Interdisciplinary Global Programs

Global Science & Engineering Program
Global Business Program
Global Affairs Program

Student Manual

NORTHERN ARIZONA UNIVERSITY
Center for International Education
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Welcome!

Welcome to Interdisciplinary Global Programs (IGP), including the Global Science and Engineering Program (GSEP), the Global Business Program (GBP), and the Global Affairs Program (GAP)! You have chosen to internationalize your first degree in Science, Engineering, Business, Hospitality or International Affairs. We are so proud of you for making this choice, and so incredibly excited to be working with you over the next five years of your time with us here at NAU!

IGP Staff

Below you will find photos of the friendly IGP staff here to help you on your IGP journey. You will be working closely with us throughout your time here at NAU. We are so excited to be working with you all, and please feel free to contact us at any time.

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GBP
www.nau.edu/GBP

GroupWrangler
www.igp.groupwrangler.net

Education Abroad
www.nau.edu/edabroad
The IGP Concept

The aim of Interdisciplinary Global Programs (IGP) is to help students internationalize their Science, Engineering, Business, Hospitality or International Affairs degree by adding a second degree in a language (French, German or Spanish) or a Comparative Cultural Studies degree with an emphasis in Asian Studies (Arabic, Chinese, or Japanese). Students spend one year abroad in a country of their language of study, split between a semester of study and a semester of internship/research experience.

The world is enormous and exciting, and we at NAU want students to be well prepared for success in the broadest sense possible. By interacting with new people, places, languages, and cultures, your world-view will be widened and your toolbox to navigate the world will grow. Your network through IGP will expose you to students of different majors and languages, and help you to look at your own major with new eyes and a fresh perspective.

Greatness lies in the intersection of disciplines and cultures. Interdisciplinary Global Programs (IGP) specializes in providing you with an in-depth opportunity to practice your field of study while immersed in another language. The program’s collaborative nature broadens your exposure to other nations and disciplines worldwide as you engage with a vibrant student community representing hundreds of different double-major combinations. In an effort to prepare future professionals who do not see borders as obstacles, IGP demonstrates global interdisciplinarity to students early in their careers. The many intersections of IGP are a great source of ideas and enthusiasm that prepare you to think big as you move through your careers.
Managing IGP

As a double degree student, you are juggling a lot. Many of you have other things going on outside your NAU academics as well, such as athletics, ROTC, Honors, clubs, volunteering, family commitments, work, etc. By choosing to apply to the GSEP, GBP, or GAP program you are choosing an incredibly rewarding and exciting path, that is also extremely rigorous and academically demanding.

Because you are double degree students, at a minimum you will have at least two academic advisers, your science, engineering, business or international affairs adviser, and your College of Arts and Letters (CAL) adviser and mentor (language/CCS). You will also be working closely with IGP staff, you may have advisers for any other programs you are part of, and you will eventually have an education abroad adviser. Whew! That is a lot to keep track of! See the diagram below to help visualize who helps with what.
Expectations
To remain eligible and active within the GSEP, GBP and GAP programs, you must maintain the following requirements at all times. Failing to meet these requirements is grounds for automatic dismissal from the program:

- Cumulative 2.5 or higher GPA – *keep in mind the minimum requirement to study abroad is a cumulative 2.5 GPA by Junior year*
- Attendance at mandatory meet-ups
- Grades of B or better in language courses – *lower grades are acceptable with an explanation and faculty recommendation*
- On track with IGP Integrated Academic Degree Progression
- Enrollment at NAU each Fall and Spring semester – *if you are taking a break from school or you are studying elsewhere for a semester, you must communicate this to IGP*
- Good standing with NAU – *not on University Probation status*

Programming
We provide extensive programming opportunities for our IGP students. These events, meet-ups, and assorted activities are all geared towards helping you navigate the IGP program and getting ready for your year abroad. Some of these activities are mandatory and some of them are optional, but all are useful in your IGP journey.

