



# UNION UNIVERSITY

## INSTITUTE *for* INTERNATIONAL *and* INTERCULTURAL STUDIES

Bridging into the 21st century where globalization and cross-discipline endeavors are on the forefront.

### W E L C O M E

On behalf of the entire Union University community, welcome to the 2011-2012 session of the Master of Arts in Intercultural Studies. It is a joy to see the members of Cohort Ten again as you begin the second round of coursework and move all too quickly toward capstone and graduation. We are delighted that the students of Cohort Eleven have chosen to join us and look forward to getting to know you.

The MAIS challenges faculty and students alike to examine complex issues from interdisciplinary perspectives and to understand more fully how our faith informs every aspect of the work that we do. We look forward to the hours we will spend with you, and deeply value this opportunity to help you achieve the goals you have for your graduate study.



**Cynthia Powell Jayne, Ph.D.**  
University Professor of  
Language and Associate Provost  
for International and  
Intercultural Studies

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#### Union University Quick Facts:

**Location:** Jackson, Tennessee (area population: 100,000), 80 miles east of Memphis and 120 miles west of Nashville.

**Student Body:** About 5,100 undergraduate and graduate students from more than 40 states and 35 countries.

**Student to Faculty Ratio:** 12:1

**Percentage of Faculty with Highest Possible Degree in Field:** 83%

**Emphasis:** A private, four-year, coeducational liberal arts-based university offering bachelors, masters and doctoral degrees.

**History:** Founded in 1823, Union is the oldest institution affiliated with the Southern Baptist Convention.

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## MAIS FACULTY

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## MAIS FACULTY

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## M A I S   S T A F F

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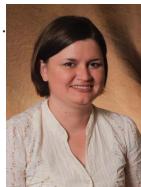


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# UNION UNIVERSITY

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## MASTER OF ARTS IN INTERCULTURAL STUDIES STUDENT HANDBOOK

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## H A N D B O O K   I N T R O D U C T I O N

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### ORIENTATION WORKSHOP

New students begin work in the MAIS at the Orientation Workshop prior to the opening of the semester. The orientation workshop is an integral part of the total program experience.

During the workshop, MAIS faculty, discussion group facilitators, and the program coordinator provide information about the resources available to Union University students and give a comprehensive overview of the program structure. Each new student will receive a copy of the MAIS Student Handbook with detailed explanations of program requirements, examples of forms that students need while working on the MAIS, and important contact information.

The primary focus of workshop is to provide an introduction to working in a highly interdisciplinary graduate program delivered in a non-traditional, intensive format. The discussion topics include key concepts that inform intercultural studies, as well as the dynamics of interdisciplinary intercultural scholarship in the context of the Christian intellectual tradition. Readings, discussion sessions, and activities will help prepare you for your MAIS courses and your professional concentration, and the unique interaction with faculty that you will experience in the MAIS.

Orientation is a valuable time for you to get to know colleagues, continuing students, alumni, and faculty. We look forward to meeting you!



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## H A N D B O O K   I N T R O D U C T I O N

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Continuing MAIS students begin the second academic year with the Mid-Program Retreat. The workshop is an important part of planning and working toward program completion.

The Mid Program Retreat is a time to debrief summer experiences, explore emerging issues with faculty, build conceptual frameworks to strengthen interdisciplinary connections, and plan strategically for developing and completing upcoming research projects. This workshop is designed to enhance the knowledge and skills you have acquired during the first year of study through integrative discussions that help connect the ideas you have explored in previous courses with the concepts that will be introduced during the coming year.

In order to successfully complete the MAIS, students must demonstrate their understanding of and their ability to use meaningful, interdisciplinary faith integration, integrative research, and dissemination of ideas. During the second part of the program, each student's capstone research becomes the focal point of his or her study. The workshop leaders will guide you in preparing for your capstone research, presentation and writing.

During the workshop you will be able to talk with a faculty advisor about your work in the program. It is an important opportunity to assess your progress toward completing the requirements for the MAIS, including ICS courses and the professional component. Each continuing student will receive a copy of the current MAIS Student Handbook. The old handbook pages should be discarded and replaced with the updated pages.

The Mid Program Retreat is designed to be an integral part of your ongoing study and research in the MAIS. It is also a valuable opportunity to reengage with colleagues, meet incoming students, see alumni and visit with faculty. We look forward to seeing you!



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## PROGRAM INFORMATION

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### ADMISSIONS INFORMATION

All students, whether degree-seeking or non-degree seeking, who wish to take MAIS courses must submit the following:

- A completed Application to MAIS
- A \$25 application fee (non-refundable)
- Official transcript(s) showing completion of baccalaureate degree and all undergraduate and graduate coursework attempted. Union's admissions/enrollment policies require that we have an official copy of a student's transcripts from each institution attended, regardless of the number of hours taken and even if the hours will not be used toward completion of the MAIS degree (See Handbook Forms for transcript request from other institutions)
- Official transcript(s) indicating a minimum grade point average (GPA) of 3.0 on a 4.0 scale of all under-graduate and post-baccalaureate coursework.
- An official GRE score (Graduate Record Exam)
- Three letters of professional/academic reference specifying the applicant's ability for graduate study
- Non-native speakers of English must have a minimum score of 500 (paper) or 61 (internet) on the TOEFL

#### Conditional Admission

Students who do not meet the minimum GPA of 3.0 on a 4.0 scale may be admitted to the program on a conditional admission. After successfully completing one semester in the MAIS program including a minimum of 6 hours of UU courses with a minimum 3.0 average, the student may be fully admitted to the program.

