OFFICE OF
INTERNATIONAL PROGRAMS

Student Manual

CERTIFICATE OF INTERNATIONAL STUDIES

"Through international education, UT expands your world view."

OFFICE OF INTERNATIONAL PROGRAMS | Coordinator for International Education Programs and Outreach
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Certificate of International Studies

Welcome to the Certificate of International Studies Program!

Students are able to internationalize any major through the Certificate of International Studies program (CIS). Developed with the advent of the "Building International Competency" Quality Enhancement Plan in 2006, faculty designed the program requirements to increase students' international knowledge, skills and attitudes, beyond the university's general requirements.

Today, the Certificate of International Studies has excelled as an innovative and comprehensive approach to international education recognizing graduates at commencement with unique cords and stole of distinction. The program is designed to enhance career opportunities for students with exceptional intercultural skills combined with their inter-disciplinary academic background. More than ever, Certificate of International Studies students pursue opportunities both domestically and abroad within multinational firms, innovative companies, world-class charitable organizations, and government agencies that depend on strong global citizens.

CIS Contact Information

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Academics: Quick Facts

Academic Calendar

The Certificate of International Studies Program follows the UT academic calendar. Please check the calendar for applicable add/drop dates.

Catalog

The CIS is an academic program and adheres to university policies regarding registration and withdrawal procedures and academic integrity policies. Please refer to the university catalog for more information.

Grading

Grading for GIS 099 is S/U. Grading for GIS 499 uses standard letter grades.

Registration

Students who are accepted into the CIS program are asked to log on to SpartanWeb and enroll themselves in GIS 099-1 (0 credits) with Dr. Bear. In the final semester of the program, students should enroll in GIS 499 (1 credit), the capstone experience with Dr. Bear.

Program Guidelines

It is your responsibility to understand all Certificate of International Studies program guidelines. The CIS coordinator is available to address any questions and/or concerns.

Enrollment in GIS 099-1

Participation in the CIS program is tracked through official enrollment in GIS 099-1 each semester. Before registration begins, students will be authorized to enroll into the course. Students may then enroll in the course just as they would any other academic class. GIS 099-1, Certificate of International Studies, 0 credits, will appear on the student schedule after successful enrollment. Failure to enroll constitutes a withdraw from the program.

Academic Integrity Policy

Academic integrity stands at the heart of intellectual life and is a core principle that underpins how we live and learn in a community of inquiry. The University of Tampa is committed to the development of each student to become a productive and responsible citizen who embraces the values of honesty, trust, fairness, respect, and responsibility. The community at The University of Tampa strives to instill values that uphold academic integrity and promotes an ethical standard that does not condone academic misconduct. Find more information here: *http://www.ut.edu/uploadedFiles/Academics/Provost/UT-AcademicIntegrityPolicies.pdf*

Blackboard

The CIS program has a dedicated Blackboard site that will make available the program manual, assignment details, assignment submission, and relevant announcements. Students will be enrolled into the Blackboard course at the beginning of the semester.

Grading

GIS 099 is conducted on a Satisfactory/Unsatisfactory (**S/U**) basis. Your final grade in GIS 099 each semester will depend on the successful completion of the global engagement inventory project outlined in this manual.

GIS 499, the global capstone experience, is graded by a letter grade and will include the average of the five previously submitted projects, in conjunction with successful completion of the assignments outlined in the GIS 499 syllabus.

Course Objectives

1. To identify global skills, knowledge and attitudes that will help shape future decision-making and problem-solving

2. To discover how to put into practice the acquired global skills, knowledge, and attitudes acquired and learned throughout the CIS program

3. To relate your discipline skill set to a variety of international settings

4. To articulate your point-of-view on a particular global issue(s) and demonstrate the ability to access information about the world

5. To prepare undergraduate CIS students to succeed in the workplace

6. To express a more explicit understanding of yourself to potential employers that includes: skills, abilities, interests, and your ability to positively impact workplace dynamics

7. To recognize global career options in various disciplines (e.g. money and banking, biology, government/world affairs, entrepreneurship, etc.)

Program Requirements

See specific requirement details further in this manual.

