

Intercultural Institute of California

General Bulletin

2006-2007

1362 Post Street

San Francisco, CA 94109

Phone: (415) 441.1884 Fax: (415) 441-1889

E-mail: info@iic.edu

www.iic.edu

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APPROVAL DISCLOSURE STATEMENT

Intercultural Institute of California (IIC) has been granted Candidacy 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.

IIC has been approved by the State of California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education (BPPVE).

IIC is authorized under Federal law to enroll nonimmigrant alien students.

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:
 - 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 professional plans with school personnel prior to enrolling or signing enrollment agreements. IIC offers limited financial aid in the form of scholarships, fellowships, grants, work-study, and partial tuition waivers for needy and deserving students.

Persons seeking to resolve problems or complaints should follow the grievance procedure described in this bulletin. Unresolved grievances should be directed to BPPVE, 1625 North Market Blvd., Suite S-202, Sacramento, CA 95834, (916) 574-7720. All information in this school bulletin is current and is certified as true and correct by the President.

While every effort is made to ensure the accuracy of the information available at the time this bulletin is prepared, IIC 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, IIC recognizes and values the commonalities and differences in perspectives of diverse cultures and languages 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 be able to apply that knowledge in whichever career chosen by the graduates. The graduates 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, the relationship of the Pacific Rim to the global community, and integration of multiple and diverse perspectives to issues confronting local, national, and international relations.

II. Mission Statement

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.

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 and other important societies. Education at IIC 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 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 thirty years of experience in providing training to Bay Area residents. 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 1980s, 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 program 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, 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, IIC broadened its mission by developing academic programs to promote intercultural education. In 1995, IIC was incorporated as a not-for-profit public benefit corporation to help address the unmet need in the U.S. for an "independent" academic program in the field of Korean Studies, language education, multicultural education, and community education and services.

IV. Institute Programs and Resources

Master of Arts

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

- *Professional Application of Korean Studies (PAKS)*: An M.A. degree in Professional Application of Korean Studies is designed for students to assume a leadership role in a multicultural society with a deep understanding of modern Korea in the context of its cultural and historical heritage.
- *Teaching Korean as a Foreign Language (TKFL)*: The TKFL Program is designed for those who want to be professional Korean language instructors. The core courses in the program provide an advanced understanding 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 Wu-Jung Library has just under 10,000 volumes of Korea-related research materials. 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 California State University-Maritime Academy, 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. IIC is in the process of developing additional partnerships with institutions in Korea, Japan, and China.

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 him/herself with the policies and guidelines set forth in the Faculty Handbook, Faculty Personnel Manual, 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 four-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 IIC, U.C. Berkeley, USF Center for the Pacific Rim, SFSU College of Education, and the Hoover Institution at Stanford. IIC students also enjoy the rich social and cultural events San Francisco offers.

International Students

The Office of Admissions, Records, and Student Services offers services to students on the admission process, issuance of I-20, and in obtaining and maintaining their non-immigrant visa status. The Office of Admissions, Records, and Student Services strives to assist and support the continuing, new, and prospective students with any inquiries related to studying at IIC.

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 2006-2007, tuition costs \$325 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

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 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.

ACADEMIC CALENDAR 2006-2007

Fall Semester 2006

Registration	August 21- September 15
First Day of Instruction	September-5
Last Day to Add/Drop Classes	September-25
<i>Columbus Day (No Class)</i>	October-9
<i>Veterans Day</i>	November-10
<i>Thanksgiving Holiday (No Class)</i>	November 23 - 24
Last Day of Instruction	December-22

Spring Semester 2007

Registration	January 3 - January 26
First Day of Instruction	January 16
<i>Martin Luther King Holiday (No Class)</i>	January 15
Last Day to Add/Drop Classes	February 2
<i>President's Day (No Class)</i>	February 19
<i>Spring Break (No Class)</i>	March 19 - 25
Last Day of Instruction	May 4

Intensive Summer Session 2007

Registration	May 21 – June 15
First Day of Instruction	June 8
Last Day to Add/Drop Classes	June 8
<i>Independence Day (No Class)</i>	July 4
Last Day of Instruction	July 27

