

Interdisciplinary Global Programs **Student Manual**



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Welcome!

Welcome to Interdisciplinary Global Programs (IGP)! You have chosen to internationalize your first degree in Science, Engineering, Business, or Hospitality. 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.



Melissa Armstrong, Director of IGP



Liliane Palm, Assistant Director of IGP



Rebecca Deadmond, IGP Program Manager

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Other Contact and Important Links

Melissa Armstrong

Director of IGP

Melissa.Armstrong@nau.edu

Liliane Palm

Assistant Director of IGP

Liliane.Palm@nau.edu

Rebecca Deadmond

IGP Program Manager

Rebecca.Deadmond@nau.edu

David Weber

IGP FCB Faculty Coordinator

Michael Ort

IGP CEFNS Faculty Coordinator

Benning Tieke

IGP CAL Faculty Coordinator

Center for International Education

928 523-2409

General Email Accounts

GlobalPrograms@nau.edu

Weblinks:

IGP

www.nau.edu/IGP

GroupWrangler

www.igp.groupwrangler.net

Education Abroad

www.nau.edu/edabroad

The IGP Concept

The Interdisciplinary Global Programs (IGP) are NAU's answer to preparing undergraduates with the skills to seamlessly work across disciplines and borders as they prepare for a complex future.

These five-year, double-major programs integrate language study into students' chosen majors and include a year abroad in year four, in which students complete both coursework and an internship while immersed in the language and culture of the host country. IGP has two tracks – STEM and Business.

Vision

A more stable, peaceful, and collaborative world led by interculturally competent global leaders skilled in working across linguistic and disciplinary borders.

Mission

To prepare international leaders with professional, communication, and intercultural skills and inspire them to participate in positive change.

Core Values

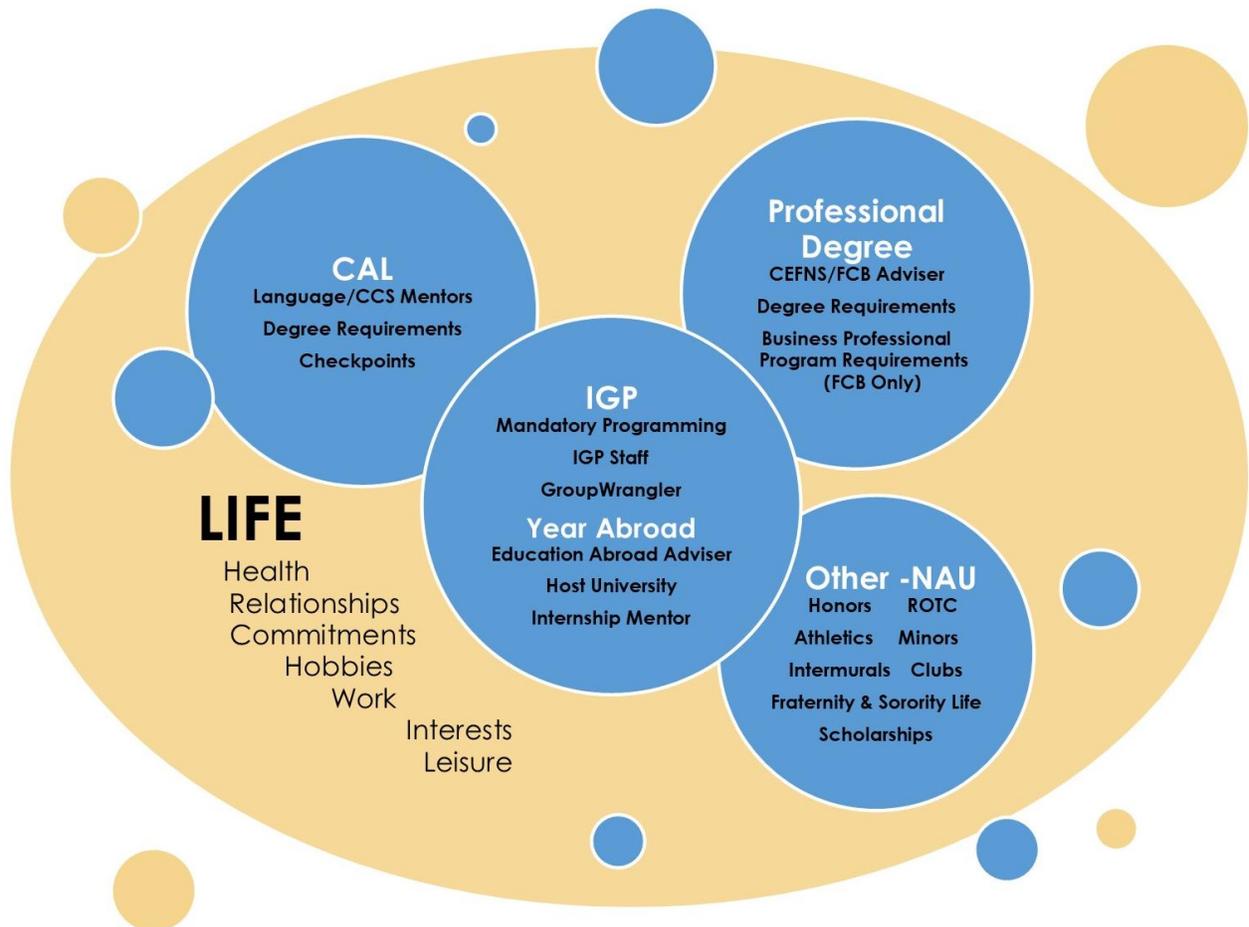
1. **Growth:** We foster an environment of educational, professional, and personal development
2. **Culture:** We embrace the diversity of perspectives, languages, and ways of life around the world
3. **Leadership:** We demonstrate initiative, direction, accountability, and inclusivity in our work
4. **Respect:** We treat each other, our students, faculty, and our partners with dignity and appreciation
5. **Relationships:** We build and strengthen ties with our partners both locally and internationally
6. **Excellence:** We expect and deliver strong dedication and meaningful effort in achieving our goals
7. **Adaptability:** We strive to handle diverse and unexpected situations with flexibility and skill
8. **Understanding:** We broaden our students' worldviews through linguistic and cultural immersion
9. **Adventure:** We value ambition, open-mindedness, and the pursuit of knowledge and experiences
10. **Peace:** We promote compassion, collaboration, and understanding across cultures