- Two globalization essays, one due during the first semester of the program and one due at the end of the program while enrolled in GIS 499
- Completion of the GCAA to take place during the first semester of the program; post-test to take place while enrolled in GIS 499
- Completion of the IDI. Pre-test to take place during the first semester of the program; post-test to take place while enrolled in GIS 499
- Two semesters (6-8 credits) of foreign language, as well as completion of the ACTFL oral language proficiency interview
- Four global knowledge courses (12-16 credits)
- An approved education abroad experience
- A global engagement assignment is required each semester during the program
- GIS 499, a one credit global capstone course, needs to be completed during the final semester of the program

Course requirements can be counted if completed prior to entry to the program. For example, if you took World Music before you applied to the CIS program, it would be counted as one of your global knowledge courses. Likewise, courses taken while studying abroad can also be counted for the certificate program requirements.

Assignment Submission Guidelines

All assignments submitted for grading need to follow this specific naming convention:

Lastname_semester_project name

For example, if I were submitting my PRE-Globalization essay during spring semester, 2019, my submitted assignment file would be named:

Tews_Spring2019_PreGlobalizationEssay

Likewise, if I were turning in a Global Engagement Inventory Project next fall, It would be named: **Tews_Fall2019_StudyAbroadReflection**

Your cooperation will ensure an organized and expedited process.

Course Objectives (Continued)

8. To illustrate anecdotal global experiences from the CIS program and show how they increased self-esteem and intercultural sensitivity and awareness

9. To support career goals and develop a career strategy incorporating the skills, knowledge and values/attitudes gained throughout the CIS program

Student Responsibilities

All of your work must be professionally presented. You will be graded down for grammatical, spelling, or other technical errors. You should turn in your work as you would to your supervisor. This means that your work your name and class specified on the cover sheet or front page.

You are expected to turn in all assignments on time. Late papers or assignments will not be accepted. Failure to complete a major assignment on time may result in a failing grade for the course.

Students with Disabilities

If there is a student who has special needs because of any disability, please go to the Academic Success Center in North Walker Hall for information regarding registering as a student with a disability. You may also call (813) 257-5757 or email disability.services@ut.edu. Please feel free to discuss this issue with me, in private, if you need more information.

Globalization Essay Requirement

Students are required to submit a globalization essay during the first semester that they are enrolled in the CIS program. In the CIS Blackboard grade book, it is labeled as Globalization Essay (PRE). These assignments are set up on Blackboard with instructions and are open for submission of your essay.

Graduating seniors are required to submit a second essay on the subject of globalization, which is the Globalization Essay (POST).

Instructions for the globalization essay, PRE and POST

Please answer the following questions:

1. What does globalization mean to you?
2. How do you view the role of the U.S. in today's world?
3. **PRE**: What do you hope to gain from the CIS program at UT?
4. **POST**: What did you gain from the CIS program at UT?

Format:

- 1.5-2 pages
- Times New Roman, 12 pt. font
- Double spaced
- 1 in margins

How will the essay be graded?

Both the pre and post globalization essays will be graded by the professor using the following rubric:

1. Demonstrate knowledge of the uniqueness of cultures (geographical, religious, socio-cultural characteristics)

2. Demonstrate knowledge/ appreciation of the historical context of various world cultures

3. Develop knowledge and appreciation of the contemporary global agenda

4. Demonstrate recognition and appreciation of cultural differences

5. Demonstrate self-awareness & develop self-esteem regarding their own culture and its ethnic diversity.

6. Demonstrate receptivity and openness to learning about the world

7. Readability & Organization

Global Competence Aptitude Assessment (GCAA)

Students are required to take the GCAA twice; once during the first semester in the program and again during the capstone course in GIS 499 at the conclusion of the program. Note that the assessment is used as a tool to guide students to learn more about areas that they are less familiar with and to measure awareness improvement during the program. The test scores are not used to calculate grades for the program.

The GCAA is conducted online in a proctored environment. Students will schedule a time and location to take the test with the Coordinator for International Education Programs and Outreach. The test takes approximately 30-40 minutes.

The GCAA measures the cultural knowledge, interpersonal skills, attitudes and self-awareness necessary for global competence. It also assesses both Internal Readiness (self-awareness and attitudes) and External Readiness (cultural knowledge and people skills).

The GCAA not an intelligence test. It is not a predictor of behavior. It is an effective inventory to gauge one's awareness of the world in which we live. It can be used alone or in concert with other behavior based training and inventories.

*The GCAA has replaced the Global Awareness Profile (GAP) which was used prior to 2019.

What is the GCAA?

The Global Competence Aptitude Assessment is an inventory that gives participants a graphic representation of their global awareness.

