

Spring Arbor University

Individualized Option Cross Cultural Studies (IOCCS) Honors Program

Definition:	An Individualized Option Cross Cultural Studies (IOCCS) Honors 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 374/375 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 early in the semester prior to the required core 374 semester and typically at least eight months prior to the core 375 IOCCS travel experience. Students submitting a petition <u>must</u> attach a preliminary bibliography (in proper APA or MLA format) reflecting what reading they have 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 <u>prior</u> 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, the Director of CCS, and to Robbie Bolton, Director of the White Library. Attend an IOCCS appointment with the Director of CCS to review the IOCCS packet and process.
2. During the IOCCS appointment, 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 for the student's best planning.
3. You must complete all of the [Steps to Enroll](#) process for enrolling in a traditional professor-led CCS program prior to submitting your IOCCS petition. This includes submission of completed CCS emergency contact, legal, and medical forms, copies of official childhood immunizations records. A deposit of \$250.00 (US dollars) is required before your proposal will be considered by the committee which pays your study abroad fee and a deposit on the tutorial.
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 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 the Director of Cross Cultural Studies directly 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 has 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 Robbie Bolton, Director of the White Library for research guidance regarding proposal writing and proper bibliographic format for your proposal.
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 Diane Kurtz and to a designated Faculty CCS Committee (FCCC) member for review. Follow suggestions recommended by the faculty members for completion of your final draft. They must approve your final draft proposal a week before it can be submitted to the CCS Faculty Committee for consideration.
8. It is the student's responsibility to get an approved SAU faculty member as their 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 the student. Tutorial professors are subject to approval by the Faculty CCS committee. See the Director of CCS, Diane Kurtz, for assistance and/or suggestions.

9. **Provide your pre-approved final draft proposal** written in Microsoft Word and a signed tutorial form to the CCS office no later than noon on the published deadline by email attachment to Diane Kurtz at dkurtz@arbor.edu. In the email, state which faculty CCS committee members proof-read and approved your proposal for submission to the committee.
10. Your final IOCCS proposal will then be submitted by the CCS director to the full FCCC for review. If approved, you may proceed in the IOCCS process. If not approved, you may make the needed revisions as directed by the committee and communicated to you via the Director of CCS.

After receiving approval from the Faculty Committee:

11. Check www.cdc.gov/travel for recommended immunizations and organize a schedule for getting all required and recommended shots from your doctor, the Holton Health, and Wellness Services on campus, the MSU travel clinic, or a travel clinic in your home area. Some countries require certain shots for entry to the country. SAU requires certain immunizations to be able to travel for credit of any kind. See the Director of CCS or the CCS office if you have questions about your destination and what is needed.
12. Check www.state.gov/travel frequently. The State Department has advisory levels for each country. If your destination is a level 3 or 4, you may be unable to go per SAU policies 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 immunizations or medications for entry. Some countries require proof of certain immunizations for entry. If your destination is approved, 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 Travel Guard trip cancellation insurance by going to www.travelguard.com or another provider of travel insurance. SAU recommends that all travelers purchase some form of travel insurance. SAU will be purchasing medical evacuation insurance for students whose trips are 30 days or less. You will be required to add time to the evacuation insurance if your trip is longer than 30 days at your own expense.
14. A USA passport application is available in the CCS office, online and at most USA 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 summer 2022, new passport applications are taking up to 11 weeks to process. Please allow ample time for process and delivery especially if you need to also apply for a visa.
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! The CCS office can help identify who these people are for you. Interview them!

19. Participate in the Orientation CORE 374H 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 374H. The IOCCS professor will guide your progress but the work of setting it up and digging further into study of your destination is the student's responsibility.
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 374H/375H syllabus for academic requirements during the orientation semester (CORE 374H) and your experience (CORE375H).
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 or Facetime, Skype, WhatsApp, etc. as directed by the professor. The professor should receive your **journal/field notes 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 or Skype appointments** to dialogue with you about your learning process during your foreign experience. The purpose of these phone/Skype interviews is to continue in the tutorial format and further assist you as you process your learning.
25. When you return, debrief on campus with your IOCCS professor at a mutually arranged appointment and complete all academic requirements (journal/field notes, final 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:
 - \$150 study abroad fee
 - \$100 applied to tutorial fee upon completion of IOCCS 375 experience
27. Students who do not complete the course will have their \$100 deposit tutorial fee applied toward paying the professor for his/her time and effort. The professor cannot be paid without issuing a grade and this is one way to help ensure they get some kind of remuneration for their time and effort on your behalf.
28. If a student qualifies for a CCS benefit, they should discuss this with the CCS Director. Any benefit due will be remitted to the SAU student account upon receiving receipts and a spreadsheet for reimbursement provided by the student to the Director of CCS after the student successfully completes the IOCCS experience.