

Spring Arbor University

Individualized Option Honors Cross Cultural Studies (IOCCS) Program

Definition:	An Individualized Option Honors Cross Cultural Studies (IOCCS) is defined as a 21-day (or longer) pre-approved tutorial experience in a foreign country/culture-- <u>not</u> with a Spring Arbor University CCS 274/275 group--which fulfills the objectives of the SAU cross cultural requirement.
When:	IOCCS may be taken in December, January, May, Summer, or for an entire semester.
Tutorial Fees:	Tutorial fees for a minimum of 4 credits apply to IOCCS.
G.P.A.:	IOCCS is an honors level course and a minimum cumulative GPA of 3.5 is required. Students must provide GPA verification and a transcript to the CCS at the first inquiry about IOCCS. This may be done by submitting a printed copy of the student's course worksheet from his/her SAU portal.
Petition:	Petitions for IOCCS are due six to eight months prior to the IOCCS travel experience. Students submitting a petition <u>must</u> attach a preliminary bibliography (in proper APA or MLA format) reflecting what reading he/she has done on the IOCCS destination country/culture.
On-Site Mentor/Supervisor:	Students should provide a copy of the CCS course objectives to his/her on-site mentor/supervisor in the IOCCS country/culture. The mentor/supervisor is to fax or email Diane Kurtz (dkurtz@arbor.edu), Director of Cross Cultural Studies, verification that he/she is willing and able to help the student network with local experts in the areas the student will research. The mentor/supervisor also needs to provide information relating to how long he/she has lived in the country as well as his/her role or occupation. It is the responsibility of the student to ensure this occurs prior to the petition due date.
Faculty References:	Prior to submitting the IOCCS petition, the student should provide the IOCCS Faculty Reference Form to at least two (2) SAU <u>faculty</u> members – at least one (1) being a faculty member under which the student has recently complete a course and at least one (1) being a faculty member in the student's major field. Each faculty member is to complete the reference form and submit it <u>directly</u> to CCS. It is the student's responsibility to follow up with the faculty member and ensure proper and timely submission of each reference form.
Proposal & Tutorial Form Due Dates:	Once a petition is granted, final draft proposals and tutorial forms are due per the published due dates.

RESPONSIBILITIES OF THE STUDENT

1. Indicate your interest in IOCCS to the CCS office and to Karen Parsons, reference librarian in the White Library. Attend an IOCCS workshop conducted by the CCS office.
2. During the IOCCS workshop, you will receive forms, information, and answers to any questions you may have. This is best done at least one, but preferably two, semesters prior to participating in IOCCS.
3. You must complete all of the Steps to Enroll in a traditional professor-led CCS program prior to submitting your IOCCS petition. This includes submission of completed CCS blue forms, copies of official childhood immunizations records, a completed ID application and photos to the CCS office. A deposit of \$250.00 (US dollars) is required before your proposal will be considered by the committee.
4. By the published due date, complete the IOCCS petition form, "*Petition for Permission to Write an Individualized Option Honors CCS Proposal*" according to directions including the following information:
 - name, address, e-mail, phone and fax numbers of your on-site mentor/supervisor who will assist in networking.
 - name, address, e-mail, and phone number of state-side organization with any information about orientation, length of program, assignment of duties, etc. if applicable
 - name and location of all lodging arrangements. This must include contact information for the individual with whom arrangements are made and any travel companions.
5. After providing your on-site mentor/supervisor with the CCS course objectives, ask him/her to email Diane Kurtz directly at dkurtz@arbor.edu verifying he/she can help you network with appropriate nationals in the culture for expertise in the five social institutions – government, economics, religion, family life, and education. Ask the supervisor to describe his/her role in the country and how long he/she have been there. It is the responsibility of the student to ensure this communication is received by the petition due date.
6. If the petition is granted, make an appointment with Karen Parsons in the White Library for research guidance regarding proposal writing.
7. Submit a draft proposal with proper bibliography in MLA or APA format (naming your on-site mentor/supervisor) by the published due dates for draft proposals to Karen Parsons in the Library and to a specifically named Faculty CCS Committee (FCCC) member for review. Follow suggestions recommended by the faculty members for completion of your final draft. Karen Parsons as well as the assigned faculty member must approve your final draft proposal prior to the published due dates and prior to submission to the CCS Faculty Committee for consideration.