It presents questions based on common knowledge of eight geographic regions (Southeast Asia, North Asia, Sub-Saharan Africa, North America, South America, Latin America/ Caribbean, the Middle East/North Africa, Oceania and Europe) covering 4 different categories (factual knowledge, scenario based,
behavioral-based and self appraisal.)

Scores are given electronically upon completion, allowing students to see the areas in which they are strongest and weakest.

Intercultural Development Inventory

Students are required to take the Intercultural Development Inventory (IDI) twice; once during the first semester in the program and again during the capstone course in GIS 499 at the conclusion of the program. Note that the assessment is used as a tool to provide students with a development plan to increase intercultural competence. It is also used to measure intercultural development progress during the program. The inventory scores are not used to calculate grades for the program.

The IDI is now conducted online. Students will receive an email with instructions and a code to be able to initiate the test from any location with an internet location. The test takes approximately 35 minutes.

The Intercultural Development Inventory® (IDI®) is a statistically reliable, cross-culturally valid measure of intercultural competence adapted from the Developmental Model of Intercultural Sensitivity.
The IDI is a 50-item, theory-based instrument that is conducted online. The instrument is easy to complete and it can generate an in-depth graphic profile of an individual's or groups' predominant level of intercultural competence along with a detailed textual interpretation of that level of intercultural development and associated transitional issues. (taken from idiinventory.com)

How is the IDI measured?

The IDI takes the participant's results and places the individual's orientation on the appropriate axis of the intercultural competence continuum.

The main categories of the continuum:

Denial: recognizes more observable cultural difference but may not notice deeper cultural differences and may avoid differences

Polarization: views cultural difference in terms of "us" and "them"

Minimization: highlights cultural commonality and universal values

Acceptance: recognizes and appreciates patterns of cultural difference

Adaptation: capable of shifting cultural perspective and changing behavior in culturally appropriate and authentic ways

Foreign Language Requirement

If you are a native English speaker:

Students need to successfully complete at least two semesters of non-native foreign language coursework (six to eight credit hours) in one language with a minimum GPA of 2.75. The coursework must appear on your UT transcript, as either transfer credit or UT credit.

Students should attempt to demonstrate proficiency in a foreign language by attaining the intermediate level on the Oral Proficiency Interview (OPI) administered by the American Council of Teaching Foreign Languages (ACTFL). Students without prior foreign language experience should note that it is often necessary to take more than 2 semesters of foreign language in order to pass the OPI at the intermediate level.

If you are a non-native English speaker:

Students need to successfully complete at least two semesters of non-native foreign language coursework (six to eight credit hours) with a minimum GPA of 2.75. The coursework must appear on your UT transcript, as either transfer credit or UT credit.

Non-native English speakers may take advantage of any combination of foreign language coursework. For example, students may take Spanish 101 and French 101 to fulfill this requirement. Non-native English speakers may also take upper-level English courses to satisfy the language requirement (300 level and above).

UT will waive the Oral Proficiency Interview for students with a native language other than English, as second language proficiency has already been demonstrated.

How to Register:

Students will register with Kari Tews ktews@ut.edu. Tests requests must come at least two weeks in advance and students must provide at least two dates that they would be available for testing.

What is the OPI?

The OPI is the Oral Proficiency Interview conducted by ACTFL, the top organization for teaching and testing language aptitude. Students should plan to take the OPI by the 9th week of their global capstone course, at the latest. Students may take it earlier, if they wish. It is recommended that students complete the OPI when they feel the most confident in their language ability, such as after completing their final language class or after returning from a study abroad experience.

The OPI is a face-to-face or telephonic interview between a certified ACTFL tester and an examinee that determines how well a person speaks a language by comparing his or her performance of specific communication tasks with the criteria for each of ten proficiency levels. The ten proficiency levels are:
Novice-low, mid, high
Intermediate-low, mid, high
advanced-low, mid, high
superior

Results of the OPI are sent to the Office of International Programs and reported to students via email and Blackboard approximately 1-2 weeks after completion.

Global Knowledge Course Requirement

To better understand the world, students need to complete four courses (12-16 credit hours) from a wide-array of global knowledge courses. These credit hours may also count toward major, minor, baccalaureate, and other graduation requirements. All of the courses designated in the UT catalog as IG may fulfill this requirement. However, more classes may also satisfy this requirement. Please check with the CIS coordinator if you have a question about a specific class fulfilling the global knowledge component.

Global Knowledge Courses

The following is only a small sample of the more than 200 courses that may be counted toward the Certificate of International Studies.