#### Provisional Admittance

Students may be admitted on a provisional basis to allow those with acceptable credentials but without immediate access to official documents to register for classes. The student will sign a contract at the time of admission accepting the limitation of that status. The student must also sign a waiver allowing Union University to request those documents needed to complete the admission file. By federal guidelines, the university is not allowed to file financial aid and Veterans benefits enrollment forms on provisionally admitted students

A student may remain on provisional status for only ONE semester and the subsequent short term unless special circumstances exist and permission for an extension is granted.



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## PROGRAM INFORMATION

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### CREDIT CARD PAYMENT

Effective October 15, 2007, Union University implemented a new policy regarding the receipt of Debit and Credit Cards in payment of student accounts. We will accept the following Credit or Debit Cards:

MasterCard  
American Express  
Discover

Due to VISA merchant policies, we will no longer be able to accept VISA cards for payments of this type.

**If you choose to pay your student account by Debit or Credit Card, there will now be a 2 1/2% processing fee, charged to the cardholder account by the credit card processor, whether the payment is made online or in person.**

Alternatively, you may have the funds electronically withdrawn from your bank account by calling Union Station at 731.661.5000, and giving them the appropriate information. There will be no additional charges to you for this service.

Respectfully,

The Office of Business and Financial Services



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### REGISTRATION

Nine three-hour courses, 27 semester hours, are required of all MAIS students. Course descriptions for all ICS courses are in Union University Graduate Catalog, which can be accessed online at [www.uu.edu](http://www.uu.edu). An additional twelve graduate hours are required for the Professional Component, described in a later section of this handbook.

Information about course offerings and registration dates will be sent to your UU email account.

The MAIS Program Coordinator will send each new or continuing student a copy of the registration form each semester.

Send the signed, original copy of the completed form and tuition payment to:

Aura Opris  
MAIS  
Union University  
1050 Union University Drive  
Jackson, TN 38305

Signed registration forms may also be faxed to the attention of: AURA OPRIS, UU MAIS OFFICE at 731-661-5187, and the original form mailed later to the above address. Forms and payments may be turned in at the program coordinator's office.

Payment may be made by check, debit card, electronic transfer of funds, or credit card. See the previous page for Union's policies regarding debit or credit card payments. Students may also request to be billed for tuition or use the FACTS payment plan. The methods of payment and contact information are:

- |                        |   |
|------------------------|---|
| • Student Loan         | Contact Loan Coordinator (731-661-5212)   |
| • Check                | Send to Program Coordinator               |
| • Credit or debit card | Call Union Station (731-661-5474 or 5476) |
| • Electronic transfer  | Call Union Station (731-661-5474 or 5476) |
| • FACTS                | Call FACTS bookkeeper (731-661-5071)      |

Please remember that students with outstanding bills—even small amounts—must have permission from the Business Office in order to register for the coming semester.



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## PROGRAM INFORMATION

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### MAIS DEGREE REQUIRED COURSES

#### **INTERCULTURAL COMMUNICATION (3)**

An introduction to fundamental concepts of intercultural studies with focus on characteristicson intercultural communication and developing effective communication strategies.

#### **INTERNATIONAL PROFESSIONAL REALITIES AND OPPORTUNITIES (3)**

An introduction to the professional intercultural environment designed to help students develop the skills needed for employment in other cultures.

#### **ORGANIZATIONAL SYSTEMGOF SOCIETY (3)**

A study of systems encountered across cultures. Designed to enable students to develop skills to recognize and assess systems and to develop strategies for successful interaction with these systems.

#### **FIELD RESEARCH METHODS (3)**

A course designed to provide students with conceptual tools and research skills in the area of comparative cultural studies. The hands-on prepares students design and conduct their own ethnographic research in culturally diverse settings.

#### **FIELD EXPERIENCE (3)**

Field experience in which students will conduct ethnographic research. One collaborative international project is set up for the MAIS each summer. All other projects must have instructor's approval prior to implementation.

#### **FIELD DATA ANALYSIS AND STRATEGIC PLANNING (3)**

A course that builds on in-class and applied field research knowledge by guiding students through the process of field data analysis. Attention is given to both qualitative and quantitative analytical methods. Students participate in process-focused learning and writing workshops which culminate in the preparation of case study reports based on their field research and data.

#### **ARTISTIC AND INTELLECTUAL EXPRESSIONS OF CULTURE (3)**

An emphasis on how to develop learning skills to understand the lexicon, grammar, and semantics of other intellectual and artistic systems encountered across cultures.

#### **LANGUAGE AND CULTURE (3)**

A study of language development and its relationship to culture. Examines principles of language acquisition and language teaching methodologies.

#### **CAPSTONE SEMINAR (3)**

An integration of interdisciplinary principles, themes, and concepts learned in the study of intercultural interaction and understanding. This course culminates with a substantial presentation of the research findings and a written paper.



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### PROFESSIONAL COMPONENT

The **professional component** is an integral part of the MAIS. It is designed to support the development of knowledge and skills in the student's chosen area of academic and professional interest. While the program allows for a wide range of options, it is the student's responsibility to propose a course plan. To assist in the planning and approval of the coursework, each student must submit a prospectus for the completion of the professional component by the last day of their first semester. The faculty, program coordinator and Program Director will be happy to advise students during this process. The prospectus form is on the website or available from the program coordinator.