Regular Summer Session 2007

Registration	May 1- May 25
First Day of Instruction	May 14
Memorial Day (No Class)	May 28
Last Day to Add/Drop Classes	June 8
<i>Independence Day (No Class)</i>	July 4
Last Day of Instruction	August 24

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

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 from an Accredited University
- Korean Proficiency Test Result (for TKFL program)
- English Proficiency Test Result (for PAKS program)
- Statement of Purpose: English (or Korean for TKFL applicants)
- Two Professional 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 a Bachelor's or Master's degrees in English-speaking countries as well as for those students who have passed the advanced level in IIC's ESL program.

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 and pass the intermediate level of Korean language classes. Alternatively, PAKS students may take a test providing evidence of language proficiency equivalent to or exceeding the Intermediate level of Korean at IIC, prior to graduation.

III. Admission and Application Process

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

- Send an application form and all support materials to IIC. Application materials are available from the Office of Admissions, Records, and Student Services. The Statement of Purpose should address the applicant's career and life goals and explicitly describe how the graduate programs at IIC will support these goals. Submit a non-refundable application fee of \$65.00. Applicants must also forward official transcripts of all postsecondary institutions attended in the U.S. and abroad and two professional letters of recommendation, directly to the Office of Admissions, Records, and Student Services at IIC.

- Required support materials include an official transcript confirming completion of a Bachelor's degree from an institution recognized by 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 in a timely manner. Each application is carefully considered by the Admissions Committee, and students normally should expect to receive an admission decision within 8 weeks.
- After successful admission to the M.A. program, students are assigned a Graduate Advisor. Students are strongly advised to meet with the Graduate Advisor and Program Director to arrange a program of studies that best suits the student's educational objectives.
- An insurance waiver must be signed and returned. Students must show proof of health insurance at the time of registration.

Send all application materials to:

Intercultural Institute of California
Office of Admissions, Records, and Student Services
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 to the Program Director for an exception to the following regulations, but should do so only after consulting with the Graduate Advisor and the Program Director, 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 accredited by the respective country's department/ministry of education.
- Course must be at the graduate-level, accepted by the institution at which the course was completed as part of an approved graduate program. The course must be relevant to the IIC degree program objective and it must be approved by the Program Director and Dean.
- IIC does not grant credit for previous individual field placement, professional seminars, work experience, life experience, or elementary skills.
- Generally, 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 provide satisfactory documentation regarding course content for independent study or self-directed courses.
- If IIC has a credit transfer agreement with a foreign institution, students can transfer units based on the agreement between IIC and the partnership institution.
- The number of credit hours transferred will be based on IIC's semester unit 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 ensure that the total number of degree units satisfy the requirement for the degree. The amount of IIC unit awarded may not exceed the equivalent amount on the original 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 must be paid in full when students submit the completed petition.

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

Maximum Number of Units 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 Graduate Advisor and Program Director. Any exceptions to transfer credit policies must also have the approval of the Petition and Appeals Committee and the Dean of Academic Affairs at IIC. The student should secure the appropriate signatures on the *Petition for Transfer of Graduate Credit* and submit it to the Office of Admissions, Records, and Student Services. The student must also request that an official transcript of the course be sent to the Office of Admissions, Records, and Student Services if the transcript was not included in the admissions packet. When both the petition and transcript are on file, they will be reviewed by the Admissions Committee 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 Office of Admissions, Records, and Student Services. 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 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, 18 units of elective courses, and an M.A. thesis. Students may apply up to 6 units of graduate-level Intermediate or Advanced Language and Culture credits to their elective credit hours.

The TKFL M.A. degree program requires 21 units of required courses, 15 units of elective courses, and an 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 university are as follows:

UNIVERSITY 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/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/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 by the eighth week of the semester for which the refund is requested (for 15-week terms) or before 60% of the scheduled class has been completed (for intensive and non-regular terms and sessions).

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.

