

MEMORANDUM OF AGREEMENT FOR “3+2/4+2” PROGRAM

BETWEEN

**NORTH CAROLINA STATE UNIVERSITY
RALEIGH, NC, U. S. A.**

AND

**NANJING NORMAL UNIVERSITY
NANJING, JIANGSU, CHINA**

This Agreement is to formalize the academic exchange between North Carolina State University (hereafter referred to as NC State) and Nanjing Normal University (namely, the Department of English from Ginling College and the School of Foreign Languages and Cultures, hereafter referred to as NNU) for a 3+2/4+2 Master’s program. Participants in the 3+2 program will come from Ginling College of NNU while participants in the 4+2 program will come from the School of Foreign Languages and Cultures of NNU. The two institutions subscribe to the statement of principles and procedures given below and to the terms of agreement regarding the responsibilities that each institution undertakes as its part of the reciprocal exchange. This agreement is based on a spirit of cooperation, reciprocity, and of mutual benefit to both parties.

Both Universities wish to enter into an arrangement as set forth below:

1. Undergraduate students who complete either three (3) years’ course studies at Ginling College or four (4) years’ course studies at School of Foreign Languages and Cultures of NNU and one semester of studies at NC State that result in a BA degree from NNU may enroll in an NC State Master of Science in Technical Communication (MSTC) degree program (non-thesis) (hereafter referred to as the Program).
2. The Program includes a total of two years of study at NC State.
3. Admission to the Master degree program is contingent upon the student meeting the relevant entry requirements as established by NC State and the degree program to which they are applying. Students enrolled in the program are governed by all the Graduate School policies of NC State.

Both Universities have agreed to the terms and conditions stated below.

ENTRY AGREEMENT FOR 3+2/4+2 PROGRAM

- 1) Ginling College will select qualified rising senior students (top 15%) during their third year of education to attend NC State for their fourth and fifth years of study. The School of Foreign Languages and Cultures will select qualified rising senior students (top 15%) during their fourth year of education to attend NC State for their fifth and

sixth years of study. To be eligible to apply for admission to NC State, NNU students must have:

- a) completed at least 75% of the NNU BA program;
 - b) obtained the minimum required TOEFL scores needed for admission into the graduate program of NC State;
 - c) obtained an official written recommendation from NNU confirming the student has successfully passed the NNU evaluation.
 - d) Students recruited into this 3+2/4+2 Program will initially come from the respective English or Translation programs at NNU. Although, in the future as the 3+2/4+2 Program grows, students with other disciplinary backgrounds such as in the sciences or engineering fields who also have strong English language proficiency may be considered as candidates for MSTC.
- 2) This 3+2/4+2 Program will focus on the existing Master of Science at Technical Communication (MSTC) at NC State.
 - 3) The number of admitted students will be negotiated annually. The MSTC program plans to admit up to five NNU students per year in the first phase (1-2 years) of this program, with NNU students coming to NC State in Fall 2017. Depending on the total number of applicants from NNU, this number may increase.
 - 4) NC State will evaluate those selected NNU students using the admission standards of the NC State graduate program to which they are applying to assess their qualifications. Online interviews or on-site interviews at NNU may be conducted by NC State faculty as part of the admissions process.
 - 5) As NC State's policy will not allow admitting students into graduate programs prior to completion of their BA degrees, students will first apply to and matriculate via the GTI Certificate Program for one semester. As GTI Certificate students they will be expected to register full-time (minimum 12 credit hours) and to take the required courses that are designed for MSTC as well as the required GTI 401 Colloquium.
 - a) The GTI has a separate on-line application process, which must be completed before a student visa certificate can be issued. See <http://www.ncsu.edu/gti> for more information. The deadline for the GTI application is February 28 before the first fall semester.
 - b) For admission into the 3+2/4+2 program, students who are accepted by GTI will submit the following materials to the MSTC committee by May 1: Undergraduate transcript, personal statement (2 pages long), and TOEFL score.
 - 6) After they have successfully completed the course work needed to complete their BA degree (minimum 12 credit hours) as special students at NC State in the first fall semester, NNU will grant each of these students a statement that the student has completed BA degree requirements in their respective discipline by NNU. Students will

be required to provide an official letter from NNU indicating the BA degree requirements were satisfied prior to being admitted to the MSTC Program.

- 7) NC State will officially review NNU students for admission to the MSTC graduate program upon completion of the GTI semester and certification of the BA degree.
 - (a) At the end of the GTI semester, the MSTC committee reviews students' GPA and writing samples (5-10 pages). Students are encouraged to submit a writing sample produced in one of their technical communication courses taken during the first fall semester at NC State as a BA-seeking student. Students in the 3+2/4+2 program will not need to submit resume, GRE scores, or recommendation letters to complete their application. NNU's official recommendation and students' first-semester academic records will substitute for these materials.
 - (b) Students who earn a 3.0 GPA or above in their GTI semester at NC State will be eligible for full admission to MSTC pending review of the above materials.
 - (c) Students earning a GPA lower than 3.0 may be eligible for provisional admission pending approval of the Graduate School.
 - (d) Students must meet academic performance standards set by the NC State Graduate School in order to continue their degree after being fully admitted into the MSTC program.
- 8) The MSTC program requires 33 credit hours of coursework, as outlined in the Appendix. It is required that at least 18 credit hours be taken after the student is admitted into the Program at NC State. The recommended full-time course load for all students in the MSTC program is 9 hours per semester. We do not advise students in the 3+2/4+2 program to enroll in more than 9 hours because all graduate students at NC State are required to maintain a graduate GPA of 3.0 or better.
- 9) The MSTC program requires students to complete a semester-long professional experience internship as part of their degree work. Students can meet this requirement with summer internships in the U.S. or in China working on projects related to technical communication. To complete the Program in the fifth (3+2) or sixth (4+2) year respectively, it is anticipated that students will need to complete their internships during the summer or to register for courses during the Summer Session(s).
- 10) NNU students will pay out-of-state tuition, fees and living expenses during their studies at NC State. The Graduate School and the NC State Cashiers Office provide current rates online (<http://www.fis.ncsu.edu/cashier/>). NC State may provide guidance and logistical help with student housing and other relevant arrangements. The amount of living expenses may vary depending on the type of housing and living preferences.
- 11) Upon successful completion of all program requirements, NNU students will be granted the MSTC degree by NC State.