**Some courses are pre-approved for the professional component portion of the MAIS.** Students who choose courses from this list, do not need to request permission for course substitution for the professional component. The list of approved courses is available on the website, or you may request a copy from the program coordinator. Students must submit a proposed schedule for completing their professional component as described above.

Students that wish to take a course that is not on the pre-approved list, must **complete a course substitution form**. A copy of the 2011-2012 form is included on the next page or you can request a copy of the form from the program coordinator.



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## PROGRAM INFORMATION

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### Course Substitution Approval Form MAIS Degree Union University

To: MAIS Program Director

From:

Date:

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I am requesting approval of the following course for:

Professional Component  
 Core Course

Name of Course:

Catalog Course Description (If course is not a catalog course, attach course syllabus):

Reason for Request:

Number of Credit Hours:

Institution Granting Credit -- Official transcript showing satisfactory completion  
(B or above) must be received prior to graduation:

*Student's Signature:* \_\_\_\_\_

*MAIS Director Approval:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Comments:*



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## PROGRAM INFORMATION

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### PROFESSIONAL COMPONENT PROSPECTUS GUIDELINES

#### Pre-approved Program (Mill Valley)

Students planning to use only courses from the pre-approved list of GGBTS courses need to submit their proposed schedule for completing their professional component.

Students that wish to use GGBTS courses other than those on the approved list should follow the instructions for course substitutions:

- Submit the current course substitution form (one for each course).
- Attach the catalogue description for each course substitution requested.
- If the course is not in the catalogue, attach the course syllabus.

Transcripts of previously completed coursework. The MAIS faculty must approve coursework that was previously completed at other institutions and is now proposed for the professional component. Please submit a catalog course description for each course.

#### Individually Designed Professional Component (Jackson)

The following information is required for approval:

A description of the proposed study. If the coursework is in a single discipline, describe the focus of the proposed work. If the coursework is in multiple disciplines, explain how the courses are interrelated and will serve as a coherent program of study for professional development.

Statement of how the proposed professional focus supports and enhances your professional goals for the MAIS.

Transcripts of previously completed coursework. The MAIS faculty must approve coursework that was previously completed at other institutions and is now proposed for the professional component.

Please submit a catalog course description for each course.

Descriptions for courses not yet taken (if specific courses have been selected) should be attached to the proposal

If the course is not in the catalogue, attach the course syllabus.



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## PROGRAM INFORMATION

### Degree Audit – Master of Arts in Intercultural Studies

Name \_\_\_\_\_ I.D. Number \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

#### 27-Hour MAIS Core Curriculum

<u>Prefix Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Semester Taken</u>	<u>Grade</u>
510	Intercultural Communication	3	-	-
515	Intern'l Prof Realities/Opportunities	3	-	-
520	Organizational Systems of Society	3	-	-
525	Field Research Methods	3	-	-
530	Field Data Analysis/Strategic Planning	3	-	-
535	Artistic/Intellectual Expressions of Culture	3	-	-
540	Language and Culture	3	-	-
545	Capstone Seminar	3	-	-
555	Field Experience	3	-	-
-	-	-	-	-

Total Core Hours \_\_\_\_\_

#### Other courses Approved for Core by MAIS Advisor (Attach Approval Form)

<u>Prefix Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Semester Taken</u>	<u>Grade</u>
-	-	-	-	-
-	-	-	-	-

Total Core Hours \_\_\_\_\_

Total Professional Component Hours \_\_\_\_\_

(See attached page)

Total Credit Hours \_\_\_\_\_ GPA \_\_\_\_\_

Director/MAIS Program \_\_\_\_\_ Date \_\_\_\_\_



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## PROGRAM INFORMATION

### 12-Hour Professional Component Golden Gate courses Pre-approved for MAIS

<u>Prefix Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Semester Taken</u>	<u>Grade</u>
I 1111 or P 1211	Global Civ: A Judeo-Christian Perspective - Intro to Missions	3	-	-
L 1211 or L 1213	Christian Theology I - The Professional's World View I	3	-	-
L 1212 Or L 1214	Christian Theology II - The Professional's World View II	3	-	-
I 1131	The City: Habitat of Humanity	3	-	-
I 1211 or P 2351	Urban Social Change - Intro to Church Planting	2	-	-
P 3516 Or P 1512	Cross-Cultural Counseling - Intro to Pastoral Counseling	3	-	-
I 1112	Cultural Anthropology	2	-	-
I 1311 Or E 1312	Global Leadership Development - Ministry Leadership	3	-	-
-	<b>Only one of the following may be included in the Professional Component</b>	-	-	-
I 1121	Global Cultures: Worldview Presuppositions	3	-	-
I 2121	Roman Catholicism (L2125)	3	-	-
I 2123	Hindu Worldview and Culture	3	-	-
I 2129	Islamic Worldview and Culture (P2231)	3	-	-
I 2130	Chinese Worldview and Culture (P2261)	3	-	-

### Other courses Approved for Professional Component by MAIS Advisor (Attach Approval Form)

<u>Prefix Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Semester Taken</u>	<u>Grade</u>
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Total Professional Component Hours



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### GRADUATION

Students must apply for graduation by the deadline announced through Union's official communication systems during the last semester of coursework. Forms are available from the Program Coordinator. The deadline for application for graduation and the required form are posted on the website each semester.

The Program Coordinator will send each student a copy of the graduation checklist to use to verify that all the requirements for graduation have been met and that the student will be permitted to graduate.

All information about graduation will be sent to students' official Union email address.