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 IGP 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, or business 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.



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Expectations

To remain eligible and active within the IGP program, you must maintain the following requirements at all times. **Failing to meet these requirements is grounds for automatic dismissal from the program:**

- Cumulative 2.75 or higher GPA
- 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 both of your degrees as part of IGP
- 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*
- Maintain professional standards of communication and conduct – *in good and timely communication with IGP staff, mentors, and partners throughout the entirety of the program, and completing program requirements on time.*

Special note for students studying Japanese:

Placement at universities in Japan is very competitive. In order to give NAU students the best chance of success, they must meet the above conditions and the below more rigorous conditions of eligibility. Changes are in red:

- Cumulative **3.0** or higher GPA
- Grades of B or better in language courses – *lower grades are unacceptable for students studying Japanese*

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 IGP students 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 and/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.

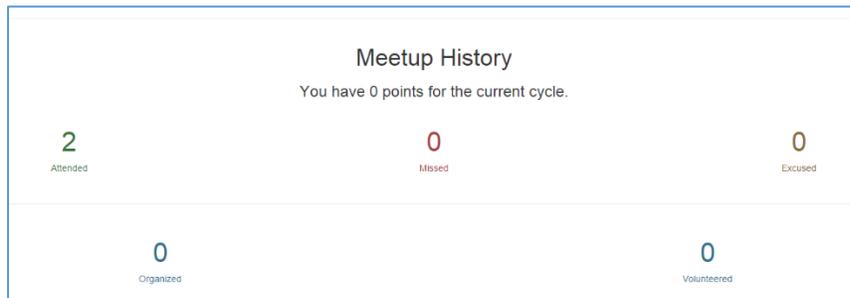
Missing Meetings

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 zero, 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. It is highly recommended that

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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).



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.

Once dismissed 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 only 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.
- Illness – in case of illness, 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 event-related tasks. Volunteering for an event will make up ONE missed point.

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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 to ensure it is 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 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 (GW) 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, and eight in FCB spread across five language and culture majors within CAL. That's 105 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/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 you can get some feedback and make sure 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:

Checkpoint 1	Fall Semester, Sophomore Year
Checkpoint 2	Fall Semester, Junior Year
Checkpoint 3	Spring Semester, Junior Year
Checkpoint 4	Fall Semester, Year Abroad
Checkpoint 5	Spring Semester, Year Abroad

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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 help them find ways 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 university. 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 substantially cheaper. All of our students are required to be covered by Education Abroad’s international health insurance plan. Visit the Education Abroad [Health and Safety page](#) for more international health insurance information. For more information about costs while abroad, talk with your Education Abroad adviser or visit the [Finances](#) webpage.

