C211 MS Word

Students will receive an overview of the hardware, software, terminology, and techniques involved in desktop publishing. Topics will include page layout features, and equipment configurations, the basics of layout, importing text and graphics, and preparation of photo-ready copy for business applications.

C611/C612/C613 PC Troubleshooting

Prerequisite: C111 Beginning PC

Students will begin by studying DOS and progress to applying the elements of PC troubleshooting and configuration. Students study hardware installation and configuration, as well as troubleshooting computer hardware failures, adding peripherals, resolving compatibility issues, and maintaining effective customer relations.

C811/C812/C813 QuickBooks

Prerequisite: C211 MS Word

This course helps students manage their business finances, fill in familiar checks, invoices, and forms onscreen, and instructs them how to use advanced time tracking, job costing and estimating capabilities for companies that need more accounting features, as well as teach them how to use with other software programs, including Microsoft Word, Excel, Outlook and Symantec ACT!.

English as a Second Language (ESL) Program

Beginning

E111 & E112 Writing, Levels 1 & 2

The English alphabet will be introduced; at the end of the courses students will be able to write names, addresses, make lists and fill in basic forms. Students will be able to complete job applications, construct sentences, paragraphs and write Emails.

E121 & E122 Speaking/Communication skills, Levels 1 & 2

Greetings, introductions, ice breakers, asking and giving directions and instructions, and ordering food in a restaurant will be covered enabling students to communicate in common social and work related situations.

E131 & E132 Listening skills & pronunciation, Levels 1 & 2

Students will distinguish between similar sounds (eg. r/l, b/v, p/f, -th, wh-), as well as produce sounds and words clearly. Activities will include listening to weather reports, time schedules, and directions; dialog at varying levels of complexity will be listened to, repeated, and appropriately responded to.

E141 & 142 Structure and reading, Levels 1 & 2

Foundations will be introduced and learned by students such as sentence structure, verb tenses, question formation and recognition of written sounds and words. At the end of the courses, students will be able to read signs, menus, schedules, prescription labels, as well as material or ingredient content in products. Short articles and stories will be introduced.

E151 & E152 Business English, Levels 1 & 2

Students will be introduced to Email and the internet learning how to send and receive Emails as well as begin to navigate the web. Basic phone skills such as making reservations, appointments, information inquiries, and taking messages and receiving information over the phone will be role-played.

E161 & E162 TOEFL (Test of English as a Foreign Language), Levels 1 & 2

Introduction to and orientation of the official computer-based TOEFL Test. Vocabulary will be introduced with emphasis placed on root words, suffixes and prefixes.

E171 & E172 TSE (Test of Spoken English), Levels 1 & 2

Introduction to and orientation of the official TSE Test. Exercises and materials used will be modified to the appropriate level.

E181 & E182 Intercultural communication, Levels 1 & 2

Students will share and explain food, art, and customs from their own language and culture. Body language and gestures will be looked at. At the end of the courses, students will have gained exposure to international cultures as well as cultures in the USA and in San Francisco.

E191 & E192 English through Film, Literature, and Music, Levels 1 & 2

Short films, stories and music will facilitate students' awareness of the different nuances of English and how the English language is used in various contexts.

Intermediate**E211 & E212 Writing, Levels 1 & 2**

Writing letters, memos, short essays, and job resumes will be taught; more complicated sentence structures will be incorporated enabling the student to more flexibly and naturally express themselves in writing. At the end of these courses students will possess the ability to write clearly and effectively in business, school, and a variety of social contexts.

E221 & E222 Speaking/Communication skills, Levels 1 & 2

Students will role play conversations in preparation for job interviews, doctor's appointments, giving and taking orders or

instructions, as well as other important daily interchanges. Upon completion of these courses, students will be able to express themselves clearly and accurately.

E231 & E232 Listening skills & pronunciation, Levels 1 & 2

Students will improve upon their listening comprehension by looking for key words, phrases, question formation, and time references. Pronunciation and intonation in both casual conversation and formal speech will be practiced.

E241 & 242 Structure and reading, Levels 1 & 2

Effective reading techniques and strategies will be practiced through reading the classified, advertising, local and international sections of newspapers. The fundamentals of English structure will be expounded upon empowering the students to accurately communicate using proper verb tenses and more complicated structure. Some prose will be introduced.

E251 & E252 Business English, Levels 1 & 2

Students will be introduced to and become proficient in using voicemail systems, taking and leaving messages, and creating documents, letters and reports. Vocabulary and lingo pertinent to work and job situations will be taught. Activities will include preparing resumes and role-playing interview situations.