The Registrar will send information about ordering invitations and regalia for the commencement ceremony to students through their Union email account.

Every student should order an official transcript soon after graduation and check it carefully to be certain that all the information on it is correct.



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### Accessing the Library

The Emma Waters Summar Library provides research databases to which you will have access. These databases include Academic Onefile, ATLA Religion Database, New Testament Abstracts, Old Testament Abstracts, JStor, Religion and Philosophy database and many others. To access these databases, go to <http://www.uu.edu/library/databases> and select a database.

You will be prompted to log in using your Union ID and network password. If you have trouble logging in see [www.uu.edu/library/help/howdoi.cfm](http://www.uu.edu/library/help/howdoi.cfm).

If you continue to have problems, please contact the library at 731.661.5070 or email [library@uu.edu](mailto:library@uu.edu). You may also contact Jenny Lowery at 731.661.5058 or email [jlowery@uu.edu](mailto:jlowery@uu.edu).



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### Accessing Your Account

As a current Union student, you have a Union account that gives you access to your Union email (an official means of university communication), file storage, grades, online course content, library research databases, and more. These are password-protected private resources.

Your account is automatically created within two working days after you are enrolled in classes (in the main student database) and is available to you as long as you are enrolled in classes at Union.

### How to access your Union University resources in Virtual Office

Your account is automatically created within two working days after you are enrolled in classes, but you must set up your username at [www.uu.edu/it/networking/usernames/](http://www.uu.edu/it/networking/usernames/).

The following information will be required for your username:

First Name:

Middle Name:

Last Name:

Union ID:

Birthdate:

OR

Last Six Digits of your SSN:

For more IT information and questions regarding Webmail or Webadvisor:  
[www.uu.edu/it/training/news](http://www.uu.edu/it/training/news)



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## J g n r h w n " N k p m u

Name	Brief Description	Student Link	Student Login Format
Website	Shares the university's public information	<a href="http://www.uu.edu">www.uu.edu</a>	none
Portal	Central source for student private information; includes links or no-login access to all resources below	<a href="http://portal.uu.edu">portal.uu.edu</a>	email address or uu\username
Webmail	Student's UU email/calendar	<a href="mailto:mail.my.uu.edu">mail.my.uu.edu</a>	email address
Library Databases	Databases for general and discipline-specific work; login required off campus	<a href="http://www.uu.edu/library">www.uu.edu/library</a>	username
WebAdvisor	Grades, billing, course registration, etc.	<a href="http://webadvisor.uu.edu">webadvisor.uu.edu</a>	username
PawPrint	On-campus wireless file printing ( <a href="#">learn</a> )	<a href="http://printing.uu.edu">printing.uu.edu</a>	email address
Password Reset	Secure password reset completed within 2 minutes	<a href="http://password.uu.edu">password.uu.edu</a>	none
Help Desk	Submit a request for technical assistance	<a href="http://ithelp.uu.edu">ithelp.uu.edu</a>	-
UU Alerts	Subscribe to text/email emergency alerts	<a href="http://www.uu.edu/uualerts">www.uu.edu/uualerts</a>	username



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### How to log into WebAdvisor for grades, etc.

WebAdvisor: You may log on to webadvisor at [webadvisor.uu.edu](http://webadvisor.uu.edu).

Once you are logged into WebAdvisor you can access your grades, class schedule, financial records, etc. This is the only way you will receive grades unless you request a printed transcript.

Blackboard Learning System: Union's course management system is available to all faculty and students for online coursework. If your professor has online materials/assignments for a course, you will use [eclass.uu.edu](http://eclass.uu.edu). Follow the instructions on the home page for Blackboard. This is important for any computer used to access Blackboard.

Library Research Databases: [www.uu.edu/library](http://www.uu.edu/library) provides access to numerous online research databases. If you are off campus, you will be required to enter your username and password.



# UNION UNIVERSITY

INSTITUTE *for* INTERNATIONAL  
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## PROGRAM INFORMATION

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### UNION UNIVERSITY COMMUNICATIONS

Union University provides each student with an email account, file storage space on the network via Virtual Office, access to our library's research database tools, and access to his or her student records via WebAdvisor.

The university's policy is that all communication is through student's my.uu.edu email address. Students are expected to check their my.uu.edu account regularly or forward it to their personal account.

#### Contact Information

Dr. Cynthia Jayne, Director  
731-661-5358 (office)  
7313-661-5187 (fax)  
[cjayne@uu.edu](mailto:cjayne@uu.edu)

Aura Opris, Program Coordinator/Jackson  
731-661-5057 (office)  
731-661-5187 (fax)  
[aopris@uu.edu](mailto:aopris@uu.edu)

Union University  
1050 Union University Drive  
Jackson, TN 38305  
731-668-6161

Garth Clayborn, Program Coordinator/UU MAIS and Kim School Program Coordinator  
Mill Valley Office  
415-380-1585 (office)  
[gclayborn@uu.edu](mailto:gclayborn@uu.edu)

### ADULT STUDENT HANDBOOK

Union publishes an Adult Campus Life Handbook. MAIS students are expected to familiarize themselves with it. It can be found on the Union website under [Resources for Adult Learners](#).



# UNION UNIVERSITY

INSTITUTE *for* INTERNATIONAL  
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## PROGRAM INFORMATION

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### Union University Confidentiality of Student Records

The privacy and confidentiality of all student records shall be preserved in accordance to the Family Educational Rights and Privacy Act (FERPA) of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates that each institution is responsible for making students aware of the law and its various ramifications. More information about FERPA can be obtained from the Registrar.

