



# Student Manual

## CERTIFICATE OF INTERCULTURAL ENGAGEMENT

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## Academics: Quick Facts

### Academic Calendar

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

### Catalog

The CIE 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 the CIE uses standard letter grades.

### Registration

Students interested in applying to the CIE can do so at the following link: [Certificate of Intercultural Engagement Application](#)

## **Welcome to the Certificate of Intercultural Engagement Program!**

Students can internationalize any major through the Certificate of Intercultural Engagement program (CIE). Designed with a view to increasing students' intercultural competence, the goal of the CIE is to support students through their individual intercultural journey. In this way, students can feel confident that when they graduate from the University of Tampa they possess the knowledge, skills, and attitudes to successfully navigate the multicultural spaces in which they will inevitably live and work.

The Certificate of Intercultural Engagement is an innovative and comprehensive approach to internationalizing the curriculum and recognizes graduates at commencement with unique cords and a 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, students who complete the Certificate of Intercultural Engagement pursue opportunities both domestically and abroad within multinational firms, innovative companies, world-class charitable organizations, and government agencies that depend on strong global citizens.

### **CIE Coordinator Contact Information**

#### **Chair, Department of Languages & Linguistics**

Dr. Vanessa Rukholm

[vrukholm@ut.edu](mailto:vrukholm@ut.edu)

(813) 257-3138

Plant Hall 311C

## Program Guidelines

*It is your responsibility to understand all Certificate of Intercultural Engagement program guidelines. The CIE coordinator is available to address any questions and/or concerns.*

## Canvas

### 1) Enrollment in GIS 099

Participation in the CIE program is tracked through official enrollment in the GIS 099 course on Canvas. This is a non-credit-bearing course that students will automatically be enrolled in upon applying to the CIE program. This course is where students will upload projects, keep track of the program requirements, and receive communication from the Coordinator.

### 2) Program completion via GIS 499

In their final semester at UT, students must **self-enroll** in the GIS 499 course to complete the CIE program. This course adopts a S (Satisfactory) or U (Unsatisfactory) grading system. It is where students will upload all required documentation showing completion of program requirements. Receipt of an 'S' grade in the course is required in order to receive the CIE notation on the official transcript along with sash and cords at graduation.

## 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->

## 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 CIE 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 CIE 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.)

[AcademicIntegrityPolicies.pdf](#)

### **Grading**

While GIS 099 is a non-credit-bearing course, students must receive a grade of Satisfactory (Satisfactory) on each Global Engagement Activity assignment in order to be able to register for GIS 499 in their final semester. In their final semester of study at UT, students will receive a grade of U (Unsatisfactory) or S (Satisfactory) in the GIS 499 course based on whether all requirements of the CIE have been met.

### **Program Requirements**

- Two intercultural essays, one due during the first semester of the program and one due at the end of the program while
- 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
- Four semesters (16 credits) of foreign language, as well as completion of the ACTFL oral language proficiency interview
- Global knowledge courses (4-16 credits)
- An approved education abroad experience
- 5 global engagement activities with related assignments

See specific requirement details further in this manual.

Course requirements can be counted if completed before entry to the program. For example, if you took World Music before you applied to the CIE program, it would be counted as one of your global knowledge courses. Likewise, approved 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:

### **Course Objectives (Continued)**

8. To illustrate anecdotal global experiences from the CIE 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 CIE program

### **Lastname\_semester\_project name**

For example, if I were submitting my PRE-Intercultural essay during the fall semester 2023, my submitted assignment file would be named: **Rukholm\_Fall2023\_PreInterculturalEssay**

### **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 professor. This means that your name and title of the assignment are specified on the cover sheet or front page.

You are expected to turn in all assignments on time. Late papers or assignments and assignments that do not meet minimum standards will not be accepted. Failure to complete a major assignment on time or failure to meet minimum standards will result in receipt of a grade of Unsatisfactory on the assignment. This may impact a student's ability to continue in the program.