E261 & E262 TOEFL (Test of English as a Foreign Language), Levels 1 & 2

These courses are designed to significantly improve students' performance on all areas of the official computer-based TOEFL test. Students will gain a firm understanding and control of English structure through advanced vocabulary building, improving upon reading speed and listening accuracy. Composition writing skills will be developed and improved upon.

E271 & E272 TSE (Test of Spoken English), Levels 1 & 2

In order to better improve upon speaking and oral communication skills, students will constantly interact with the instructor and other students implementing speaking and listening skills that will prepare students for success on the TSE.

E281 & E282 Intercultural communication, Levels 1 & 2

Students will exchange information and ideas through comparing and contrasting international cultures as well as learning about the multitude of sub-cultures in the USA and San Francisco specifically.

E291 & E292 English through Film, Literature, and Music, Levels 1 & 2

These courses will provide a more comprehensive approach to the English language and culture of the USA. Activities will include film screenings and exposure to written work and music that will enhance students' practical and conceptual understanding of English as it's spoken in the USA.

Advanced**E311 & E312 Writing, Levels 1 & 2**

Formal documents and letters will be composed and writing for academic purposes will be incorporated. Upon completion, students will be able to effectively communicate in writing in any given situation.

E321 & E322 Speaking/Communication skills, Levels 1 & 2

Upon completion of these courses, students will have a firm working knowledge of debate skills, persuasive discussion /conversation skills and will be prepared for further academic studies and/or career development. Students will possess a strong command of English and a natural confidence in their delivery and speed, which will greatly enhance their oral communication skills.

E331 & E332 Listening skills & pronunciation, Levels 1 & 2

Students will improve upon their overall listening comprehension and be able to distinguish and produce complicated sounds in English. Activities will include listening to newscasts, talk shows on radio and television, speeches, recordings, and live presentations.

E341 & 342 Structure and reading, Levels 1 & 2

Students, upon completion of these courses, will have a sound and broad understanding of the structure of English which will further enhance reading comprehension and speed. Students will be able to read, process, and respond to various written

forms, such as newspaper articles, fiction, non-fiction, business reports and academic text.

E351 & E352 Business English, Levels 1 & 2

As English is the language of international trade and relations, students in these courses will develop strong negotiating skills, in both written and oral form. Students will be expected to give oral presentations, write reports and proposals. Guest speakers from Bay Area businesses will be featured.

E361 & E362 TOEFL (Test of English as a Foreign Language), Levels 1 & 2

Students who complete these courses will gain admission to competitive colleges and universities in the USA based on their TOEFL scores. Students will be prepared to approach the TOEFL Test with a solid foundation of the English language and ease with the format of the test. Advanced vocabulary will be stressed as well as reading and listening comprehension. Students will be equipped to write a well-developed essay for the TWE (Test of Written English) section of the test.

E371 & E372 TSE (Test of Spoken English), Levels 1 & 2

Listening comprehension, analytical thinking, verbal skills, and speed will be stressed so that students will be perform naturally and well on the TSE. Enhanced vocabulary, pronunciation, intonation, and natural delivery will enable students to communicate efficiently and successfully.

E381 & E382 Intercultural Communication, Levels 1 & 2

More subtle nuances of English will be discussed, such as facial expressions, intonation, body language, careful choice of words and appropriate responses in various situations. The points of intersection between culture and English, as well as other languages and their respective cultures, will be explored. This will enhance students' overall communication skills and bring them beyond the grammar and mechanics of English to the heart and of it.

E391 & E392 English through Film, Literature and Music, Levels 1 & 2

Students will be exposed to various genres of film, literature and music to experience the English language in a context that will help further students' skills in English, as well as empower them to be creative and expressive. In these classes, students

have an opportunity to broaden their language skills in the context of developing their personal interests in English.

Korean Language and Culture Program

(see also page 40 in course description.)

K10 Beginning Korean and Culture I, II

K11 Advanced Beginning Korean and Culture I, II

This course is designed to provide elementary language skills to handle daily life situations in spoken and written Korean. The students will learn the fundamentals of grammar and pronunciation, as well as further their knowledge of Korean customs and culture. They will be able to: give short answers to questions, ask simple questions, write *han'gul* (the Korean alphabet), and write basic sentences that will be practiced in class. Special skills will include telling time, counting money, using polite expressions and greetings.

K20 Intermediate Korean and Culture I, II

Prerequisite: K10 or equivalent. This class will be a continuation of the Beginning Korean class. Students will learn new structures and vocabulary while continuing to learn about Korean culture. Emphasis will be placed on conversation and oral drills, as well as practice in written composition.

K30 Advanced Korean and Culture I, II

Prerequisite: K20 or equivalent. Students will receive intensive training in the use of Korean Language to enhance their oral and written proficiency. They will continue to further their knowledge of Korean grammar while emphasizing written and oral composition.