$\$300$ (amount paid for instruction) \times 60 clock hours of instruction (paid for but not received) = \$200 refund

If the student cancels after the eighth week or has completed 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 university cancels or discontinues a course or educational program, the university will provide a full refund of all charges. Refunds will normally 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 the dates specified in the Academic Calendar. After this period, the student must receive special written

permission from the instructor if he/she wishes to add or drop classes. The request must be approved by the Program Director.

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 dismissed from 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. If the duration of the absence is significant and the student has successfully completed at least two-thirds of course requirements, the student may petition for a leave of absence.

IV. Leaves of Absence

Leaves of absence are considered approved interruptions in the student's enrollment at IIC due to extenuating circumstances beyond the control of the student. Leaves of absence are granted to only those who are in good academic standing and who have completed at least two-thirds of the course requirements. The student granted a leave of absence may return to IIC without formally applying for readmission, within a period not to exceed one year following the start of the leave of absence. A request for the leave of absence is to be initiated by the student and the student must receive prior approval from the Program Director and Dean of Academic Affairs to take a leave of absence.

The procedures for requesting a leave of absence are as follows:

- Obtain a "Leave of Absence Request Form" from the Office of Admissions, Records, and Student Services
- Obtain written approval from the instructor

- Obtain written approval from the Program Director and Dean of Academic Affairs
- Submit the signed form to the Office of Admissions, Records, and Student Services

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, and suspensions. Any student who takes a leave of absence without formal approval is deemed to have withdrawn from the university. For re-enrollment, the student must file for and receive written approval from the Program Director and Dean of Academic Affairs. Students who demonstrate unsatisfactory academic progress due to extreme and unusual hardship may be permitted to withdraw after the official deadline with an exceptional approval of the Dean of Academic Affairs (See GRADING SYSTEM).

V. **Withdrawal from University**

A student wishing to withdraw from IIC for any reason must officially contact the Office of Admissions, Records, and Student Services. Regardless of the circumstances of withdrawal, the official withdrawal date is the date the withdraw request is filed with and approved by the Office of Admissions, Records, and Student Services. Both refunds and final grade determination are based upon the date the request is accepted by the Dean of Academic Affairs.

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
 1625 North Market Blvd., Suite S-202
 Sacramento, CA 95834
 (916) 574-7720

VII. **Equal Opportunity**

It is the policy of IIC 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, Records, and Student Services 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

IIC is required to compile and report any criminal activity, which takes place on the campus. IIC 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 faculty/staff member be affected by a crime, he/she should report the occurrence to the Office of the Dean. The Office of the Dean will record the incident and refer the case to the proper law enforcement officials.

XI. Student Records

Student records are maintained by the Office of Admissions, Records, and Student Services for five years from the time a student graduates or withdraws from the program. To request a copy of records, students may contact the Office of Admissions, Records, and Student Services 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's 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). IIC reserves the right to dismiss (terminate enrollment) any student who:

- exhibits conduct which is found by the faculty and staff to be detrimental to the individual, other students, the community, or the university.
- 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 Program Director or the Director of Admissions, Records, and Student Services.
- If this does not yield satisfactory results, the student may petition for mediation by stating the exact nature of his or her grievance in writing and submitting it to the Petition and Appeals Committee and the Dean of Academic Affairs.
- 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 within the standards and practices of academic, accreditation, and professional organizations.

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 and procedures concerning evaluation of student work ("grading") are delineated in course syllabi. Program Directors are responsible for informing program faculty of basic faculty grading policy and procedures and for ensuring adherence to these policies and procedures. Students should feel free to ask for an explanation of the grading practices in any course with the course instructor.

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. Instructors may use "+" and "-" with a letter grade at their discretion.

- 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-.
- No 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 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 IIC, 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. Normally the student will initiate a request for a grade of Incomplete. Petition for Incomplete may be obtained from the Office of Admissions, Records, and Student Services and must be signed by the instructor, Program Director, and Dean of Academic Affairs. 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 the period indicated on the approval form but no more than 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 by the due date will result in an incomplete being converted to an F for the course(s). 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 Program Director and forwarded to the Office of Admissions, Records, and Student Services. If the petition is denied by either the instructor or Program Director, the student may file a petition with the Petition and Appeals Committee.

