

International Business and Technology Communication Program
Chitkara University 2 Week Program
Suggested Dates:
13 Jan- 24Jan 2020

Partner Institution	Chitkara University			
University Contact Person(s):	Naresh Kumar Manager Office of International Affairs CHITKARA UNIVERSITY			
York University English Language Institute Contact Person(s):	Isaac Garcia-Sitton Director, International Education & English Language Institute York University English Language Institute 4700 Keele Street, Toronto ON, M3J 1P3 Canada TEL: (416) 736-5353 Email: igarcias@yorku.ca	Michael Twohey Associate Director, York University English Language Institute 4700 Keele Street, Toronto ON, M3J 1P3 Canada TEL: (416) 736-5353 Email: mtwohey@yorku.ca	Ben Collins Associate Director, York University English Language Institute 4700 Keele Street, Canada Toronto ON, M3J 1P3 TEL: (416) 736-5353 Email: bcollins@yorku.ca	Kareen Sharawy Manager, English for Academic Purposes York University English Language Institute 4700 Keele Street, Canada Toronto ON, M3J 1P3 TEL: (416) 736-5353 Email: ksharawy@yorku.ca
Training Need	Intensive International and Canadian Business English language & cultural training			
Number of participants	20			
Specifics of Training	<ul style="list-style-type: none"> ▪ Customized training designed to meet the linguistic and communicative needs of Business and Technology students ▪ Courses to be conducted on campus ▪ Materials to be provided by YUELI ▪ Training to take place in Winter 2020 ▪ Daily lessons for a period of 2 weeks 			
Placement Test Procedure	In the event that there is more than one class offered, participants will take a placement test so that we can determine their current level of English. Students will be placed in classes based on the results of their placement tests.			
	Course Objectives <ul style="list-style-type: none"> ▪ Provide students both a) explicit language and cultural instruction and b) opportunities for improvement in intercultural communicative competence through experiential education pedagogy that links in-class and outside-class learning experiences 			
	Linguistic & Communicative Components <ul style="list-style-type: none"> ▪ Develop effective oral and written communication skills ▪ Enhance presentation skills (structuring a presentation, organizing and working with visuals, fluency and accuracy) ▪ Improve non-verbal communication skills 			

	<ul style="list-style-type: none"> ▪ Enrich related lexical resources ▪ Gain grammatical accuracy (unity, coherence, voice, etc.) ▪ Enhance overall listening skills ▪ Enhance speaking skills (e.g. summarizing, negotiating, giving advice, questioning, asking for feedback, etc.) ▪ Enhance pronunciation skills ▪ Enhance reading skills (referencing, making inferences, identifying main ideas, skimming, scanning, etc.) ▪ Enhance writing skills (punctuation mechanics, writing business reports, summary and commentary, etc.) ▪ Effective discussion skills (discussion pragmatics)
	<p>Methodology will include activities such as</p> <ul style="list-style-type: none"> ▪ Lectures ▪ Role-plays and simulations based on real-life situations ▪ Group listening and videos ▪ Presentations ▪ Interviews ▪ Socio-cultural outings/activities with Learning Facilitators and/or Student Community Leaders (York University undergraduate students)
	<p>Materials</p> <ul style="list-style-type: none"> ▪ Professional and Intercultural Communication Material with focus on the following topics: <ul style="list-style-type: none"> ○ Content Marketing ○ The Business and Technology for Machine Learning
	<p>Resources</p> <ul style="list-style-type: none"> ▪ YUELI NEXUS (library and computer laboratories) ▪ York University Libraries (5 libraries with 250 internet workstations) ▪ Athletic and Fitness Facilities at York University (fees apply)
	<p>Pedagogical Monitoring</p> <ul style="list-style-type: none"> ▪ Before or after class and during break
	<p>Proposed Methods of Evaluation</p> <ul style="list-style-type: none"> ▪ On-going assessment <ul style="list-style-type: none"> ○ Oral and written productions ○ Tests and quizzes ○ Homework assignments ○ In-class participation ▪ At the end of the course, an Exit Test will be conducted to determine whether the global objectives of the course have been met by each participant.
Certification of Course Completion	A <i>York Certificate of Course Completion</i> will be awarded to each participant.
Proposed Duration of Training and Breakdown of the Total Number of Hours of Instruction	<p>Total: 44hours</p> <p>Instruction: English for Professional Learners, Intercultural Business and Technology Communications, Socio-cultural Events, Trips and Excursions</p> <ul style="list-style-type: none"> > ~18English for Professional Learners(incl welcome and farewell) > ~18Academic Activities > ~8Social Cultural Activities