Attendance Policy
Admitted student scholars are required to attend all mandatory meetings as indicated on GroupWrangler. Mandatory meetings are clearly marked Mandatory and are color coded red in the calendar view.

Students are asked to make arrangements with professors or employers to be able to attend the meetings to the best of their abilities. Meetings marked as Mandatory are absolutely required and need to be attended.

Missing Meetings
Our attendance policy is a point system, and missing meetings will give you negative points. YOU DON’T WANT TO BE IN NEGATIVE POINTS! A missed unexcused Mandatory event will deduct TWO points. With an excuse, only ONE point will be deducted.

At the end of each semester, IGP will run an attendance report. At this point, you want your points balance to be back at zero. If you’ve missed meetings, make sure that you make up enough points to get back to zero. If your points balance is less than 0, you will be on probation and eligible for dismissal from the program. If participants on probation don’t take appropriate steps to remedy the situation within the given time as stated in the follow up e-mail, students will be dismissed from the program.

This is a screenshot of a student account’s who has attended all required meet-ups, and thus has a points balance of zero. “Missed” and “Excused” meet-ups would subtract points, and “Organized or “volunteered” meet-ups would add points.
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The removal of the probation status will require a formal written request to the IGP staff. It is highly recommended that students with multiple misses make up points by intensively participating in all events offered and organizing some student run events to gain back missed points (see below).

Once removed from the program, students are removed from the IGP Group, their language/CCS major will be removed, GroupWrangler account deactivated and students will be removed from further communication.Withdrawn or dismissed students are no longer eligible for the pledge tuition lock extension into their fifth year of study.

Excused meetings
Under limited circumstances, students can excuse themselves from Mandatory meetings by communicating AHEAD of time. An Excused Mandatory meet-up will lose one point.

*What counts as an excuse?*

- Not excusable: Work or group project related scheduling conflicts are not eligible for excusals. You need to schedule work and group projects around Mandatory meetings ahead of time.
- Excusable: Classes and labs are eligible for excusals. However, if not your entire class time overlaps, we expect you to attend part of the meeting. Either come in late or leave early by communicating with program staff.
- Sickness – in case of sickness, please be sure to communicate that ahead of time to be excused from the meeting. Bring a doctor’s note, if you are contacting us after the fact. This is not a free for all, if you get sick consistently during Mandatory meetings, we will reach out and ask you to come in for a meeting.

Make up meeting points
IGP participants have the opportunity to make up missed meetings points.

- Students can organize and run an event. Student organizers receive TWO points towards miss points and gain excellent leadership experience. Contact IGP staff if you are interested in running an event.
- If students choose to co-lead with another student, both students receive TWO points towards miss points.
- Attending any optional (non-mandatory) event, including student run events, will make-up ONE missed point.
- Program staff are continuously looking for volunteers to assist with set up, clean up, check-in or other. Volunteering for an event will make up ONE missed point.

Dropping IGP
We understand that IGP is not for everyone. If you decide at any point during your undergraduate career that you no longer wish to pursue IGP, it is absolutely vital that you let IGP staff know (not just your academic adviser). We need to change some things in your academic student record that are really important to have correct or it could impact your graduation with NAU.

Once you drop IGP:

- Your language or CCS degree will be removed
- You will be deactivated in GroupWrangler
You are no longer eligible for the 5 year NAU pledge tuition lock for IGP students.

Just because you have dropped IGP, this doesn’t mean that international experiences are out of reach! We encourage you to contact our Education Abroad department at www.nau.edu/edabroad to learn more about the study abroad programs they offer to all students, including shorter term programs that might fit your needs better.

Group Wrangler

GroupWrangler is intended to be a one-stop-shop to help you organize and manage your IGP life. Within GroupWrangler, you can manage your meet-ups, get in touch with and engage with your peers, blog during your year abroad, and keep track of your attendance points. There are 13 different degrees within CEFNS, eight in FCB, one in International Affairs spread across six language and culture majors within CAL. That’s 132 different degree combinations in IGP! GW is intended to help you navigate these connections, and find your people.