- ART 101 Form and Idea
- BIO 112 Environmental Science
- COM 261 World Cinema
- CST 100 Language and Culture
- DAN 142 Dance History
- ENG 201 World Literature
- MGT 350 Survey of International Business
- REL 217 Eastern Thought
- SOC 306 Racial and Ethnic Relations

Education Abroad Requirement

At least one education abroad experience is required and must be approved by the Office of International Programs. For more information, including deadlines to apply, please visit an Education Advisor in Plant Hall 300.

Students may choose to participate in one of the following:

UT Travel Course: Earn UT academic credit and travel abroad with UT classmates and faculty. Students enroll in an on-campus course with a travel component that usually occurs immediately following the end of the semester. The travel component may last from seven days to four weeks. Students pay regular tuition for a 3-4 credit hour course. Travel costs vary according to destination, length of stay and type of program. Students typically receive academic credit in the same semester as the pre-departure course.

International Internship: Gain valuable career experience in the global workplace. In addition to résumé building opportunities, students may also receive UT academic credit for an international internship.

Semester/Year Abroad: Study at a foreign institution and take classes in a variety of disciplines including business, communication, history, science, phycology, and foreign language, just to name a few. UT students take courses in English and/or in the language of the host country. An education abroad advisor will work with students to have courses evaluated for transfer credit. Costs vary according to destination, length of stay and type of program. Application deadlines are March 1 for summer and fall semester and October 1 for spring semester.

Community-Based Service Learning: Combine volunteer service and travel abroad in order to benefit communities outside the United States. Students receive notation on their Co-curricular Transcript and/or academic credit.

While Abroad . . .

Students studying abroad are still required to complete a global engagement inventory each semester in the program.

Sample UT Travel Courses

Here are only a few of the typical UT Travel Courses offered each year:

African Literature and Popular Culture: Ghana

Chemistry and Art: Italy

Comparative Justice Systems: Czech Republic and Germany

European Sports Management: France, Germany, Switzerland and The Netherlands

Seminar in International Business: Chile and Argentina

Tropical Biology/Conservation: Costa Rica

International Business Practicum: Argentina and Peru

Global Engagement Inventory

While at UT, students should demonstrate international leadership and engagement by completing the Global Engagement Inventory each semester that they are enrolled in the CIS program.

Global Engagement Inventory Guidelines:

- Students in the certificate program must complete five (5) global engagement projects during the program, with no more than three (3) projects in any one category
- Students must successfully complete at least one project each semester while enrolled in GIS 099 (CIS course)
- If a student begins the program with fewer than five semesters remaining at UT, he/she/they will need to complete more than one project each semester
- To earn credit for each project, students must submit them by the stated deadline and receive a minimum of a C on the project, thus earning a grade of 'S' for GIS 099
- As appropriate, all activities should be recorded on the Co-Curricular Transcript with the Office of Student Leadership & Engagement.

Please find approved activities and related projects listed on the table below. Other global engagement opportunities may be considered and should be discussed with the CIS coordinator to determine the relevance to the program and accompanying graded project.

	Global Engagement Inventory	Sorted by Category	
Category:	**Activity:**	**Notes:**	**Graded Assignments (Choose ONE):**
Intercultural Development	UT on-campus event (lecture series, honor's symposium, guest speaker, presentation, film screening, community conversations, book club, etc.)	Must be international/ intercultural in scope. Check with IPO to see if it counts.	Research paper, presentation, poster, interview/essay, published article in campus publication (Minaret, World View, etc.), short video on related research topic.
	International event off campus (lecture series, USF event, guest speaker, presentation, film screening, book club, etc.)	Must be international/ intercultural in scope. Check with IPO to see if it counts.	Interview/essay, presentation, poster, research paper, short video on related research topic
	UT Culture Event with International Programs Office	Look for announcements on Blackboard.	Participation in a culture event. Projects can include reflective essay, cultural comparison poster board, or research paper.
	IDI feedback session and Development plan	Must be scheduled in advance. Contact Kari Tews for apt.	Schedule feedback session for IDI and discuss accompanying development plan. Project to include completion of discussed assignment.
	Education Abroad Re-Entry Event		Attend Office of International Program's Welcome Back night. Projects can include short video on reactions to study abroad, presentation at event to discuss ways to stay culturally connected, presentation about what you learned while abroad to show future study abroad students.
	Student organization involvement	Must be international/ intercultural in scope. Check with IPO to see if it counts.	Research paper on organization (background and current issues), poster board of organization, class presentation on organization.
	Case study on International issue	Must be approved in advance	Research paper, poster board and short paper, presentation
International Community Engagement	Alternative spring break/Summer alternative break to international destination/community	Must be approved in advance	Poster board, presentation, short video, research paper, reflective essay, article published in campus publication (Minaret, World View, etc.).
	Attendance at international conference	Must be approved in advance	Poster board, presentation, short video, research paper, reflective