A grade of Incomplete (I) will not be changed after a degree or credential has been awarded even if 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 Dean.
- 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 Program Director. Requests for reasons other than clerical error are subject to review and decision by the Dean of Academic Affairs.
- 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 following the semester in which 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 Program Director or the Office of the Dean.

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 below 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 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 expulsion.

ACADEMIC SUPPORT

I. Library

The Wu-Jung Library has established MOUs (Memoranda of Understanding) with major Bay Area libraries: the East Asian library at U.C. Berkeley, The Ricci Institute, the University of San Francisco, and Hoover Library at Stanford University. IIC students also may enjoy access to the many San Francisco public libraries located within commuting distance, as well as Internet facilities providing virtually limitless research and learning resources.

II. Computer Laboratory (LAB)

The Computer Lab provides access to the state-of-the-art microcomputers for 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.

III. Tutorial Support Services

The University Learning Center provides tutorial support services outside of normal classroom hours. ULC staff and volunteers are available by appointment to provide instructional assistance including writing workshops. Computers and other equipment are also available to students outside of classroom hours.

IV. Career Development & Placement Services

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. 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.

V. Academic Counseling

The assigned Graduate Advisor provides students with academic counseling and assessment examinations designed to assess students' academic abilities and preparation. Based on this information and that obtained through interviews and analysis of academic records, the Graduate Advisors assist the students to plan an appropriate course of study.

VI. 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 IIC. During the orientation, students are introduced to the mission and history of IIC, rules and regulations, support services, academic standards, and counseling. Accordingly, all new students are required to attend the orientation. The program affords new students an opportunity to meet members of the faculty and administration. For more information related to student orientation and services, contact the Office of Admissions, Records, and Student Services or the Student Services Committee.

VII. 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.

VIII. Social Activities

IIC is committed to maintaining the highest standard of professionalism while supporting the socio-cultural growth of its students. Working with the IIC Student Association and Student Services Committee, the Office of Admissions, Records, and Student Services attempts to maintain a congenial atmosphere. The university encourages and supports student activities

throughout the year, including 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 language-related courses. All PAKS students 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 (18 units)

Students in the TKFL program are required to complete all courses indicated as compulsory (12 units) plus 6 units from the required

course option list provided below for a total of 18 units as part of the 36-unit requirement for the completion of the Master of Arts degree.

Compulsory Courses (12 Units):

- AL650 (formerly PD650) Teaching Korean as a Foreign Language: Theories and Practices (3 units) (Compulsory)
- AL652 (formerly PD652) Pedagogical Korean Linguistics (3 units) (Compulsory)
- AL756 (formerly PD756) Practicum in Teaching Korean (3 units) (Compulsory)
- KS799 Thesis Writing (3 units) (Compulsory)

Required Option Courses (6 Units):

- KS600-a Research Methodologies for TKFL (3 units)
- AL750 (formerly PD750) Materials Development for Teaching Korean (3 units)
- AL755 (formerly PD755) Seminar in Teaching Korean (3 units)
- LC641 Advanced English for Foreign Language Instructors (3 units)
- SS 799 Thesis Development (3 units)

Electives

Beyond the 18 units noted above as compulsory and required option courses, students are to select 18 units from the elective course list. Students are 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 Bulletin as elective courses (see elective course list). Students are 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 have already attained the minimum required level of Korean proficiency, they should take 1-2 language-related classes

to maintain their proficiency. A maximum of six (6) graduate-level 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 (1-3 units)

KS702 Directed Internship (1-3 units)

KS799 Thesis Writing

History

HS603 Korean Cultural History and Literature

HS604 Korean History: Earliest Times Through Late Chosŏn Period

HS605 Korean History: Late Nineteenth Century to Present

HS608 Korean Cultural History and Literature

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 IIC Translation Workshop

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

LC641 Advanced English for Foreign Language Instructors

LC642 Business Korean

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

LC740 History of the Korean Language and Writing Systems

Applied Linguistics

AL650 (formerly PD650) Teaching Korean as a Foreign Language: Theories and Practices