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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 for more [scholarship information](#). Funding is out there, make sure you apply!

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 CHI/JPN.**

Programming

Programming in your first year typically includes orientation sessions to IGP, the IGP Summit, attending Country Profile presentations, joining a discussion about your expectations and hopes for IGP, and other opportunities.

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 the 201 level or higher.
- If you are studying CHI/JPN, you should have completed two CCS courses and should be starting in CHI/JPN101 language courses or higher. 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 IGP Summit, and other opportunities.

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 LinkedIn profile, 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

Do your research ahead of time to find out what IGP partner university might be the best fit for you in regards to your course progression, the potential research or field work experience you'd like to gain, and the overall appeal of where you'd like to spend a year. In order to gain a deeper understanding of the destination, we recommend you read blogs from IGP students, contact them for details and learn more about destinations through our international students on campus. Review the IGP website as a starting point. IGP staff will be happy to guide you in this process as well.

Keep in mind that some destinations can be more popular than others. Students will be required to *submit their top three choices to IGP staff by October 15* of the fall semester junior year. 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 (EA) unit within the NAU Center for International Education (CIE). This means that you will work with your EA adviser to apply to your selected destination through their application system at www.nau.edu/edabroad. Visit their website to set an appointment with your appropriate EA adviser by December of your junior year, after IGP staff has confirmed your IGP destination abroad. Remember that there is a small study abroad application fee (currently \$100, subject to change).

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

NOTE: Submissions beyond the deadline or not communicating with your EA adviser in a timely manner, might mean that you will no longer be supported to study abroad at an IGP partner university. In addition, it will affect your visa application process as your visa application cannot move forward without this paperwork. You will also need your passport at this point to meet this deadline, so get your passport well ahead of time!

Your EA adviser will work with you on:

- Your study abroad application
- Course equivalency approvals
- Pre-departure orientation

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- Foreign health insurance
- Some items for your visa

Course Equivalencies

During your year abroad, you will be attending an IGP 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 CEFNS/FCB adviser, and language/CCS coursework needs to be approved by your language/CCS Mentor.

Plan ahead! What courses do you still need until graduation?

Go to your LOUIE Student Center under “Academics” and review your “Academic Requirements” report before your first fall meeting of your junior year. This report will indicate which requirements you still need to fulfill in order to graduate with your degrees. Make sure that you have your first CEFNS/FCB major and your second CAL major declared for IGP along with any other additional majors or minors you are pursuing. Review what courses and requirements you still need to fulfill while abroad and upon your return to ensure timely graduation.

Before you go abroad

Have you completed all of your junior requirements to enroll into your major capstone courses when you return? Do you need to complete more than one capstone? Have you completed the U. S. Ethnic Diversity and Global Diversity requirements? Have you completed LAN 250/CCS 250? Line up all remaining courses and spread them over the remaining semesters until graduation. Review your academic progression with your academic advisor and sign off on your plans. You want to make sure your plans are realistic and doable! Don’t underestimate the workload of courses taken abroad in a foreign language. Don’t overload your semester when you come back as you will be taking two capstone courses at the same time. Upload the completed list with your adviser signature to GW **by October 15**, fall of junior year.

NOTE: This is very important work that you need to do to clearly understand what your requirements are until graduation. Research your destination abroad based on the courses you need and can fulfill. This will also help you while you are abroad as you enroll in your fall courses for your return year (in the spring while abroad during the NAU early enrollment window for fall). ***It’s crucial to your success and timely graduation that you are certain of what courses you need.***

While abroad

IGP recommends taking two major electives (tech, depth, breadth, or other types of electives), preferably with the professor you’d like to work with during your internship semester, AND two courses to come back as language credit during your first semester abroad. See below on how to get these courses approved.

NOTE: your academic advisor will be very busy just prior to and during early enrollment windows (late October – mid November). Make sure you plan in enough time, as they might not be able to respond to your questions as quickly as you are accustomed to.

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

NOTE: course equivalencies should be finished by the **March 1** (February 1 for Japan!) deadline to complete your EA application. Meet with your EA adviser early to understand the process and give yourself enough time to contact academic advisers and mentors.