			essay, article published in campus publication (Minaret, World View, etc.).
	Community service for international community	Must be approved in advance	Poster board, presentation, short video, research paper, reflective essay, article published in campus publication (Minaret, World View, etc.).
	Clinton Global Initiative, Model UN, Human Rights Watch International, Florida Coalition Against Human Trafficking Tampa Bay, ATHGO, THIPO, GBSN	Membership/ participation required (UT may be able to cover costs of membership, please inquire, if interested)	Poster board, presentation, short video, research paper, reflective essay, article published in campus publication (Minaret, World View, etc.).
	Curricular and Co-Curricular Service-learning	Must be international/ intercultural in scope. Check with IPO to see if it counts.	Poster board, presentation, short video, research paper, reflective essay, article published in campus publication (Minaret, World View, etc.).
Opportunities Abroad	Internship abroad	Must be approved in advance	Your internship should be approved with an education abroad advisor if you are traveling abroad. If earning credit, you need to work with Career Services. Projects can include Poster board, presentation, short video, research paper, reflective essay, World View Article, Minaret Article.
	Education Abroad Experience: UT Travel Course, semester/year abroad, summer abroad, and more.	Must be approved in advance	Poster board, presentation, short video, research paper, reflective essay, World View Article, Minaret Article.
	Research and co-presentation with faculty at international conference	Must be approved in advance	Poster board, presentation, short video, research paper, reflective essay, article published in campus publication (Minaret, World View, etc.).
International Leadership in Action	Plan and implement an on-campus international event with IPO	Must be proposed and approved before the 5th week of the semester, though the event may take place any time during the semester.	

	Elected/appointed officers/chairs of student organizations	Must be international/ intercultural in scope. Check with IPO to see if it counts.	Research paper on organization; implement on-campus event or program and write-up, plan-of-action for organization.
	Member of UT Ambassadors	Application process	Presentation at Pre-Departure, Re-Entry, planned event, class presentation, assignments directed by IPO.
	International conferences with a leadership focus	Must be approved in advance	Participation and reflective essay.
International Career Exploration	Career Services Events (Peace Corps, DOS, CIA, etc.)		Research paper on organization history and mission, interview with employee of that organization, poster board of international career opportunities

Global Senior Capstone, GIS 499

The Global Senior Capstone Course is graded and serves to integrate and synthesize all of the student's international/intercultural experiences while in the Certificate of International Studies. This course is reflection based and will serve to focus upon the transformative aspects of the student's entire CIS experience (i.e. achieving intermediate level proficiency in a second language, completing 12-16 credit hours of courses with substantive global dimensions, experiencing education-abroad, participating in international activities and events and assembling an electronic portfolio.) In this course, students will present their assembled and completed electronic portfolios and the student and CIS advisor will link the content to an appropriate career strategy for the student.

Graduating seniors will take a one credit hour graded global senior capstone course, GIS 499, which serves to integrate the student's international experiences while at UT. GIS 499 is conducted as an independent study as to not conflict with other academic course schedules.

Unlike GIS 099, GIS 499 is graded using standard letter grades **(A, AB, B, BC, C, CD, D, and F)** based on the completed tasks.

Course Evaluation

Satisfactory completion of this course will be based on:

- Completion of the POST GCAA
- Completion of the POST IDI
- Completion of the POST Globalization Essay
- Completion of the OPI and resulting language proficiency report at a minimum of the Intermediate level
- Successful program audit that demonstrates completion of the foreign language requirement, global knowledge courses and the global engagement inventory
- Submission of professional resume and cover letter

How to register in GIS 499:

Prior to the first day of classes of your final semester, be sure to inform the program coordinator that you intend to graduate in the upcoming semester.

You will then be cleared to register for GIS 499 with Dr. Bear. You can enroll on the registration tab of SpartanWeb just as you would any other class.

Note that GIS 499 is 1 credit hour and is subject to regular tuition rates and policies.