AL651 (formerly PD651) Second Language Acquisition

AL652 (formerly PD652) Pedagogical Korean Linguistics

AL653 (formerly PD653) Applied Sociolinguistics for Korean as a Foreign Language

AL750 (formerly PD750) Materials Development for Teaching Korean

AL751 (formerly PD751) Curriculum Development for Teaching Korean

AL752 (formerly PD752) Topics in Teaching Korean

AL753 (formerly PD753) Assessment Development for Teaching Korean

AL754 (formerly PD754) Korean Language Teaching through the Internet

AL755 (formerly PD755) Seminar in Teaching Korean

AL756 (formerly PD756) Practicum in Teaching Korean

AL757 (formerly PD757) Professional Development, 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

SS799 Continuing Thesis Development

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-Research Methodologies for TKFL (Required Option)

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.

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 (1-3 Units)

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 (1-3 units)

Through Directed Studies students carry out an independent research or creative project under the supervision of a faculty member. Program Director or Dean must approve Directed Studies.

KS702 Directed Internship (1-3 units)

Through Directed Internship participants will gain in-depth experience and expertise in a particular profession while applying their knowledge of Korean Studies and Korean language.

KS799 Thesis Writing (3 units)

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

History

HS603 Korean Cultural History and Literature

The class will address Korean culture and history through Korean literature. The seminar will consist of TKFL students (native Korean speakers) and PAKS (native English speakers), organized to encourage discussions from two points of view, eastern and western. The topics will focus on the historical aspects of culture as recorded in various forms of literature.

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 century 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 a variety of 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 under 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 allow 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 IIC Translation Workshop

This workshop is designed to bring together writers, translators, and students to translate Korean literary works into English. Students will work closely together with the instructors to develop translation skills necessary for producing quality works.

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 of 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 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 and/or debates.

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.

LC641 Advanced English for Foreign Language Instructors

Advanced English for instructors of foreign languages who are not native speakers of English. Considerable time will be allotted to discussion of English assessment tests as frequently required by American institutions.

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.

Applied Linguistics (formerly Pedagogy)

AL650 (formerly)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.

AL651 (formerly 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.

AL652 (formerly PD652) Pedagogical Korean Linguistics

This course touches on the general areas of Korean linguistics, from Korean language background to socio-linguistics, 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 class-room teaching.

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

AL653 (formerly 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.

AL750 (formerly 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.

AL751(formerly 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.

AL752 (formerly 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.

AL753(formerly 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.

AL754 (formerly PD754) Korean Language Teaching through the Internet

This course is designed to explore new Korean language teaching methods 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 on how to interact with students.

AL755 (formerly 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.

AL756 (formerly 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's Korean Language program may be substituted 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

AL757 (formerly PD757) Professional Development for Teachers of Korean (summer intensive course)

This course is offered only during the summer, 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 Koreas 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 positions in Asia, the Pacific Rim, and the global community. This course will provide a historical perspective as well as 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.

SS799 Continuing Thesis Development (Prerequisite KS 799)

A course designed for those who have successfully completed KS 799, Thesis Writing. The course offers individual and group instruction on thesis writing and completion.

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 Korean-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. Various genres of literature will be covered ranging from poetry to 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 an 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., 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 Office of Admissions, Records, and Student Services no later than the first day of instruction of the final semester.
6. Have a GPA of 3.00 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 obligations must be completed prior to graduation.

**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
- graduate students who are competent in their chosen career skills.