Official student academic records, supporting documents, and other student files shall be maintained, only by members of the University staff employed for that purpose, in separate files:

Academic records, supporting documents and general education records – maintained by the Academic Center, academic departments, and advisers

Records of discipline proceedings – maintained by the Student Services Office

Medical records – maintained by the Student Health Services Office

Admissions records – maintained by the Admissions Office

Financial aid records – maintained by the Financial Aid Office

Placement records – maintained by the Career Services Office

Directory information—student’s name, address, telephone number, date and place of birth, academic major, dates of attendance, degrees and awards received, and most recent previous educational institution attended—may be made public by the University unless a student requests to the Academic Center in writing that such information be released only upon his/her consent.

Declaration and FERPA of Information document forms are located on the Registrar’s Web site: [www.uu.edu/academics/registrar/ferpa.cfm](http://www.uu.edu/academics/registrar/ferpa.cfm).



# UNION UNIVERSITY

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## PROGRAM INFORMATION

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### Additional Information for Mill Valley Students

#### Late Registration

As noted in the graduate catalog, general registration dates for each term are given in the university calendar. Specific deadlines for each MAIS program are indicated on the registration form each semester. A late registration fee may be charged for registration after this deadline.

#### GSP Courses for the Professional Component of the MAIS

Some Golden Gate (GGBTS) courses have two course titles. In the final semester of the MAIS, the Program Coordinator will send graduating students a list of courses in the professional component that have dual titles and prefixes in the GGBTS catalog. All course title changes are to be made at this time, working through the Program Coordinator.

Some GGBTS courses have variable credit. Students must **verify that the cumulative number of hours in the professional component is twelve or greater.**

You may access your **GG transcript** through the GGBTS website throughout your enrollment at GGBTS.



# UNION UNIVERSITY

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## PROGRAM INFORMATION

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### Master of Arts in Intercultural Studies Mill Valley Campus Calendar for Fall 20%%

August 18	Mid Program Retreat for Cohort 10
August 19-20	MAIS Orientation for Cohort 11
August 18-20	Class: Field Data Analysis/Strategic Planning (Cohort 10)
September 22-24	Class: Organizational Systems of Society (Cohort 11) Class: Artistic & Intellectual Expressions of Culture (Cohort 10)
Sept 29-Oct 1	Class: Intercultural Communication (Cohort 11)
October 27-29	Class: Artistic & Intellectual Expressions of Culture (Cohort 10) Class: Organizational Systems of Society (Cohort 11)
November 10-12	Class: Field Data Analysis/Strategic Planning (Cohort 10) Class: Intercultural Communication (Cohort 11)
November 23-27	Thanksgiving Holiday
December 29	Professional Component Prospectus Submission Deadline <i>(for first semester students)</i>
Dec. 10-Jan. 1	Christmas Break
January 15	Deadline for Ethnography for Binding

**Please note:**

Calendar is tentative and is subject to change.

Additional dates may be added throughout the semester.

Be sure to check your UU email for up-to-date schedule modifications.

Contact Aura Opris for further details: [aopris@uu.edu](mailto:aopris@uu.edu), 731.661.5057.



# UNION UNIVERSITY

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## R E S E A R C H

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### RESEARCH IN THE MAIS

#### Course Research

Research expectations and competencies for the MAIS include the following:

- o Information fluency that reflects the interdisciplinary nature of the degree and an appropriate understanding of professional discourses and literature.
- o Familiarity with library systems, resources and technology.
- o Familiarity with Institutional Review Board (IRB) requirements and demonstrated ability to use the processes.
- o Sound knowledge of academic documentation practices that is reflected in all student work submitted as part of the MAIS.
- o Development of an individualized reading list in the student's specific areas of research that includes the following components:
  - Research and theory
  - Interdisciplinarity
  - Faith and inquiry
  - Intercultural studies
  - Course specific resources
- o Demonstrated understanding of
  - Multiple research methods and theoretical approaches
  - The nature of interdisciplinary intercultural studies
  - The nature of faith integration in scholarship

Each professor will develop research components that are appropriate to the course and material. Details are in the course syllabus.



# UNION UNIVERSITY

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## R E S E A R C H

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### Field Research

**Field Course Design.** While on-site research is common to many disciplines, Union's model for field research provides students an unusually rich opportunity for study and engagement at the master's level.

**Purpose of the Field Research/Data Analysis.** Field study is one component of many rigorous graduate programs, and is a requirement of the MAIS. As such, its primary purpose is to enable MAIS students to engage in research that will allow them to develop and demonstrate professionally sound field research skills, and will provide adequate data for analysis. Every research project designed by the MAIS addresses significant field needs.

Union is committed to fostering quality student research at the undergraduate and graduate levels. We believe that students have the potential to make valuable contributions of scholarship to all areas of investigation.

In the MAIS, we expect student field research to be disseminated to our field partners in timely and useful ways.

The first step in the dissemination process is the data analysis and writing course. A field research report is presented in a public presentation in the fall semester.

The next phase of the MAIS field research program is to encourage more formal and broader dissemination of the information and analyses through submission of student research to appropriate to regional or national conferences.

A final copy of all written field research reports and oral presentations must be submitted to the program coordinator.

The complete written analyses and DVD of the oral presentations are currently on file in the Kim School, the MAIS office in Mill Valley, the MAIS office in Jackson, and the CGE office in Atlanta.