- 12) Graduates who want to enter a Ph.D. program at NC State will be required to apply following the normal application procedures and admission requirements set by NC State.

GENERAL AGREEMENT

- 1) This Agreement represents the entire understanding between the parties and supersedes all other arrangements concerning this program. This Agreement may only be changed with the written consent of both parties.
- 2) If either party shall temporarily fail to enforce any provision of this Agreement such temporary forbearance shall not constitute a waiver.
- 3) The two parties shall be in regular communication to resolve any problems or issues relating to this agreement.
- 4) Neither party may assign, transfer or sub-contract its commitments under this Agreement.
- 5) Either party may terminate this Agreement if the other shall be in material breach and following written notice of such breach shall not have remedied the breach within a period of 30 days.
- 6) Either party may terminate this Agreement for any reason upon nine (9) months' prior written notice to the other.
- 7) This Agreement shall remain subject to laws and regulations of both countries.
- 8) This agreement is for a period of five years, unless otherwise specified. Prior to the end of the fifth year the agreement must be reviewed and re-approved if requesting an extension. Upon the scheduled review date, responses to review criteria will be required to be completed and provided to the university review committee. If the agreement will be discontinued, a teach-out plan will be required for those students remaining in the program.

SIGNATURES

Executive Vice Chancellor and Provost
North Carolina State University

Signature: _____
Dr. Warwick Arden

Date: _____

Dean
College of Humanities and Social Sciences
North Carolina State University

Signature: *Jeff Braden*
Dr. Jeff Braden *Jeff Braden*

Date: 4-20-17

Dean
The Graduate School
North Carolina State University

Signature: _____
Dr. Maureen Grasso

Date: _____

Vice President
Nanjing Normal University

Signature: _____
Dr. Minqiang Hu

Date: _____

Director
Academic Affairs,
Nanjing Normal University

Signature: _____
Dr. Xia Bian

Date: _____

Dean
Ginling College
Nanjing Normal University

Signature: _____
Dr. Zhao Yuan

Date: _____

Dean
School of Foreign Languages & Cultures

Signature: _____
Dr. Zhijun Yan

Date: _____

APPENDIX: Suggested Curriculum and Timeline

The MS curriculum requires 33 credit hours of 500-level courses, distributed as follows:

- 5 Core courses (15 hours): ENG 512, 515, 517, 518, 675
- 3-4 Applications courses (9-12 hours) chosen from a list of options
- 2-3 Theory/Methods courses (6-9 hours) chosen from a list of options

All graduate courses in this program are 3 credit hours. Students may include one or two 400-level courses from disciplines other than English as part of their degree program. Most of the MSTC courses are reading and writing intensive, with some requiring students to read and understand over 100 pages of theoretical materials per week. In addition, students are required to have an extended internship (one semester or 120-hour equivalent) to meet the mandatory professional experience requirement and to complete a semester-long capstone project before defending it at the end of their study. Meeting these requirements helps to prepare students as future technical communicators and to meet the expectations of potential employers. It takes at least two years for full-time students who are native speakers to finish the degree. Therefore, two years is an aggressive timeline for NNU students to finish the degree. Students can take courses in the second summer to catch up if they cannot meet graduation requirements.

In this sample curriculum, courses in the Applications and Theory/Methods categories are representative examples. Working with their advisor, students choose from a list of courses in each category; offerings vary by semester.

First Fall Semester (6 graduate credit hours+3 undergraduate credit hours +3 GTI credit as non-degree seeking students; only 6 credit hours applied toward the MSTC degree and another six credit hours applied toward the NNU BA degree)

1. ENG 512 Theory and Research in Professional Writing (Core requirement)
2. GC 420 Visual Thinking (Applications course) or EAC 550 Adult Learning
3. FLE 401 Advanced Oral Communication in English for International Students or
FLE 402 Research and Technical Writing for International Graduate Students
4. GTI 401 U.S. Culture and Education Colloquium

First Spring Semester (9 graduate credit hours)

1. ENG 518 Publication Management for Technical Communicators (Core requirement)
2. ENG 519 Online Information Design and Evaluation (Applications course)
3. CSC 554 Human-Computer Interaction (Theory/Methods course)

Summer 1: Internship or coursework

Second Fall Semester (9 graduate credit hours)

1. ENG 515 Rhetoric of Science and Technology (Core requirement)

2. ENG 508 Usability Studies for Technical Communication (Theory/Methods course)
3. ENG 517 Advanced Technical Writing and Editing (Core requirement)

Second Spring Semester (9 graduate credit hours, including capstone project)

1. ENG 520 Science Writing for the Media (Applications course)
2. ENG 675 Projects in Technical Communication (Core requirement; capstone project)
3. ENG 583 International Technical Communication (Theory/Methods course)