Get familiar with GW and most importantly, use GW. Log in often and keep your profile accurate and up to date. www.igp.groupwrangler.net

For tutorials on how to use GW, visit the ‘Getting Started’ tab in your GW homepage.

Checkpoints

Over the course of your IGP program, you will have five language or culture checkpoints total to ensure that you are on track for success, or making a plan for remedial help so that you can succeed. These are intended to gauge where your language abilities are at so that you can get some feedback and make sure that you are on track to be successful during your year abroad. Do NOT stress about these, or worry about cramming! We just want to gauge your abilities as-is!

These Checkpoints are a mandatory part of IGP. They require a substantial amount of time from your mentors, so it’s important that you take these seriously, and respect their time by showing up. IGP will communicate with you about signing up for Checkpoint times, but make sure you make it!

See the schedule of checkpoints below:

<table>
<thead>
<tr>
<th>Checkpoint 1</th>
<th>Fall Semester, Sophomore Year</th>
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<tbody>
<tr>
<td>Checkpoint 2</td>
<td>Fall Semester, Junior Year</td>
</tr>
<tr>
<td>Checkpoint 3</td>
<td>Spring Semester, Junior Year</td>
</tr>
<tr>
<td>Checkpoint 4</td>
<td>Fall Semester, Year Abroad</td>
</tr>
<tr>
<td>Checkpoint 5</td>
<td>Spring Semester, Year Abroad</td>
</tr>
</tbody>
</table>

At your checkpoints, your CAL mentors will give you feedback of “Deficient,” “Borderline,” or “On-Track.” If you receive “Deficient” or “Borderline” be sure to carefully review and follow the recommendations of your mentor to get back “On Track” for the next checkpoint.
Checkpoint 3
Checkpoint 3 is one of your most important checkpoints, as it is your final checkpoint before going abroad. If an IGP student has a language/culture checkpoint of “deficient” on Checkpoint 3 you will be directed to one of the following IGP alternate tracks* by your mentors and IGP staff.

1. Dismissal from the program
2. Supplementary activities as directed by mentor, including intensive summer language programs
3. Modified year abroad tracks which focus on language learning which may not include internship

*Keep in mind these options will likely have additional associated costs

Money Matters
IGP is committed to keeping your education costs as low as possible, and providing resources to students to finance their education.

Expenses
IGP does not charge students to participate in the program. This being said, there are additional costs associated with participation in the program.

- **Additional year of school (and extended NAU pledge tuition lock!)**— as a double degree program, students are earning twice as many degrees as a normal undergraduate student, and this means it takes additional time. Fortunately, the NAU administration recognizes the hard work of IGP students and extends the NAU pledge tuition lock for the 5th year. This means students and their families can accurately plan for financing the additional year of school.
  
  *Please note that should you delay your program, the pledge does not extend past year five.*
  
  *Additionally, if you drop or are dismissed from IGP, you are no longer eligible for the five-year pledge tuition lock and will return to the standard four-year tuition lock.*

- **Year abroad**— the year abroad included in the program does have some additional costs associated, such as the education abroad application fee, visa related expenses, and transportation to and from your host country. Your tuition during your year abroad remains the same, and you pay your tuition charges within your Louie account as usual. Housing and meal expenses are paid in country, and can vary by location. Most are comparable to NAU prices, and some are even substantially cheaper. All of our students are covered by HTH International Health Insurance, a very reasonably priced and robust international insurance plan. Plans are currently under $40/ month. For more information about costs while abroad, talk with your Education Abroad adviser or visit their [Finances](#) webpage.