Certificate Program

ACADEMIC CALENDAR 2006-2007

Fall Quarter 2006

Registration	September 5 – 28
First Day of Instruction	September 19

Last Day to Add/Drop Classes	October 5
<i>Columbus Day (No Class)</i>	October-9
<i>Veterans Day</i>	November-10
<i>Thanksgiving Holiday (No Class)</i>	November 23 - 24
Last Day of Instruction	December 8

Winter Quarter 2006

Registration	December 11–January 19
First Day of Instruction	January 8
<i>Martin Luther King Holiday (No Class)</i>	January 15
Last Day to Add/Drop Classes	January 26
<i>President's Day (No Class)</i>	February 19
Last Day of Instruction	March 16

Spring Quarter 2007

Registration	March 21 – April 13
First Day of Instruction	April 3
Last Day to Add/Drop Classes	April 20
<i>Memorial Day (No Class)</i>	May 28
Last Day of Instruction	June 8

Summer Quarter 2007

Registration	June 12 – July 6
First Day of Instruction	June 26
<i>Independence Day (No Class)</i>	July 4
Last Day to Add/Drop Classes	July 6
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 cancelled 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.

Office Technology Units

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

<u>Total Units</u>		<u>24 Units</u>
<u>Electives</u>		<u>Units</u>
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

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 Bulletin for the academic calendar of the Korean Language and Culture Program.

Course Requirements **Units**

K10 Beginning Korean I, II	3
K10 Beginning Korean II	3
K20 Intermediate Korean I	3
K20 Intermediate Korean II	3
K30 Advanced Korean I	3
K30 Advanced Korean II	3
K40 Business Korean	3
K55 Intercultural Lecture Series I	3
K55 Intercultural Lecture Series II	3

IV. Course Descriptions

Microcomputer Business Applications Program

C111/C112/C113 Personal Computer

Prerequisite: None

This course is an introduction to basic and fundamental PC skills. 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 in Microsoft Outlook, which will help simplify e-mail communication, streamline group planning and scheduling, access information you need, support multiple e-mail accounts and simplify the task of managing information.

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 compose email.

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.

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. 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 iBT (Test of English as a Foreign Language), Levels 1 & 2

These courses are designed to significantly improve students' performance in all areas of the official internet-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, speaking and writing skills will be developed and improved upon.

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 and conversation skills. Students 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 will 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 & E342 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 texts.

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 iBT (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 iBT scores. Students will be prepared to approach the TOEFL iBT with a solid foundation of the English language and ease with the format of the test. Advanced vocabulary will be stressed as well as academic speaking, reading and listening comprehension.

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.

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.

English Language Examinations preparation

The IELTS, TOEFL iBT and TOEIC tests are internationally recognized in the English speaking world, highly regarded by companies for enrollment at colleges and universities in (and outside) the USA. IIC offers preparation courses for these examinations as part of an intensive course. Courses last 4, 8, or 12 weeks, having 20 lessons per week concentrating on active grammar input and language skills. In these courses you will study:

- Accuracy with grammatical structure
- Oral communication proficiency
- Functional structure
- Vocabulary extension
- Active study skills
- Exam skills needed to obtain a high IELTS, TOEFL iBT or TOEIC score

IELTS (International English Language Testing System) Preparation

This test is a requirement for enrollment at universities and colleges in many English speaking countries. IELTS is also used to assess international healthcare workers, intending to work in the USA.

TOEFL iBT (Teat of English as a Foreign Language, Internet-Based Test) Preparation

The TOEFL iBT is the English examination required for admission and colleges in the USA.

TOEIC (Test of English in International Communication) Preparation

The TOEIC test is accepted by thousands of companies as evidence of proficiency in English in a business situation.

Korean Language and Culture Program

K10 Beginning Korean and Culture I, II

(See page 40 for course description)

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

CORE FACULTY

Zachary Captain, Lecturer

Dr. Candace Jun, Assistant Professor

Dr. Ki-tae Kim, Assistant Professor

Dr. Steven Lee, Professor

Jee-Young Park, Lecturer

Peter Schroepfer, Lecturer

ADJUNCT FACULTY

John Cha teaches The IIC Translation Workshop. A former engineer, he is the author of *Willow Tree Shade: The Susan Ahn Cuddy Story* and *Do Or Die Entrepreneur: The Young Jung Paik Story*. As a translator, he has won several awards, including The 38th Korean PEN Translation Award. Also contributes to *KoreAm Journal* and *Korea Times*.