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Once you have figured out which courses you still need to take, *typically*, the process goes like this:

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

1. Gather information about potential courses— this means researching 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, and not IGP staff. Don’t forget to reach out to students currently abroad or who just returned from their year abroad—they 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 online 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 the 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! Ask your professors abroad for additional information on the courses, syllabi, and other resources that you need for course approval. **ALL finalized course approvals need to be sent to your Education Abroad adviser by November 1** of your first semester abroad. This is your responsibility, not completing proper approvals might cause substantial delays in your graduation.

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 November 1 of the first semester abroad
- Keep your syllabi, other course materials, and exams if possible; it’s best to scan them in and email them to your adviser

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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 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 permanent residency. 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 of 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 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 those things in life that is completely your responsibility, and while IGP 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! Remember, we set the deadlines for everything with great intention. You will need certain documents from our international partner in order to apply for your visa. It is YOUR responsibility to complete the necessary steps in time to receive the documents.

Bilingual LinkedIn Profile

During your junior year, you will develop an online bilingual portfolio of your academic and practical experiences and skills in the form of a professional LinkedIn profile. LinkedIn is the social media platform for employers, employees, and recruiters, and it is quickly becoming a tool in career development, professional networking, and job searching. Your LinkedIn profile will include a resume in English and one in your foreign language. The resources you develop will be invaluable in securing your internship. Your LinkedIn profile must be **complete and ready for potential employers to review by February 20.** See the LinkedIn profile guideline sheet for details.

We send the links with the printable resumes to our partners by early March to begin the fieldwork/internship placement process. You will be well-prepared to develop your online portfolio given the resume and LinkedIn workshops. We have specific requirements on how to create your LinkedIn Profile for the purpose of securing your internship. However, this will be your professional online platform for years to come, and it will continue to change as you grow in your career.

Pre-Departure Orientation

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

Programming

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

Checkpoints

You have *two* really important checkpoints during your junior year. There are Checkpoints both 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. Make sure to take the initiative to contact your mentor to set up a meeting time to complete the checkpoint a few weeks into the semester.

IGP Eligibility

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

1. Checkpoints 1-3 (see [Checkpoints section](#)) – *you will need a special mentor recommendation in order to go abroad as an IGP participant*
2. Attend IGP year abroad preparation meetings (*fall, Year 3*)
3. Destination selection (*October 15, Year 3*)
4. On track with IGP integrated degree progressions – *are your prerequisites completed for your capstones?*
5. Upload your individual course progression outline to your GW profile (*October 15, Year 3*)
6. Complete online LinkedIn profile in English and your foreign language (*February 20, Year 3*)
7. Education Abroad application complete (*February 1 (Japan)/March 1, Year 3*)
8. Visa process (*complete prior to leaving U.S.*)
9. EA Pre-Departure Orientation & IGP session (*April, Year 3*)

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 a 6 year program).

Remember any additional time beyond the first 5 years is not covered under the NAU pledge tuition lock. If a student is *dismissed* from IGP, the 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

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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 IGP online course 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 by November 20 of your fall semester, you will enroll in 12 units of FRE/GER/SPA/ASN 408 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 (by **November 1**) 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, course descriptions, and exams while you are in the country!***

IGP Online Course

You will be enrolled in an IGP online course for your fall semester abroad. This course is mandatory for the IGP program. The purpose of this course is to keep you connected with your IGP network and provide you with valuable prompts to help you process and reflect on your experience abroad. This course is a prerequisite requirement for FRE/GER/SPA/ANS 408. This is a letter-graded, 3-credit course. Remember that this course is taught during the NAU academic semester, beware of the deadlines that might start before you are actually abroad.

Internship/Research

As stated earlier, you must meet minimum language requirements to be eligible for the full internship/research experience in your second semester. See the [Checkpoints section](#) for more information. You must pass your IGP online course with a passing grade and submit a confirmation of your internship placement to your IGP contact **by November 20**.

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

Once in-country, a portion of your first semester will be spent securing and finalizing your internship or research 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 you’ll have in being placed in a well-fitting opportunity of interest to you.

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IGP Fieldwork Experience/Internship Contract

You will need to complete the IGP Fieldwork Experience/Internship contract with a start and end date and the scope of your internship goals. This document must be uploaded to your GroupWrangler profile at the very latest **by March 1** of your second semester abroad. The IGP Fieldwork Experience/Internship contract will help you define and discuss your goals and learning outcomes of this internship with your internship mentor abroad. Please refer to the IGP website for resources and information for your year abroad.