### **ADA Statement**

If a student requires accommodations based on a disability and/or medical or mental health condition, please call (813) 257-5757 or email [accessibility.services@ut.edu](mailto:accessibility.services@ut.edu) for information on registering with Student Accessibility Services. Students can also submit a request for accommodations and supporting documentation directly via an Accommodation Request . Please feel free to discuss any specifics with the CIE Coordinator if you need more information.

## Intercultural Essay Requirement

Students are required to submit two intercultural essays for successful completion of the CIE program. The first essay, Intercultural-PRE is completed in the first semester of entry into the CIE. Graduating seniors are required to submit a second essay in their final year of study at UT on the subject of intercultural competence, which is the Intercultural-POST.

These assignments are set up on Canvas with instructions and are open for submission of your essay.

## Instructions for the intercultural essays (PRE and POST)

**Please answer the following question:**

1. What does intercultural competence mean to you today?
2. How do you view the importance of intercultural competence in the U.S. today?
3. **PRE:** What do you hope to gain from the CIE program?

**POST:** What did you gain from the CIE program?

### **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 intercultural 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

## 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 last semester at UT. 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](http://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 complete at least FOUR semesters of non-native foreign language coursework (16 credit hours) in **one** language area (French, Italian or Spanish) 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). Taking four semesters of a foreign language will certainly prepare students for this goal.

### If you are a non-native English speaker:

Non-native English speakers, while not required to take the ACTFL OPI, are nevertheless required to complete 16 credits hours of foreign language study in **one** language area (French, Italian or Spanish) to fulfill the requirements of the CIE.

### How to Register for the OPI:

Students will register with Dr. Vanessa Rukholm at [vrukholm@ut.edu](mailto:vrukholm@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 9<sup>th</sup> 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 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 CIE Coordinator and reported to students via email and Canvas approximately 1-2 weeks after completion.

## Global Knowledge Course Requirement

To better understand the world, students need to complete a number of Global Knowledge Courses (4-16 credit hours depending on Major) from a wide array of global knowledge courses. These credit hours may also count toward a major, minor, baccalaureate, and other graduation requirements. All of the courses designated in the UT catalog as IG or NW may fulfill this requirement. However, more classes may also satisfy this requirement. Please check with the CIE 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 Intercultural Engagement.

- 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 CIE Coordinator prior to departure. The experience **must** take place in a country where the target language the CIE student is studying is spoken. For more information please visit Dr. Vanessa Rukholm in Plant Hall #311C.

### 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. The travel component may last from seven days to four weeks. Students pay regular tuition for a 3-4 credit hour course plus travel costs. 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, psychology, 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 the summer and fall semesters and October 1 for the spring semester.

**Community-Based Service Learning:** Combine volunteer service and travel abroad to benefit communities outside the United States. Students receive a notation on their Co-curricular

## 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

Art History: Italy

Comparative Justice Systems: Netherlands and the USA

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

Transcript and/or academic credit.

### Global Engagement Activities

While at UT, students should demonstrate intercultural leadership and engagement by completing Global Engagement activities throughout their progress through the CIE program. Students should always check with the CIE Coordinator prior to participating in any activity for the CIE to ensure that it counts towards the Certificate's requirements.

### Global Engagement Activities Guidelines

- Students in the certificate program must complete global engagement activities and projects during the program according to the requirements below
- Students must complete at least one project per activity (see table below) and will submit them to the e-portfolio on Canvas in GIS 099
- To earn credit for each project, students must submit them by the stated deadline and receive an S (Satisfactory) or U (Unsatisfactory) on the project
- All activities should be recorded in the e-portfolio on Canvas.