# UNION UNIVERSITY

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## RESEARCH

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### FIELD RESEARCH TRAVEL GUIDELINES

Designed for students to continue to develop as qualitative researchers, ICS 555 is framed around a field research experience that is conducted individually by MAIS students or in a group model designed primarily for MAIS students enrolled in the MAIS cohort program at GGBTs.

Students preparing individual field research projects (not participating in the group model) are expected to work carefully with the professor of grade and the MAIS staff to ensure a successful project. Students working individually must have a research proposal approved by the professor of grade and IRB approval before the onset of the data collection. Students participating in the group field experience designed for the GGBTs cohort are expected to be familiar with the following guidelines. The program faculty and staff use these guidelines to develop an experience that is as economical, safe and problem-free for everyone as possible.

#### Guidelines for the Group Field Experience

**Parameters:** The expected time commitment for the field experience is five full weeks at the research location. The field course begins with orientation at a Union University campus. The course ends after the international field debriefing. Exact travel dates will be provided as early in the spring semester prior to the field experience as possible.

**Extended travel:** Students may choose to extend their travel before or after the field experience. However, the MAIS will not accept any financial or planning responsibility for extended travel beyond the scope of the field experience.

**Participation:** Participation in the field research experience is open to students who have successfully completed the field methods course (ICS 525 or its equivalent) and who are registered for ICS 555. Students must successfully complete ICS 555 and its accompanying field experience before registering ICS 530.



# UNION UNIVERSITY

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## RESEARCH

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### FIELD RESEARCH TRAVEL GUIDELINES

An individual not in the MAIS may apply to the Associate Provost for International and Intercultural Studies for special consideration and permission to register for ICS 555 as a non-degree seeking or auditing student, based on unique or extenuating circumstances. Only those who are officially registered for the course may participate.

**Guests:** The summer field research is an intensive education experience that requires the full attention of each member of the team. Furthermore, travel arrangements for the field experience are made for the group months prior to the onset of the experience. In order to manage our financial resources responsibly, to avoid inadvertently causing hardships for our in-country partners and to prevent costly misunderstandings, we must ask that no one join any participant during the summer until after the debriefing is completely over. Students will not entertain or expect to visit with guests traveling from the United States, or nationals or expatriates residing in the region during the project.

**Cost & Budget Organization:** The total estimated cost of the travel and logistics component of the group field experience for 2011-2012 is \$4,500, including but not limited to the following:

- Travel to and from research site/debriefing
- In-country travel during the field research/debriefing
- Lodging during field research/debriefing
- Logistics and Travel Support Fees
- Travel support for faculty travel to research site/debriefing

A portion of the \$4,500 will be paid to Union University for arrangements made by the university. The remaining amount is our estimate of student individual costs for the experience (ie meals, etc).

**Security Training:**

In accordance with Union University's new security policies, students engaged in external programs are required to participate in the university's designated security training sessions as appropriate to the nature and location of travel. This training will be conducted prior to the Spring semester.



# UNION UNIVERSITY

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## RESEARCH

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### FIELD RESEARCH TRAVEL GUIDELINES

It is essential that students begin making preparations for this field research experience cost well before the time of departure. The planning of and paying for the field research experience occurs the semester prior to departure. So, for example, for a summer field research experience, students need to have access to funds as early as late winter/early spring. In fact, for any funds owed to the MAIS program, students will be held to a scheduled payment plan the semester prior to the field research experience. Students will be notified about the budget as soon as details are determined.

Please remember that the cost of the travel component of the field experience covers the above described expenses only. It does not cover tuition for the course. The group field experience requires development and implementation above and beyond the scope of a traditional graduate course. Thus, these fees are necessary to supplement the course tuition. Tuition for ICS 555 should be paid by separate check or other payment plan.

#### Administrative Requirements

**Forms and trip file:** During the spring semester, the Program Coordinator will distribute the required travel forms to you. These forms and a copy of the information pages of your passport must be turned in prior to the end of the spring semester.

**Health, Repatriation, and Emergency Evacuation Insurance:** Students participating in a field research experience must submit proof of health, repatriation, and emergency evacuation insurance coverage for the scope of the field research experience. The program will suggest approved, low-cost options, but each student is responsible for the purchase of an insurance policy.

**Passport:** Be sure that you have a passport that is valid until at least six months after your scheduled return to the United States in hand when you return to classes in the spring. We will collect passports during the spring in order to secure visas (if required). All passports must be submitted at the same time. If you are not a U.S. citizen, you must contact Mary Beth Martin, international student liaison, at 731.661.5031 for any special requirements of which you need to be aware.



# UNION UNIVERSITY

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## R E S E A R C H

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### Capstone

**Integrate Ideas and Experiences from all Courses.** Interdisciplinary programs are strongest when they include frequent and intentional opportunities for integrative discussions and research. The capstone course is one of the most significant of those opportunities in the MAIS. The course itself is no more important than any other course in the program, but the very heart of the course is the integration of your studies—both the core coursework and the professional component—in a research project that reflects your personal areas of interest and expertise.

**Begin Now to Prepare for the Capstone Course.** The capstone course should be taken during your last semester in the MAIS so that you have the benefit of all the work that is part of your program. However, we strongly encourage you to begin thinking about capstone topics during your first semester. We know that in the class sessions and weekly discussions you will begin to identify certain themes or areas of research that are especially compelling to you. One of these usually becomes the capstone project. The more you have thought about the topic and explored it from a variety of perspectives, the better prepared you will be to begin the capstone project.