Dr. Jeong Hwa Choi received his MA and Ph.D. in communications from Michigan State University. His academic interests include journalism, mass media and intercultural communication. He has been a faculty in the Department of Communication Studies at San Jose State University since 1989. He teaches intercultural communication. He is also the editor-in-chief for the magazine *C&K Review*, a monthly for the Korean-speaking communities in the U.S.

Dr. Young Whan Kihl has been a professor of political science at Iowa State University, Ames, since 1974. He received his Bachelor of Arts degree (1959) from Grinnell College, and both his Master of Arts (1960) and Ph.D. (1963) degrees from New York University. Dr. Kihl has written a dozen books on Asian security and Korean politics, including *Korea and the World: Beyond the Cold War* (editor, 1994), selected by CHOICE as an outstanding academic book for 1995; *Peace and Security in Northeast Asia: The Nuclear Issue and the Korean Peninsula*. (coeditor, 1997) His recent articles include "Security on the Korean Peninsula: Continuity and Change," *Security Dialogue* 33, 1 (March, 2002): 59-72 and "Overcoming the Cold War Legacy in Korea: The Inter-Korean Summit One Year Later," *International Journal of Korean Studies* 5,2 (Fall/Winter,2001):1-24. Before coming to the United States for study in 1957, Dr. Kihl served in the ROK Marine Corps (1950-55) and in the Ministry of Foreign Affairs (1955-56) as protocol officer.

Dr. Kichung Kim received his Ph.D. from University of California at Berkeley and has devoted his professional life to academics,

teaching, and writing. He has taught subjects ranging from English literature to Korean literature. Dr. Kim is professor emeritus at San Jose State University. He has also guest lectured at the Asian Museum, and for the Spring of 2003, he was visiting Professor of Korean Literature in the Dept. of East Asian Literature and Culture at UC Berkeley. He is a published author of numerous academic & literary texts, and journal articles. His publications include *An Introduction to Classical Korean Literature: From Hyangga to P'ansori*, published in 1996.

Dr. Kijoo Ko received her Ph.D. in Linguistics from the University of Illinois (Urbana-Champaign) in 1997, specializing in bilingual language processing. She then taught Elementary and Advanced Korean at the University of Chicago as a senior lecturer during 1999-2001. In 2002, she joined UC Berkeley and has been teaching Elementary and Intermediate Korean ever since. Dr. Ko's research interests include bilingual language organization, second language acquisition, teaching Korean as a foreign language, and CALL (Computer-aided language learning).

Dr. Hun Joo Park teaches Economic Development of Korea: A Miracle. He received his Ph.D. from University of California, Berkeley, and he is currently Associate Professor of International Relations and Political Economy at KDI (Korea Development Institute) School of Public Policy and Management in Seoul, Korea. Dr. Park's most recent publications include *"Riding into the Sunset: The Political Economy of Bicycles as a Declining Industry in Korea,"* (with Yeun-Sook Park), *Journal of East Asian Affairs*, 19:2, (Fall/Winter 2005), *Recasting Russia in Northeast Asia*, (Moscow: MAX Press, 2004), *"Between Development and the State: Recasting Korean Dirigisme,"* *Asian Journal of Political Science*, 12:1, (June 2004), *"Ideas, Interests, and Constructing a Northeast Asian Community,"* *Journal of East Asian Affairs*, 18:1, (Spring/Summer 2004). He is currently completing a book entitled *Entangled Embeddedness: The Political Sources of Financial Policy towards Small Business*.

Dr. Jung-Sook Park received her Ph. D in Language Education from University of Georgia and M.A. in English Literature and Linguistics in Chonnam National University. She has taught college students in both Korea and United States for more than 15 years. Dr. Park has also published twelve papers on language learning,

acquisition and education emphasizing cross-cultural understanding and acculturation. She was appointed as an Outstanding Academic Researcher from the Korean Ministry of Education in 1999, and nominated as a KRF Overseas Korean Studies Teaching Professor funded by Korean Government in 2000. She was also a visiting scholar at the University of California-Berkeley and an exchange and later adjunct professor of IIC. She is currently teaching and working on developing web-based Korean teaching/learning material. For more than five years, as Assistant Director of a University Foreign Language Center, she has administered the center's curricular design for undergraduate students and teacher training program development for K- 12 English teachers of regional school systems.