K40 Business Korean

This course will focus on reading newspaper and magazine articles covering a wide variety of topics. Students will be able to ascertain the important issues and share their own opinions, ideas and experiences.

K55 Intercultural Lecture Series I, II

This course is designed to enhance the students' knowledge of Korean culture and society, by offering lectures on various topics related to Korea. Lecture Series I will cover Korean History and Civilization. Lecture Series II will focus on the social issues and cross-cultural understanding.

ACADEMIC PERSONNEL

Instructors

Microcomputer Business Applications Program

Inkeon Chun	B.A., Lewis and Clark College
Changil Yu	B.A. , Yonsei University
Chris K.W. Lee (Director)	M.S., University of Texas
Sung-Kook Yi	B.A., Kunkook University
JiYong Noh	B.S. San Francisco State University
John S. Park	B.A., Johns Hopkins University

English as a Second Language (ESL) Program

Eileen Tompkins (Director)	M. A. Candidate, S.F. State University
Sina Ghadirian	M.A., McGill University

Korean Language and Culture Program

Eun-Hee Koo (Director)	Ed.D., University of Houston
Jee-Young Park (Coordinator)	M.A., Candidate, San Jose State Uni.
Yoon Hee Ahn	M. A. Candidate, IIC
Hye Kyung Hwang	M. A. Candidate, IIC
Kwang Hee Lee	M. A., Chung-Ang University
Hyeok Oh	M. A., Candidate, IIC
Ji Won Park	M. A. Candidate, IIC

TUITION AND FEES

Master of Arts in Korean Studies

Non-refundable Application Fee	\$65.00
(Master Program Applicants only)	
Registration Fee (New students only).....	\$70.00
Tuition per unit - MA students.....	\$325.00
Tuition per class – Auditing students	\$200.00

Korean Language and Culture Program

Registration Fee (New students only).....	\$70.00
Tuition per unit.....	\$100.00

Certificate Programs in ESL & Microcomputer Business Applications

Registration Fee (New students only).....	\$70.00
Tuition per unit (ESL)	
Resident.....	\$50.00
Non-resident	\$100.00
Tuition per unit (Microcomputer Business Applications)	
Resident.....	\$75.00
Non-resident	\$150.00

Other Fees

Late Registration.....	\$30.00
Change of Course/ Withdrawal.....	\$20.00
Petition for Early/ Late Final.....	\$20.00
Petition for Leave of Absence.....	\$20.00
Petition for "I" Grade	\$20.00
Service Charge for Insufficient Funds.....	\$50.00
Transcript.....	\$10.00
Additional Copy.....	\$5.00
Graduation Fee.....	\$150.00

FEE PAYMENT METHODS AND PROCEDURES

The tuition and fees are due and payable at the time of registration. Cash, cashier's check, credit cards, money order or first-party personal check (California only and written for the exact amount owed) will be accepted as payment.

GOVERNANCE

Board of Trustees

Daniel C. S. Ahn, Ph.D. (Chair)
Gregory Choo
Bill Kim
Helene Kim, Esq.
Sarah Kim
Youn-Cha Shin Chey, Ph.D (Ex-officio)

IIC Advisory Council

Susan Koret (Honorary Chair)
Rena Merrit Bancroft, Ph.D. (Chair)
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Barbara Bundy, Ph.D.
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John Duncan, Ph.D.
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Steve Roddy, Ph.D.
Robert Scalapino, Ph.D.
Vanessa Sheared, Ph.D.
Gi-Wook Shin, Ph.D.
Joseph Subbiondo
Song-mi Yi, Ph.D.
Clare You

ADMINISTRATION

(Dates in parentheses after names indicate start of service with IIC.)

Youn-Cha Shin Chey (1991)
President (1994)
Ph.D., Yale University

Eun-Hee Koo (2003)
Director of TKFL Program
Ed.D., University of Houston

Hilary Finchum-Sung (2003)
Director of PAKS Program
Ph.D., Indiana University

Chris K.W. Lee (2001)
Director, Microcomputer Business Applications Program
M.S., University of Texas

Eileen Tompkins (2002)
Director (2003), English as a Second Language
M.A. Candidate, S.F. State University

Ashley Kim (2003)
Director of Admissions
B.A., UCLA

Jee-Young Park (2003)
Library Director
B.A., UC Berkeley

Steve Im (2004)
Chief Financial Advisor
CPA

Sang Hwa Lee (2000)
Accounting Officer

John Park (2002)
Web Master
B.S., Johns Hopkins University

DIRECTIONS / MAP

Intercultural Institute of California(IIC)