Note: the contract is meant to be filled out by you. Learn about your place of research/field work experience and use the contract as a guiding tool to ask questions about the projects and to your mentor and fellow researchers to better understand your role.

408 Credit

You will enroll into *12 credits* of GER/FRE/SPA/CCS 408 for your spring semester. (Don't worry, we will send you a reminder when the early enrollment window opens in October). You will receive 12 direct NAU credits for the work you are doing during the field work experience. Please carefully review the 408 course syllabus with your language/CCS mentor and submit the necessary assignments ON TIME, no exceptions. This must be a priority to earn a passing grade. This credit is vital for completing requirements toward your GLC/CCS IGP degree. Don't forget that this NAU course is bound by the NAU academic calendar.

Important Notes:

1. This course is specific to the IGP language/culture major. You will not be able to retake this course. Should you fail a course worth 12 credits, it will significantly impact your overall GPA and you will forfeit your ability to get the IGP major and will therefore be dropped from the program.
2. Should you end up dropping IGP during your year abroad, there is *no guarantee* that this credit will be applicable to an alternate GLC/CCS major or minor.

LAN/CCS Capstone Course

You will receive a reminder during the early enrollment window (February to March) to enroll into the appropriate CCS450C/LAN490C capstone course that you will need to take during the fall semester upon your return. You are only eligible for the IGP section upon successful completion of your 408 course. You will be administratively dropped from the course should there be an issue with your 408 grade.

This course is the preparation the annual IGP summit in mid-November. The conference dates and times will be shared with you at the beginning of the semester, so you can make appropriate arrangements with work or professors to make sure no exams or projects will be scheduled on this day for you.

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. Be proactive and schedule meetings with mentors with plenty of notice.

IGP Eligibility

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

1. 3 credit online IGP course
2. Working with international partners to secure and finalize internship arrangements by November 20
3. "On Track" status for Checkpoints 4 (done by December) and Checkpoint 5 (done by April)

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4. Completed Internship Contract uploaded to GW by March 1
5. All above items completed with high level of professionalism (see page 7)

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 stateside, 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 IGP Summit.

Interdisciplinary Global Programs Summit

The Interdisciplinary Global Programs (IGP) 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 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! This celebration is not your NAU commencement ceremony.

Programming

IGP programming your final year with IGP mostly revolves around the IGP 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+ | CCS
- *IGP Orientation*
- Set up GroupWrangler Profile
- *IGP Summit*
- Other programming as offered

Spring - Required Show-Ups: 2+

- Coursework: FRE/GER/SPA102+ | CCS
- *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 | CHI/JPN101+
- *Resume and Professional Communication Workshop*
- *Language Checkpoint #1*
- *IGP Summit*
- Other programming as offered

Spring - Required Show-Ups: 3+

- Coursework: FRE/GER/SPA202 | / CHI/JPN102+
- *Spring Programming (2 meetings)*
- *Regional Resume Workshop with Mentors/CAL*
- Other programming as offered

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Year 3

Prior to start of semester

- IGP checks attendance record, and minimum eligibility qualifications

Fall - *Required Show-Ups: 3+*

- Coursework: FRE/GER/SPA3xx+ | CHI/JPN201+
- *Language Checkpoint #2*
- *Year abroad preparation meeting*
- *IGP Summit*
- Destination selection
- Appointment with Education Abroad adviser
- Other programming as offered

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

- Coursework: FRE/GER/SPA3xx+ | CHI/JPN202+
- *Spring Programming (2 meetings)*
- LinkedIn Profile – (February 20)
- 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
- 3 credit IGP online course
- Checkpoint #4 – *mid-semester*
- Finalize course approvals
- Finalize Internship/Research Contact
- Other programming as offered

Spring

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

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Year 5

Fall -Required Show-Ups: 3+

- *Returning Cohort Meeting*
- *IGP Welcome Party*
- LAN450C/CCS490C Capstone
- *Present at IGP Summit*
- Other programming as offered
- International Graduation Celebration for December graduates

Spring - Required Show-Ups: 3+ NOT REQUIRED FOR DECEMBER GRADUATES

- *Spring Programming (2 meetings)*
- *Career Preparation Programming*
- International Graduation Celebration for May graduates
- Other programming as offered

Glossary of acronyms

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

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, and GBP*

JPN - Japanese

SPA – Spanish