**Include the Professional Component.** As you work on your capstone idea, it is important to relate it to the courses you have taken in your professional component. This set of courses may be unique to you, but they are an integral part of the MAIS. You should draw on these courses in the weekly discussions, in class sessions, and especially in your research for the capstone project.

**Develop an Annotate Bibliography.** At the beginning of the capstone semester, you will be asked to submit an annotated bibliography of 40-50 sources relating to your research. While you should not decide on a specific research topic too soon, by the end of your first year, you should identify the general area of your research and begin to explore resources relating to it.

**Present the Research.** The capstone project is presented in two formats. In early May, the MAIS hosts the Capstone Presentations and Luncheon. Each student in the course presents an oral summary of his/her capstone research, and responds to questions from the audience.

A formal research paper is due at the end of the course. Students must submit a final copy of the capstone paper by the last day of the Union University semester. This copy will be bound in an archival volume for the MAIS offices in Mill Valley and Jackson.

DVDs of previous capstone presentations are also available in both MAIS offices.



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## H A N D B O O K   F O R M S

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### GENERAL INFORMATION

Name EXACTLY as it appears on your passport: \_\_\_\_\_

Passport # \_\_\_\_\_ Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License # \_\_\_\_\_ Issuing State \_\_\_\_\_ Date Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male or Female

Cell Phone # (with area code) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

UU Email Address \_\_\_\_\_ Secondary Email Address \_\_\_\_\_

### TRIP INFORMATION:

Location/Destination of Travel \_\_\_\_\_

Date of Departure \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Return \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Sponsoring Travel \_\_\_\_\_

### INSURANCE INFORMATION

We will be purchasing travel insurance through Gallagher Charitable International Insurance Services which will include emergency medical care in country and medical evacuation, repatriation of remains, and non-health related emergency evacuation (political unrest, natural disaster, etc.), while you are traveling overseas.

Name of Beneficiary: \_\_\_\_\_



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## H A N D B O O K   F O R M S

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### HEALTH & MEDICAL INFORMATION

Blood Type: \_\_\_\_\_

Do you have any illnesses, allergies or other medical conditions? YES **or** NO

*If yes, please explain:*

Do you have any known allergies to any type of medications? YES **or** NO

*If yes, please list and describe severity.*

Do you have any food allergies? YES **or** NO

*If yes, please list and describe severity.*

Are you currently taking any medication? YES **or** NO

*If yes, please list those that are essential:*

Have you ever experienced a significant period of depression? YES **or** NO

*If yes, please explain:*



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Have you ever been or are you currently under the care of a professional counselor or psychiatrist?  
YES or NO

If yes, please explain:

I acknowledge that the information given above is correct and complete. I understand that I will be responsible for any health-related consequences that may result from any incorrect or incomplete information that I have given.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### EMERGENCY CONTACT INFORMATION

#### **Personal Contact #1:**

Name: \_\_\_\_\_

Relationship to you: \_\_\_ Family \_\_\_ Friend \_\_\_ Other \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Personal Contact #2:**

Name: \_\_\_\_\_

Relationship to you: \_\_\_ Family \_\_\_ Friend \_\_\_ Other \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_



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## HANDBOOK FORMS

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### PERMISSION to RELEASE INFORMATION

While I am participating in the \_\_\_\_\_, I give Dr. Cynthia Jayne, or other person(s) designated by her, permission to share information about my trip with the following people:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

### TRAVEL SECURITY QUESTIONS/ANSWER

For your privacy and security, please select ONE security question. We will require the answer to your security question before we will give out any information or discuss your travels with anyone. Please be sure to provide the individuals that would have a need to discuss your travel plans or information with the answer to your security question.

What is your mother's maiden name? \_\_\_\_\_

In what city were you born? \_\_\_\_\_

Print Student Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## H A N D B O O K   F O R M S

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### CODE of CONDUCT

All students who participate in external programs while enrolled at Union are required to complete the code of conduct form.

Union students participating in an off-campus study program are expected to behave in accordance with, and not contrary to, the behaviors outlined in the Union University Campus Life Handbook. In addition, Union students are expected to comply with all behavioral expectations set forth by the individual off-campus study program that they are attending. Any behavioral violations will be met with firm discipline, both by the off-campus study program leadership and by Union University administration. Because of the public nature of behavioral misconduct in an off-campus study program setting, because of the student's reflection on Union University, and because of the potential implications for Union's relationship with that program, Union will treat all behavioral violations with the highest level of seriousness. Again, Union students participate in off-campus study programs at the pleasure of Union University, and are expected to be ambassadors for both Christ and our university.

I have read the Code of Conduct and agree to abide by it while participating in an external study program approved by Union University.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



# UNION UNIVERSITY

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## H A N D B O O K F O R M S

### UNION UNIVERSITY

### **RELEASE FOR EXTERNAL STUDY PROGRAM FACULTY, STAFF, AND STUDENT OVER 18**

In consideration of my participation in the \_\_\_\_\_ Program of Union University, I hereby release, discharge, and agree to hold harmless Union University, its officers, trustees, employees, agents, administrators, successors and assigns (collectively referred to herein as "Union") from any and all claims, demands, damages, costs, expenses, actions and causes of actions, present or future, on account of injuries to my person or property, including injuries, accidents or illnesses which could result in my death, arising out of or in connection with my participation in the \_\_\_\_\_ Program. I agree to indemnify Union for all costs and expenses incurred by Union, including attorneys' fees, as a result of any claims made which are released in this document.