Dr. Wayne Patterson, author of *The Koreans in America 1882-1974*, *The Korean Frontier in America* and *Ilse*, is the 2003 distinguished scholar at the IIC. He received his M.A. and Ph.D. in International Relations and M.A. in history from University of Pennsylvania. Dr. Patterson is a recipient of numerous grants and honors, including Donald B. King Outstanding Scholar Award. He was a visiting professor at University of Hawaii at Manoa, University of Wisconsin, Yonsei University and Korea University in Korea, and an invited lecturer at Minnesota State University, UC Berkeley, Nihon University in Japan, and The Korea Society in New York City. In 2001, he served as a visiting scholar of Korean history at Harvard University. He is currently a professor of history at St. Norbert College in Wisconsin.

Dr. Jong Ra teaches Issues in Korean Politics and Economics: Nuclear Politics of North Korea. He received his Ph.D. from the University of Illinois in political science and has since taught at Hollins University, University of Illinois, Ohio State University, and Virginia Tech. Dr. Ra's research areas include Voting Behavior, Political Parties, Gender and Politics, Korean Politics, Asian Security Politics, and the Media and Politics. He has published books and numerous articles and presented papers at professional conferences including the meetings of the Association for Korea Political Studies, the International Council on Korean Studies, and the American Political Science Association. He serves on the Editorial Board for the International Journal of Korean Studies. He is a Fulbright Scholar, Faculty Fellow at the Aspen Institute, and a Research Fellow at the Korean Foundation. He is currently John

P. Wheeler Professor and Chair, Department of Political Science at Hollins University and Adjunct Professor, Department of Political Science at Virginia Tech.

Kyung-nyun Kim Richards is a founding member of AATK (American Association of Teachers of Korean) and she has been teaching Korean language at UC Berkeley since 1980. She has co-authored the popular textbook *College Korean* (UC Press 1993). A poet and translator, she has translated Theresa Hak Kyung Cha's *Dictee* into Korean. English translations (with her husband) include *Sky, Wind, and Stars* (Asian Humanities Press 2003), a book of poems by Yoon Dong-Joo; *I Want to Hijack an Airplane* (Homa & Sekey) by Kim Seung-Hee; *The Love of Dunhuang* (Cross-cultural Communications) by Yoon Hu-myung; and *Lamplight and the Wind* by Kang Un-Kyo. She has won several translation awards the 27th Modern Korean Translation Contest held by The Korea Times in 1996. Her work has been supported by a number of grants, from the Korea Literature Translation Institute, and other organizations.

Instructors

Korean Language and Culture Program

Ki-tae Kim, Ph.D., Director

Jee Young Park, M.L.I.S., Coordinator

Eun Kyoung Jung, M.A. Candidate, IIC

Kee Seup Kim, M.A. Candidate, IIC

Ae Kyung Lee, M.A. Candidate, IIC

Jung Mi Lee, M.A. Candidate, IIC

Kyung Namkoong, M.A. Candidate, IIC

Jin Namkung, M.A. Candidate, IIC

Mi Kyoung Sung, M.A. Candidate, IIC

Kum Ju Ryu, M.A. Candidate, IIC

Ghi Woon Seo, M.A. Candidate, IIC

Young Kyung Yoo, M.A. Candidate, IIC

English as a Second Language (ESL) Program

Zachary Captain (Director) M.S., Southern Connecticut

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
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Korean Language and Culture Program

Registration Fee (New Students Only)	\$70.00
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Tuition per unit	\$100.00
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Certificate Programs in ESL

Registration Fee (New Students Only)	\$70.00
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Tuition per unit (ESL)	
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Resident	\$50.00
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Non-resident	\$100.00
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Tuition per unit (Microcomputer Business Applications)	
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Resident	\$75.00
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Non-resident	\$150.00
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Other Fees

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

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