TENTATIVE BREAKDOWN OF HOURS AND FORMAT

THEORETICAL BUSINESS ENGLISH INSTRUCTION		18 HOURS
<input checked="" type="checkbox"/> Canadian & International Business Practices Class <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Communication at the interpersonal, group and organizational levels <input checked="" type="checkbox"/> Formal and informal communication <input checked="" type="checkbox"/> Strategic business communication practices <input checked="" type="checkbox"/> Oral presentation skills <input checked="" type="checkbox"/> Socio-pragmatics and functional English <input checked="" type="checkbox"/> Summative Feedback 		
<input type="checkbox"/> Welcome, Final Presentation and Farewell Ceremony (8 hours)		
ACADEMIC ACTIVITIES 18 HOURS		
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion Sessions led by Undergrad English Learning Facilitators <input checked="" type="checkbox"/> Academic Communication: Teacher Led Discussions <input checked="" type="checkbox"/> Guest Speaker <input checked="" type="checkbox"/> Offsite academic visit 		
PRACTICAL INSTRUCTION		8 HOURS
<input type="checkbox"/> Socio-Cultural Program will include activities such as <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CN Tower and Ethnic Tour 		
TOTAL Number of Hours		44 Hrs
ITEMIZED FEES per student		
Tuition		\$ 1085.00 CAD
Registration Fee		\$ 60.00 CAD
Accommodation Placement Fee		\$ 200.00 CAD
Accommodation at Schulich (twin sharing)		\$602.00 CAD
Activities & Events		\$ 200.00 CAD
TOTAL FEES* PER STUDENT		\$2147.00 CAD
<p>*These fees include the cost of</p> <p>A) Instruction, curriculum development, pedagogical monitoring, in-class evaluation;</p> <p>B) All pedagogical material and photocopies, audio-visual material, workshops;</p> <p>C) All socio-cultural activities related to this program and two excursions;</p> <p>D) Use of library and computer laboratories;</p> <p>E) <i>York Certificate of Course Completion</i></p>		

Mode of Payment: You may pay the total fee through a BANK WIRE TRANSFER (details to be provided).

The total fee should be received by York University no later than December 13th, 2019

Student registration information should be received by York University by November 13th 2019 (if possible).

Cancellation and Refund

For our full refund and cancellation policy, please visit:

<http://continue.yorku.ca/downloads/yueli-payment-refund-policy-022016.pdf>

- ***Eligible refund amounts will be credited to the payer of this proposal, by the same method as payment. Students cannot be refunded directly for any amounts paid by this proposal.**

Force Majeure

Neither York University nor Chitkara University shall be deemed to be in default of performance of its obligations in the event that the performance of such obligations is delayed, hindered, or prevented by *force majeure*. *Force majeure* shall be defined as any cause beyond the control of the York University or Chitkara University which could not reasonably have been foreseen and guarded against.

Force majeure shall not include financial problems of Chitkara University, its agents or suppliers and shall not include insufficient participant interest in the Program.

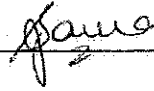
I, Isaac Garcia-Sitton, agree to the terms of this proposal, and have signed



Isaac Garcia-Sitton
Director, International Education & English
Language Institute
York University English Language Institute

on this day
September 3, 2019

I, Sangeet Jaura, agree to the terms of this proposal, and have signed



Sangeet Jaura
Pro-Vice Chancellor (International)
Chitkara University

on this day
31st August, 2019