I understand that travel outside the United States of America could pose unusual risks to my person and property, which could include but not be limited to forces of nature, civil unrest, terrorism, means of transportation not operating according to standards common inside the United States, legal requirements or actions of foreign governments, contagious or unusual illness, inadequate availability to medicine or medical care, or negligent or willful conduct on the part of others. I therefore agree to undertake such risks in order to participate in this program, and I assume the risk of the consequences of any and all such actions.

I agree that I have no physical, mental or medical condition which would prohibit or unreasonably restrict my participation in this program or activity.

This Release shall be binding upon myself, and all my representatives, heirs, successors or assigns.

I agree that while I am traveling or participating in this program, I will at all times abide by the rules and policies of Union University as set out in the Union University Handbook, or otherwise adopted by Union. I also agree to follow the directives of Union personnel in charge of this program while traveling.

I give my consent for Union University, its employees, agents, representatives and contractors to arrange for emergency medical, surgical and dental care and treatment necessary to preserve my health while I am a participant in this program. I acknowledge that I am responsible for all charges that may be incurred in connection with any care of treatment given.

Witnessed:

\_\_\_\_\_

Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Print Name)



Academic Center  
 Union University  
 1050 Union University Drive, Jackson, Tennessee 38305  
 Telephone: 731.661.5040  
 Fax: 731.661.5187

**REQUEST FOR OFFICIAL TRANSCRIPT**

TRANSCRIPT FOR \_\_\_\_\_ UNDERGRAD CREDIT \_\_\_\_\_ GRADUATE CREDIT (Master's/Doctoral level)

\_\_\_\_\_ MAIL NOW TO ADDRESS BELOW (\$3.00 PER COPY) \_\_\_\_\_ PICK UP TRANSCRIPT ON \_\_\_\_\_ (Date) (\$5.00 PER COPY) \_\_\_\_\_ FAXED (\$5.00 PER COPY)

\_\_\_\_\_ **CURRENT STUDENT:**  
 \_\_\_\_\_ MAIL AFTER FINAL GRADES POSTED Semester ending \_\_\_\_\_  
 \_\_\_\_\_ MAIL AFTER DEGREE POSTED Graduation semester \_\_\_\_\_

\_\_\_\_\_ **FORMER STUDENT:**  
 Last year attended \_\_\_\_\_

STUDENT ID # \_\_\_\_\_ S.S. # \_\_\_\_\_

FULL LEGAL NAME \_\_\_\_\_  
 LAST FIRST MIDDLE/MAIDEN

PRINT FORMER NAME(S) IF DIFFERENT THAN CURRENT NAME -- (NOT LISTING ALL POSSIBLE NAMES COULD RESULT IN THE DELAY OF PROCESSING YOUR REQUEST IN A TIMELY MANNER)

\*\*\*Pre-payment required - (Cash, Check- made payable to Union University, Money Order) or

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Security Code \_\_\_\_\_

\*\*\*Contact address required: Home or Cell Phone # \_\_\_\_\_

EMAIL OR STREET CITY STATE ZIP

TRANSCRIPTS ARE PROCESSED AS RAPIDLY AS POSSIBLE AND ARE USUALLY HONORED WITHIN 3 WORKING DAYS OF REQUEST. TWO WEEKS SHOULD BE ALLOWED FOR A REQUEST MADE AT THE END OF THE SEMESTER.

**I UNDERSTAND THAT TRANSCRIPTS WILL NOT BE ISSUED UNTIL ALL FINANCIAL OBLIGATIONS ARE CLEARED.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MAIL TO:**  
 \_\_\_\_\_  
 NAME OF RECIPIENT  
 \_\_\_\_\_  
 \_\_\_\_\_  
 STREET  
 \_\_\_\_\_  
 CITY/STATE/ZIP

**FAX TO:** NAME \_\_\_\_\_  
 # \_\_\_\_\_

NUMBER OF COPIES REQUESTED \_\_\_\_\_  
 AMOUNT PAID \_\_\_\_\_



# UNION UNIVERSITY

INSTITUTE *for* INTERNATIONAL  
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## MAIS VERIFICATION PAGE

By my signature below I verify, I have read the MAIS Handbook in its entirety and understand the expectations set forth for all participants of the Master of Arts in Intercultural Studies Program at Union University.

I understand that:

1. I am required to attend the New Student Orientation Workshop before the first year begins.
2. The total estimated cost of the travel and logistics component of the group Field Experience(ICS 555) for 2011-2012 is \$4,500, including but not limited to the following:
  - Travel to and from research site/debriefing
  - In-country travel during the field research/debriefing
  - Lodging during field research/debriefing
  - Logistics and travel support fees
  - Travel support for faculty travel to research site/debriefing
  - Individual expenses for which students are responsible (securing and paying)
  - This cost DOES NOT include tuition for the course. Tuition will be paid separately when registering for the course.
3. I am required to attend Security Training which will take place during my first year, prior to the start of the Spring semester.
4. I am required to attend the Mid Program Review which takes place before year 2 begins.
5. All Union communication will take place through my UU email account. I am responsible for setting up my student account at [www.uu.edu/it/networking/usernames/](http://www.uu.edu/it/networking/usernames/). I am responsible for checking that account regularly to ensure that I am keeping up with communication from the UU MAIS office and UU MAIS faculty.
6. A student may remain on provisional status for only ONE semester. This means I am responsible for fulfilling the requirements set forth in the provisional contract by December 15<sup>th</sup>, 2011 in order to be fully admitted to the MAIS program.

Print Student Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_