

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** – Several months (more than a semester) prior to the desired IOCCS experience, students need to indicate interest in IOCCS to the Cross Cultural Studies (CCS) office and attend an IOCCS information workshop with the Director by appointment. This meeting will last approximately 45 minutes, during which student will receive an IOCCS introduction packet, as well as an explanation of the IOCCS process.
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 are expected to join the group experience. Tutorial fees for 4 credit hours apply to IOCCS experiences. Faculty references are required. Students must be in good standing with the offices of Academic Affairs and Student Development. The student must also complete all of the steps to enroll in a traditional professor-led CCS option prior to submitting an IOCCS petition (These steps are paperwork and provision of requested items listed in the “steps to enroll” document.)
3. **Petition Process** – The *Petition for Permission to Write an IOCCS Proposal* is to be submitted to the Faculty Cross Cultural Committee (FCCC or committee) by the published due dates in advance of the anticipated IOCCS experience. Students petitioning to submit an IOCCS proposal 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 (3)** are due with the petition but must come directly to the CCS office from the faculty member. Students should provide their **on-site supervisor/mentor** in the host culture with a copy of the CCS course objectives (available at www.arbor.edu/crossculture) and request that the supervisor/mentor verify via email or fax to the Director of CCS that he/she is willing and able to supervise and assist the student during the IOCCS experience. The supervisor should also outline how he/she is able to assist the student regarding cultural networking in his/her email/fax. The student should plan so that this verification arrives at or before the time the petition is due. Once the petition with GPA verification, preliminary bibliography, faculty references, and on-site mentor’s email/fax are reviewed and approved by the committee, the student may proceed to write and submit the IOCCS proposal according to the published proposal review process.
4. **Proposal Development and Tutorial Form** - Proposals (which show how CCS objectives will be met) are due per the published due dates and process. Check with the CCS office for actual due dates (or check the announcement page on the CCS website, www.arbor.edu/crossculture). The IOCCS student is to request that an approved SAU faculty member knowledgeable about the country of destination be his/her IOCCS tutor and secure the appropriate signatures on the tutorial form verifying this willingness to tutor IOCCS.
 - A. Student initiates library appointment with Director of the Library, Robbie Bolton, to develop the following:
 - Research Bibliography - resources including people at Spring Arbor University or interviews with nationals
 - A first draft proposal (bibliography in proper APA or MLA format and proposal meeting all English standards of writing)NOTE: If more than one student is going on the same IOCCS program, each student must have unique questions and bibliography on their proposal.
 - B. Student initiates proposal draft critique appointment with Diane Kurtz and a designated faculty member of the CCS committee. Students are encouraged to work with a writing tutor in Academic Student Connections office if needed.
 - C. Student revises proposal per recommendations and obtains final approval from Diane Kurtz and one other faculty member of the committee before submitting the final draft to the FCCC.
 - D. Student is to provide a copy of his/her final proposal to the Director of Cross Cultural Studies, as well as submitting the same electronically via email attachment, for committee review. The name of the reviewing/approving faculty member with whom the student has worked must be included in the email.
5. **Proposal Review** by the 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 is granted, 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 ensure that all enrollment materials have been submitted as specified on the enrollment packet including the CCS \$250 deposit (in U.S. dollars). The deposit pays for:
 - \$150 study abroad fee (covers international ID, ID photos, and services of the CCS office)
 - \$100 deposit for tutorial course fee if experience is completed (used to pay tutorial professor if student does not complete the 375 experience). Additional tutorial fees are assessed for 4 credits of tutorial. This \$100 is just a nonrefundable deposit on those fees.
8. Thirty days prior to travel IOCCS students must submit to the CCS office copies of all air tickets, copies of his/her passport with visa (if applicable), as well as an in-country itinerary, air ticket itinerary, and contact information.
9. Once step 7 is completed, the **student is cleared by the CCS office to initiate an appointment with his/her IOCCS professor** and begin the orientation CORE 374H semester, which should include a minimum of 14 contact hours with the IOCCS professor and completion of the requirements for CORE 374H. CORE 375H includes the international experience in the target culture, journaling, critical appointments / conversation / encounters in the culture, regular email contact with the IOCCS professor for processing experiences and journal review. Upon returning, the student must meet with his/her IOCCS professor for an oral debriefing and complete a process paper before the final grade can be issued or credit given.

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 November of the year prior to travel;
(See the CCS website <https://www.arbor.edu/academics/undergraduate-core-experiences/cross-cultural-studies/ccs-experiences/> for more information.)