Scholarships/Funding
Education Abroad offers numerous scholarships for students studying abroad, and IGP students are very competitive candidates for these scholarships. Students typically apply for study abroad scholarships Spring semester their junior year. Visit [www.nau.edu/edabroad](http://www.nau.edu/edabroad) for more scholarship information. Funding is out there!
Year 1
As a Freshman in IGP, you are just getting started on your 5-year journey. It is vital that you get on track with your language or CCS coursework right way. This year will be spent becoming accustomed to college, navigating university systems, mapping out your plan for the next 5 years, and learning the IGP ropes.

Check in with yourself towards the end of your first spring semester to make sure you are on track, and excited to continue with IGP. If you are behind at all on your language/CCS major, take advantage of summer term opportunities to catch up. **You must enter sophomore year at 201 level or higher for FRE/GER/SPA, and 101 level for ARB/JPN/CHI.**

Programming
Programming in your first year typically includes orientation sessions to IGP, the GLC Summit, attending country profile presentations, joining a discussion about your expectations and hopes for IGP, and other opportunities as they arise.

Year 2
As an IGP sophomore, you are starting to hit your stride. If you are studying FRE/GER/SPA you should be starting your fall semester at 201 level at least. If you are studying ARB/CHI/JPN, you should have completed two CCS courses and should be starting in ARB/JPN/CHI101. If you aren’t here yet, your program will need to be extended or you will be dismissed from the program.

During your sophomore year, your CAL mentor is assigned in your LOUIE account and will be reflected in your GroupWrangler profile.

Programming
Programming in your second year typically includes resume writing workshops, presenting country profiles to freshmen, attending visa presentations, the GLC Summit, and other opportunities as they arise.

Checkpoints
Fall semester sophomore year is your first Checkpoint. Visit the **Checkpoints section** for more information.

Year 3
Junior year is a busy and important year in your IGP progression. It’s the year you finalize your year abroad destination, complete your Education Abroad application, create your professional academic portfolio, start your visa process, and get all your ducks in a row before you set off on your grand adventure! You will also be enrolled in upper division coursework in both your majors – this is a serious year for you, and will be challenging.

Past IGP students have made it through and you can too! This is the final push before your year abroad and we know you can do it! Time management is absolutely critical; make sure you are getting a good head start on the items discussed below so there is no last minute panicking.

Destination Selection
During your Fall semester junior year, you will have a meeting with IGP staff to talk about your educational and internship goals, and we will work with you to find the right fit from our IGP university partners for your
year abroad. It’s important that you do your own research on the partners we have and come to this meeting with some working knowledge of the locations you are considering. Visit our GSEP, GBP, or GAP website to start researching your available destinations. Contact returning IGP students or students currently abroad at the universities you are interested in to gain more first-hand information.

Keep in mind that some destinations can be more popular than others. Students will be required to submit their top location choices in order of preference. If there are too many students for one location abroad, preference will be given to IGP students who have been particularly active in IGP and earned extra attendance points by organizing or volunteering at events.

Education Abroad Application/Adviser
To facilitate your year abroad, you will be working with the Education Abroad department here within the Center for International Education. This means that you will work with your Education Abroad adviser to apply to your selected destination through their application system at www.nau.edu/edabroad. Set an appointment with your appropriate Education Abroad adviser by December your Junior year. Visit their website to set an appointment time. Remember that there is a small study abroad application fee (currently $100, subject to change).

Keep in mind: the deadline for IGP students to apply for their year abroad is March 1, the spring semester before you go abroad. You may see different deadlines listed, but for IGP students, this is the deadline. The application process can be lengthy, and this is why we have you start early.

Your education abroad adviser will work with you on:

- Your study abroad application
- Course equivalency approvals
- Pre-departure orientation
- Foreign Health insurance
- Some items for your visa

Course Equivalencies
During your year abroad, you will be attending a host university as an exchange student. This means you will be taking coursework at a foreign university that will “transfer” back to NAU as NAU courses. You will need to get your foreign university courses approved by the appropriate adviser here at NAU: 1st Major coursework needs to be approved by your academic adviser, language/CCS coursework needs to be approved by your language/CCS Mentor.

