

IOCCS Honors Process

IOCCS is an honors level CCS and interested students should anticipate meeting rigorous, scholarship expectations. Students who attempt IOCCS should be aware that it is much more demanding than going on a professor-led program. The steps outlined below are required in an effort to help the student succeed at IOCCS.

- 1. Initial Interest** – Six to eight months prior to the desired IOCCS experience, indicate interest in IOCCS to the Cross Cultural Office and attend an IOCCS information workshop. In about 45-60 minutes, you will receive an IOCCS introduction packet, explanation, and dialogue regarding how to go about writing an IOCCS proposal. IOCCS is an honors level CCS and the student should expect rigorous scholarship requirements. Students who attempt IOCCS should be aware that it is much more demanding than going on a professor-led program. The steps outlined below are required in an effort to help the student succeed at IOCCS.
- 2. Requirements** – IOCCS students must have a minimum cumulative GPA of 3.5, an on-site mentor/supervisor in the country of destination for networking purposes, and an approved SAU faculty tutor with experience in the target culture. As with all CCS experiences, SAU guidelines for health, safety, and security must be followed and expectations outlined in the SAU Student Handbook must be adhered to while on IOCCS. If the CCS program offers a group experience to the same destination, students should join the group experience. Tutorial fees for 4 credit hours apply to IOCCS experiences. Faculty references will be required. Students must be in good standing with the offices of Academic Affairs and Student Development.
- 3. Petition** – The Petition for Permission to Write an IOCCS Proposal is to be submitted to the Faculty Cross Cultural Committee by the published due dates well in advance of the IOCCS experience. Students applying for IOCCS must submit proof of GPA by printing out their course worksheet from their portal as well as a preliminary bibliography of sources already read on the destination country/culture. The faculty references are also due with the petition, but must come directly to the CCS office. Students should provide their on-site supervisor/mentor in the host culture with a copy of the CCS course objectives and request that the supervisor/mentor in the host culture email or fax the Director of CCS verifying that they are willing to supervise and assist the student. The student should plan ahead so that verification arrives at or before the time the petition is due. The supervisor should outline the variety of cultural networking help they are able to offer to the student in their email response. Once the petition with GPA verification, references, and on-site mentor's letter are reviewed and approved by the faculty committee, the student may proceed to write and submit the IOCCS proposal via the published proposal review process.
- 4. Proposal Development and Tutorial Form** – Proposals (which show how the objectives of the course will be met) are due per the published due dates and process. Check with the Cross Cultural Office, for actual due dates (or check on the CCS website, www.arbor.edu/crosscultural). The IOCCS student requests an approved SAU faculty member knowledgeable about the country of destination to be their IOCCS tutor and secures their signature on the tutorial form as willing to tutor IOCCS.
 - Student initiates Library appointment with Reference Librarian Karen Parsons to develop:
 - Research Bibliography - resources including people at Spring Arbor University or interviews with nationals
 - Student develops draft one (1) of proposal
 - If more than one student is going on the same IOCCS program each student's questions and bibliography must be uniquely their own.
 - Student initiates proposal draft critique appointment with Karen Parsons and a faculty member of the CCS committee, English standards must be met, and students are welcome to work with a writing tutor at the Writing Center if needed.
 - Student does revisions and gets final approval from Karen Parsons and the other faculty member of the committee before submitting the final draft to the FCCC.
 - Student provides 10 copies each of the final approved draft of the IOCCS Proposal to Diane Kurtz and emails by attachment the same to Diane Kurtz at dkurtz@arbor.edu for the Committee's review.
- 5. Proposal Review** – by Faculty Cross Cultural Studies Committee. Proposal can be:
 - A. Refused
 - B. Returned for more information
 - C. Returned for revision/rewrite
 - D. Granted
- 6. Decision of the FCCC** – If the student's proposal/petition is granted (4.D. above), the CCS Office will communicate the decision of the faculty committee to the student via email, phone, in person, or by letter.
- 7. Within two weeks of approval** – the student must submit all enrollment materials as specified on the enrollment packet including the CCS \$250 CCS deposit (in U.S. dollars). The deposit pays for
 - \$75 CCS administrative fee
 - \$25 International ID fee and ID photos
 - \$150 deposit for tutorial course fee if experience is completed (used to pay tutorial professor if student does not complete the experience)
- Once step 7 is completed, **the student is cleared by the CCS Office to initiate an appointment with IOCCS professor** and begins the orientation COL 274H semester which should include a minimum of 14 contact hours of meetings with the student's IOCCS professor and completing the requirements for COL 274H. COL 275H includes the international experience in the target culture, journaling, critical appointments / dialogues / encounters in the culture, regular email contact with the IOCCS professor for processing experiences and journal checks, and an oral debriefing with the professor as well as a process paper.
- Thirty days prior to travel a flight plan, in-country itinerary, and contact information must be on file in the CCS Office.

The aforementioned process **TIMELINE** must be completed in **TOTAL** by the times published:
for **January or Spring semester experiences**, complete by mid May the year prior to travel;
for **May, Summer or Fall semester experiences**, complete by early December;
(See the for specific dates on specific years)