8. It is your responsibility to get an approved SAU faculty member as your tutorial professor. That SAU faculty member needs to be knowledgeable about the destination culture and needs to sign the tutorial form indicating he/she is willing to be the IOCCS tutorial professor for you. See Diane Kurtz in the CCS office for assistance and/or suggestions.
9. **Provide 10 paper copies** of your final draft proposal and a signed tutorial form to the CCS office no later than noon on the published deadline. Additionally, you must send your final draft proposal via email attachment to Diane Kurtz at dkurtz@arbor.edu. In the email, state which faculty members proof-read and approved your proposal.
10. Your final IOCCS proposal will then be submitted by the CCS director to the FCCC for review. If approved, you may proceed in the IOCCS process. If not approved, you may make the needed revisions as directed.

After receiving approval from the Faculty Committee:

11. Check www.cdc.gov/travel for needed immunizations and organize a schedule for getting all required shots from your doctor, the Holton Health Center or your county health department. Some countries require certain shots for entry as well.
12. Check www.state.gov/travel frequently. If there is a US State Department, CDC or World Health warning for your destination, SAU will not give credit or endorse your trip per institutional policy on health, safety, and security. Entry requirements and visa applications for US citizens entering most countries can also be found at this site. Check to see if you will need a visa and any shots for entry. If so, begin the process for applying for a visa.
13. Make all of your own travel arrangements. Also, investigate and consider purchasing trip cancellation insurance. CCS has excellent international travel agents with which you can work. Please contact our office for more information. You may purchase TravelGuard trip cancellation insurance by going to <http://campus.arbor.edu/crossculture/parents.html> and clicking on the black AIG TravelGuard icon.
14. A US passport application is provided in your IOCCS packet. If you need an additional application, one may be picked up in the CCS office or most US post offices.
15. Apply for your passport if you do not already have one. If you have remaining questions regarding visa requirements, you may ask the passport agent. As of spring 2007, new passport applications are taking up to 12 weeks to process. Please allow ample time for process and delivery.
16. Once you receive your passport, apply for your visa as necessary. CCS recommends shipment of visa applications and passports via UPS with tracking numbers.
17. Collect materials from your travel agency and the Tourist Bureau and/or embassy of the country you are visiting.
18. Find someone who has been to your destination and talk with him/her. SAU has international students from many countries. There may be a national or “missionary kid” from your destination on campus! There are many retired career missionaries and well traveled individuals in Spring Arbor as well! Interview them!
19. Participate in the Orientation CORE 274H semester and complete all required reading

- assignments, the exam on country/countries of study and cross cultural information, meetings with the IOCCS professor, etc. This is to be done the semester prior to the travel experience.
20. Thirty days prior to travel, you must ensure that copies of all your air tickets, your in-country itinerary and contact information, as well as copies of your passport with visa are on file in the CCS office.
 21. You must keep your IOCCS professor updated on all of your activities/progress during CORE 274H.
 22. Document to the Financial Aid office your anticipated travel budget if you desire "increased need" level on your Financial Aid Form. (optional)
 23. Follow the IOCCS CORE 274H/275H syllabus for academic requirements during the orientation semester (CORE 274H) and your experience (CORE275H).
 24. Since IOCCS is a tutorial, **you are required to maintain contact with your tutorial professor while you are out of the country.** This can be done via email and/or phone as directed by the professor. The professor should receive your **journal by email or fax** at least three times during your experience as pre-arranged with your professor. This will allow the professor to better guide your learning and help you process and make deeper and broader meaning of your experiences. Your professor may require a few **phone appointments** with you during your foreign experience. The purpose of these phone interviews is to continue in the tutorial format and further assist you.
 25. When you return, debrief on campus with your IOCCS professor at a mutually arranged appointment and complete all academic requirements (journal, paper, etc.) for evaluation as instructed by the syllabus and IOCCS professor.
 26. When you complete the course, your \$250 deposit will be used for:
 - \$75 CCS administrative fee
 - \$25 International ID and photos
 - \$150 tutorial fee credit.
 27. Students who do not complete the course will have their \$150 applied toward paying the professor for his/her time and effort.