Visit the Education Abroad Academics page to learn more about the course equivalency process. Make sure to work very closely with your Education Abroad adviser on this process.

Typically, the process goes like this:

Get pre-approvals for courses you want to take abroad before you ever leave:

1. Gather information about potential courses—this means you need to research your host university’s website to find coursework you would like to take. Gather as much information about the course as possible, syllabi, course descriptions, etc. This is your responsibility, not your academic advisers’, not your education abroad adviser’s, not your language professor, not IGP staff. Don’t forget students currently abroad or who just returned from their year abroad are rich resources and may be able to help you navigate the foreign university websites or provide you with valuable insights and details.
2. If the course information is in a foreign language, and you want credit to come back as other than language credit, translate it to English.

3. Decide what NAU course you want the foreign course to come back as – this means you need to search the NAU course catalog for the course that sounds closest to the foreign course.

4. Upload your course approval request in your study abroad application – this means you put the foreign course information, and what NAU course you want into the course equivalency section of your study abroad application.

5. Contact the appropriate adviser at NAU to approve this course- send them all the information you gathered about the course in step 1, and ask them to approve your course equivalencies in your study abroad application. Some advisers might only give you approvals via email. You MUST send these emails to your Education Abroad adviser, or they won’t count!

Once you are abroad, you will enroll in the actual courses you will take. This process varies by location, but you will eventually have a finalized schedule. Now is time to check back in on your study abroad profile, and make sure that you have approvals for the courses you are actually taking! Sometimes coursework is unavailable, or there are new opportunities available. If you are taking a course that you did not get a pre-approval for, the first month of class abroad is when you need to get these new approvals. Follow basically the same process as above to get the approval. **Make sure that you get digital copies of all of your course syllabi or descriptions while you are in the country!** If for some reason you need it later, you will be really kicking yourself if you don’t have it!

The biggest things to remember during the course equivalency process are:

- Keep your Education Abroad adviser in the loop!
- Work with the appropriate academic adviser for the approvals
- Work ahead
- Have your course approvals completely finished by mid-semester that you are taking the course
- Keep your syllabi, other course materials and exams if possible

**Visa Processes**

A visa is an official document issued by a foreign country, formally allowing you to visit. Visas are attached to your passport and allow you to enter a foreign nation. Visas are typically needed for study abroad because students will be within the country for an extended period of time.

Each IGP country has unique visa requirements. To obtain a visa, you need to work closely with the country’s consulate. Depending on the country, there can be several different consulates located throughout the United States and you will find your consulate based on your location. Keep in mind that not only are visa requirements different by country, but each consulate (even for the same country) can have different requirements! Additionally, consulate requirements for visas can vary year to year, and oftentimes consulate websites are not accurate or up to date. The best course to make it through the visa process is to start working on your visa early (start no later than January your Junior year) and communicate directly via phone or email with your consulate.

Keep in mind that you may have to travel to the location of your consulate, Los Angeles, CA for example, to apply for your visa in person. Make sure to budget for the cost of the actual visa and this trip if necessary in your preparations.

Your Education Abroad adviser, and [www.travel.state.gov](http://www.travel.state.gov) are great resources to get you started, but **remember that ultimately, obtaining the appropriate visa in time is your responsibility only.** This is one of
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those things in life that is completely your responsibility, and while we and Education Abroad are here to support you, you have to navigate this process on your own. Trust us – this is a great introduction to how things work in your country of study!

Online Portfolio/Resume Development
During your junior year, you will develop an online bilingual portfolio of your academic and practical experiences and skills in the form of a personal website. This will include a resume in your foreign language. The resources you develop will be invaluable in securing your internship.

You will be well prepared to develop your online portfolio given the resume workshops and web building tools provided by IGP. This portfolio will become a living document for you to update throughout your academic and professional career, and will serve you well for years to come.