### Global Engagement Activities Requirements

- A total of **five (5)** activities must be completed
- At least one activity must be completed from **each** of the three categories (A,B, and C) (see table below)

Approved activities and related projects are listed in the table below. Global engagement Activities should be discussed with the CIE coordinator **in advance** to determine the relevance to the

### International Student Organizations on Campus:

Here are only a few of UT's many international student groups:

International Student Organization

Diversity Fellowship

Caribbean Student Association

Greek American Society

Indian Cultural Association

HOLA! Hispanic Organization for Latin Americans

African Student Association

Asian Student Organization

Sigma Lambda Beta

Sigma Lambda Gamma

PEACE

Beta Alpha Psi

Beta Gamma Sigma

### International Organizations off Campus:

Clinton Global Initiative

Human Rights Watch International

ATHGO

program and accompanying project. \*\*For activities not listed in the table below, the student must request permission from the CIE Coordinator prior to the activity taking place in order for the activity to count toward the CIE.\*\*

| <b>Global Engagement Activities</b> |   |   |  |
|-------------------------------------|---|---|--|
| Category:                           | Activity:   | Notes:  | Assignments<br>(Choose ONE):   |
| <b>LIST A</b>                       | 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 CIE Coordinator to see if it counts. | Research paper, presentation, poster, interview/essay, published article in campus publication (Minaret, World View, etc.), short video on a 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 CIE Coordinator to see if it counts. | Interview/essay, presentation, poster, research paper, short video on a related research topic   |
|                                     | UT Cultural Event with International Programs Office  | Look for announcements on Canvas.   | Participation in a cultural event. Projects can include a reflective essay, cultural comparison poster board, or research paper.   |
|                                     | IDI feedback session and Development plan   | Must be scheduled in advance. Contact CIE Coordinator for appointment                         | Schedule feedback session for IDI and discuss accompanying development plan. Project to include completion of a discussed assignment.  |
|                                     | Education Abroad Re-Entry Event   |   | Attend Office of International Program's Welcome Back night. Projects can include a short video on reactions to study abroad, a presentation at an event to discuss ways to stay culturally connected, presentation about what you learned while abroad to |

|               |  |   |   |
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|               |  |   | show future study abroad students.  |
|               | Student organization involvement   | Must be international/intercultural in scope. Check with Coordinator to see if it counts. | Research paper on an organization (background and current issues), poster board of the organization, class presentation on the organization.            |
|               | Case study on International issue  | Must be approved in advance   | Research paper, poster board and short paper, presentation  |
| <b>List B</b> | Career Services Events (Peace Corps, DOS, CIA, etc.)                                     |   | Research paper on organization history and mission, interview with an employee of that organization, poster board of international career opportunities |
|               | Work as a peer tutor for Academic Success Center   |   | Reflective essay/video  |
|               | 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 an on-campus event or program and write-up, plan-of-action for the organization.                              |
|               | Interview a member of a foreign culture/language community                               | Must be approved in advance   | Posterboard, presentation, short video, research paper, reflective essay, an article published in campus publication (Minaret, World View, etc.)        |
|               |  |   |   |
| <b>List C</b> | Alternative spring break/Summer alternative break to international destination/community | Must be approved in advance   | Posterboard, presentation, short video, research paper, reflective essay, an article published in campus publication (Minaret, World View, etc.)        |

|  |  |   |   |
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|  | Additional foreign language/culture/Global Knowledge course  |   |   |
|  | Presentation at an international conference with a leadership focus  | Must be approved in advance   | Participation and reflective essay  |
|  | Community service for the international community  | Must be approved in advance   | Posterboard, presentation, short video, research paper, reflective essay, an 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) | Posterboard, presentation, short video, research paper, reflective essay, an 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.                              | Posterboard, presentation, short video, research paper, reflective essay, an article published in campus publication (Minaret, World View, etc.).   |
|  | 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 a 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   | Posterboard, presentation, short video, research paper, reflective essay, World View Article, Minaret Article.  |

|  |  |   |   |
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|  | Research and co-presentation with faculty at an international conference | Must be approved in advance   | Posterboard, presentation, short video, research paper, reflective essay, an article published in campus publication (Minaret, World View, etc.). |
|  | Plan and implement an on-campus international event with IPO             | Must be proposed and approved in consultation with IPO                            | Short video/reflective essay  |
|  | 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 an on-campus event or program and write-up, plan-of-action for the organization.                        |
|  | Member of UT Global Ambassadors  | Application process   | Presentation at Pre-Departure, Re-Entry, planned event, class presentation, assignments directed by IPO.  |