Pre-departure Orientation
There is a mandatory Pre-Departure Orientation in April before you go abroad. These sessions go over a huge variety of topics including: packing, cultural norms, insurance, visas, courses, arrival, housing, etc. ALL students participating in study abroad attend these country-specific sessions, AND there is also a special IGP session this day as well. You will be well-prepared before you step on that plane for your year abroad!!

Programming
Programming in your third year typically includes meetings regarding your year abroad, presenting visa presentations, the GLC Summit, and other opportunities as they arise.

Checkpoints
You have two really important checkpoints during your Junior year. There is a checkpoint fall and spring semester. Make sure you take care of these because these are the checkpoints that determine your ability to go abroad. See the Checkpoints section for more information.

IGP Eligibility
In order to study abroad through IGP all students must complete the following:

1. Checkpoints 1-3 (see Checkpoints section)
2. Attend IGP year abroad preparation meetings (fall year 3)
3. Destination selection (fall year 3)
4. Online professional portfolio (January 30, year 3)
5. Education Abroad application (March 1, year 3)
6. Visa process (complete prior to leaving US)
7. EA Pre-Departure Orientation (spring, year 3)
8. On track with IGP integrated degree progressions

If a student has not completed all of the items listed above, it is grounds for dismissal from the program or can cause a delay of the year abroad and graduation (could extend to minimum of 6 year program). Remember any additional time beyond the first 5 years is not covered under the NAU pledge tuition lock. If the student is dismissed from IGP, student loses eligibility for year 5 tuition lock.
Year Abroad

It’s finally here! The year you have been working towards for the last three years of your academic career!

Your year abroad is a wonderful, fantastic, exciting, challenging, frustrating, magical, worldly, and just a plain all around crazy experience. You will be spending your first semester in country as a local university student at your host university. You know how you see international students here at NAU, and they are just a part of the fabric of university life? That’s your experience, just swapped!

During your time abroad, you are still enrolled at NAU, and will pay NAU tuition and fees through your Louie account. Housing and meal expenses are paid in country and will vary by location.

During your first semester abroad, you will be taking science/engineering/business/hospitality coursework as a local in the language you are studying. You will likely take additional language coursework depending on your location and abilities, and you may also take some other coursework as needed. Your second semester will be spent in an internship or research experience related to your science/engineering/business/hospitality degree and fully immersed in your foreign language. Remember that the internship is not an automatic given: students who do not meet minimum language standards will not be able to participate in the full internship experience – we cannot place students unless we know they will be able to succeed; this is why your Checkpoints are so important!

Full Time Enrollment

During your year abroad, it is important that you are enrolled in a full-time course load enrollment at NAU so that you remain in good standing for financial aid and/or scholarships. Usually 12 units are considered full-time, but you may need to be enrolled in more units depending on your scholarship requirements.

Your first term abroad (fall): you will be directly enrolled in an online course, CIE486 for 3 units. This means that you need to take a minimum of the equivalent to 9 NAU units while abroad. Second semester (Spring): If you have secured an internship and completed the paperwork at the end of your fall semester, you will be directly enrolled in 12 units of LAN408 or CCS408 at NAU.

Remember that maximum enrollment applies during your time abroad as well. If you are participating in the full internship or research experience for the full 12 units, you may NOT take more than 1 additional course at your host university or online through NAU during the Spring semester.

Course Equivalencies While Abroad

Now that you are abroad, you will have your finalized schedule. Now is time to check back in on your study abroad profile, and make sure that you have approvals for the courses you are actually taking! If you are taking a course that you did not get a pre-approval for, the first month of class abroad is when you need to get these new approvals. Follow basically the same process outlined in the Year 3 section to get the approval.

Make sure that you get digital copies of all of your course syllabi or descriptions while you are in the country!

CIE486

IGP will enroll you in CIE486 for your Fall semester abroad. This course is a requirement of the IGP program. The course involves many components including: required blog posts, photos, videos, video conferencing calls, your internship contract, and course equivalencies among others. The blog posts you see on GroupWrangler are part of CIE486.
The purpose of CENS/FCB 499 is to provide credit for IGP program requirements while abroad. CENS/FCB 499 also adds three credits of “buffer” into your study semester abroad. Student engagement with the IGP community is essential during the year abroad; there is much wisdom and insight that you will gain overseas and CENS/FCB 499 provides the structure for you to share your experience, keep your cohort abroad connected and strong, and contribute to the upcoming cohort.

**Internship/Research**
As stated earlier, you must meet minimum language requirements to be eligible for the full internship/research experience your second semester. See the [Checkpoints section](#) for more information.

As IGP students, you go to your country of study well prepared to secure and finalize your internship/research experience. Your portfolio of work will be invaluable in securing a good experience, and we work with our foreign university partners ahead of time to share information about you and your interests.

Once in-country, a portion of your first semester will be spent securing and finalizing your experience. Just like when finding internships in the U.S., you will need to reach out to potential “employers,” promote yourself, perhaps apply, and interview to work with them. The earlier you start this process upon arrival, the higher chance of success in being placed in a well-fitting opportunity of interest to you.

**Internship contract**
You will need to complete an internship contract with a start date and the scope of your internship goals by the end of the fall semester. This will help you define and discuss your goals and learning outcomes of this internship with your mentor and is a great opportunity to meet your mentor, the laboratory and the team you will be working with the coming semester.

The completion of the contract will be part of the CENS/FCB 499 grade and will be uploaded to your GW profile.

**Capstone**
Your language or CCS capstone is directly tied to your internship/research experience. While still in country, make sure that you get started on the capstone project that will be due in the fall after your return. If you get started now, your ideas will stay fresh and your project will be much more manageable with the head start.

**Checkpoints**
You have two very important checkpoints during your year abroad. There is a checkpoint fall and spring semester conducted via video conferencing with your mentor. See the [Checkpoints section](#) for more information.

**IGP Eligibility**
During your year abroad, IGP students are required to complete a number of program components, including:

1. CIE486 online course requirements
2. “On-track” status for Checkpoints 4 and 5
3. Working with international partners to secure and finalize internship arrangements
4. Internship contract
5. Internship proposal
IGP Student Manual

Should you fail to complete these items, you will be directed to one of the following options:

1. Dismissal from the program
2. Modified year abroad track which may not include internship

Year Five

Whew! You made it back from your world changing year abroad. You might be a little homesick for your second home, but it’s time to jump right back in to the swing of things back state-side, and finish up your degrees and graduate!

During your 5th year, you are tying it all together – you will be working extensively with your CAL mentor on your capstone project which will be presented your first fall semester back at NAU during the GLC Summit.

Global Languages and Cultures Summit
The Global Languages and Cultures (GLC) Summit is an annual IGP event showcasing the experiences of our returning IGP students. Students present their capstone project in their language of study to their mentors, advisers, IGP staff, and other IGP students. This is an incredibly exciting time to share with friends and family just what the heck you’ve you been doing these last four years, and how much you have accomplished. It’s a favorite of students and staff and a real highlight of your program.

Final Bits and Graduation
During your 5th year you will be working closely with your Education Abroad Adviser to make sure your credit from your year abroad has been posted to your academic record. Work with your academic advisers, file your graduation papers, and get ready to walk! Do keep in mind there is an additional small fee to get both of your degrees printed.

International Graduation Celebration
The Center for International Education hosts an International Graduation Celebration that honors international students here at NAU, all study abroad participants, and IGP students. IGP students receive a sash of honor representing NAU and their host country abroad and are highlighted at the ceremony. This is a special honor and moment for all of our students’ hard work!

Programming
Programming your final year with IGP mostly revolves around the GLC Summit, sharing your experiences with other upcoming IGP students, and career preparation.

Hooray! You have graduated from one of the only premiere double-degree internationalized degree tracks in the nation! You have put in so much work and we couldn’t be more proud of you!!!
Timeline
To help you visualize how you will be spending your time with IGP, we have provided the rough timeline below. Keep in mind: the dates are suggestions and subject to change. Use GroupWrangler for up to date information. IGP reserves the right to change the requirements, dates and programming as needed to best suit the needs of students.

Meet-ups that require you to show up in person are in *italics* below.

**Year 1**

**Prior to start of semester**

- Application and admittance to program

**Fall –** *Required Show-Ups: 2+*

- Coursework: FRE/GER/SPA101+|ARH
- *IGP Orientation*
- Set up GroupWrangler Profile
- *GLC Summit*
- Other Programming as offered

**Spring -** *Required Show-Ups: 2+*

- Coursework: FRE/GER/SPA102+|ARH
- *Spring Programming (2 meetings)*
- Other Programming as offered

**Year 2**

**Prior to start of semester**

- IGP checks attendance record, and minimum eligibility qualifications

**Fall -** *Required Show-Ups: 3+*

- Coursework: FRE/GER/SPA201|ARB/JPN/CHI101+
- *Resume and professional communication workshop*
- *Language Checkpoint #1*
- *GLC Summit*
- Other Programming as offered

**Spring -** *Required Show-Ups: 3+*

- Coursework: FRE/GER/SPA202|ARB/JPN/CHI102+
- *Spring Programming (2 meetings)*
- *Regional Resume workshop with Mentors/CAL*
- Other Programming as offered
Year 3

Prior to start of semester

- IGP checks attendance record, and minimum eligibility qualifications

Fall - *Required Show-Ups: 3*

- Coursework: FRE/GER/SPA3xx+ | ARB/JPN/CHI201+
- *Language Checkpoint #2*
- *Year abroad preparation meeting*
- *GLC Summit*
- Destination selection
- Appointment with Education Abroad adviser
- Other Programming as offered

Spring - *Required Show-Ups: 4 + EA App process*

- Coursework: FRE/GER/SPA3xx+ | ARB/JPN/CHI202+
- *Spring Programming (2 meetings)*
- Online Professional Portfolio – (End January)
- Education abroad application – (due March 1)
- Visa process
- *Checkpoint #3*
- *Pre-departure Orientation – (Mid- April)*
- Other Programming as offered

Year Abroad

Fall

- Exchange study semester
- CIE486
- Checkpoint #4 – *mid semester*
- Finalize course approvals
- Finalize Internship/research agreement
- Other Programming as offered

Spring

- Internship/research semester
- Checkpoint #5 – *mid semester*
- Complete internship proposal
- Other Programming as offered

Year 5

Fall - *Required Show-Ups: 2*

- *Returning Cohort Meeting*
IGP Student Manual

- LAN450C/CCS490C Capstone
- *Present at GLC Summit*
- Other Programming as offered

**Spring - Required Show-Ups: 3+**

- *Spring Programming* (2 meetings)
- *Career Preparation Programming*
- International Convocation
- Other Programming as offered

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**Glossary of acronyms**

ARB – Arabic
CAL – College of Arts and Letters – *this is the college that houses both Modern Languages and CCS degrees*
CCS – Comparative Cultural Studies – *this is the degree Chinese and Japanese studying students earn*
CEFNS – College of Engineering, Forestry and Natural Sciences
CHI – Chinese
CIE – Center for International Education
EA – Education Abroad – *this is the department within the Center for International Education that handles study abroad and will be assisting you in your year abroad preparations.*
FCB – Franke College of Business
FRE - French
GER – German
GAP – Global Affairs Program
GBP – Global Business Program
GLC – Global Languages and Cultures – *this is the department for the Modern Languages degrees*
GSEP – Global Science and Engineering Program
GW – GroupWrangler
IGP – Interdisciplinary Global Programs - *this includes both GSEP, GBP, and GAP*
IA – International Affairs
JPN - Japanese
SPA - Spanish