



School of Intercultural Studies

**DEPARTMENT OF
ANTHROPOLOGY,
INTERCULTURAL EDUCATION,
AND
MISSIOLOGY (AIM)**

MA INTERCULTURAL STUDIES

PROGRAM HANDBOOKS

School of Intercultural Studies

Anthropology, Intercultural Education, and Missiology (AIM) Program Handbooks

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STATEMENT OF MISSION

SECTION 1.1

STATEMENT OF MISSION

The mission of the School of Intercultural Studies is to equip students to communicate, live and work successfully in culturally diverse societies through applied programs in anthropology, missiology, intercultural studies, linguistics and education so that they can more effectively impact the world for Jesus Christ.

Through the scholarly activities of its faculty and graduate students, the school endeavors to engage in continuing research which will contribute to the knowledge bases of the disciplines which support the program emphases of the school.

The key objective of SICS is to provide educational opportunity at the graduate level for mature, experienced students to reflect upon their cross-cultural experience and develop further capability in cross-cultural ministry through exposure to missiological concepts, social science methodologies, language specialization and the refinement of ministry related research skills.

The School of Intercultural Studies serves the mission of the university in two very distinct ways. Its graduates have a broad exposure to the ideas that have shaped human thinking, specifically in the theoretical contributions pertinent to our fields of knowledge. The school also supports the university's General Education curriculum at the undergraduate level by offering cultural anthropology as a part of the required social science requirement, physical anthropology for the science requirement and TESOL as an undergraduate minor.

In order to foster the university's emphasis on developing critical thinking and encouraging sound Biblical faith, all SICS course offerings are highly integrative in nature. All students are challenged to critically evaluate and test various theoretical models and to subject them to theological and biblical examination. The emphasis is on the integration and application of concepts for the purpose of service and ministry in the world.

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ORGANIZATIONAL STRUCTURE OF SICS

SECTION 1.2

ORGANIZATIONAL STRUCTURE OF SICS

The School of Intercultural Studies consists of three departments: The Undergraduate Department of Anthropology and Intercultural Studies; the Department of Anthropology, Intercultural Education and Missiology (AIM); and the department of Applied Linguistics and Teaching English to Speakers of Other Languages (ALT).

The AIM department has four graduate programs: the Master of Arts in Intercultural Studies, the Master of Arts in Missions, the Doctor of Missiology and the Doctor of Philosophy in Intercultural Education. The ALT department has five graduate programs: the Certificate in TESOL; the Master of Arts in TESOL; the Certificate in Linguistics; the Master of Arts in Applied Linguistics; and the Master of Arts in Linguistics and Biblical Languages. SICS Undergraduate Programs include the undergraduate majors of Intercultural Studies and Anthropology and the minors of the undergraduate Certificate in TESOL, applied linguistics, minor in archaeology and the minors of anthropology and intercultural studies.

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PROGRAM OBJECTIVES

SECTION 1.3

PROGRAM OBJECTIVES

The program objectives of the School of Intercultural Studies are to:

1. Sustain a core faculty to prepare students in the study of language, culture and cross-cultural communication as they impact the ministry of worldwide mission.
2. Maintain specializations in areas that represent the vanguard of contemporary mission strategy: social and cultural anthropology, cross-cultural communication, professional service, mission strategy, Bible translation and linguistics, urban research and ministry, church planting and development, teaching English as a second language and international development.
3. Maintain area orientations, such as Africa, Asia, Europe, Latin America, North America and the South Pacific.

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HISTORY OF SICS

SECTION 1.4

HISTORY OF THE SCHOOL OF INTERCULTURAL STUDIES

From its inception in 1908, Biola has had an enduring commitment to the world, equipping students for effective cross-cultural careers in missions, medicine, education and other related areas. The birth of Biola University, then known as the Bible Institute of Los Angeles, took shape as an outgrowth of an evangelistic outreach known as the Fishermen's Club. In the early years, teams of students from the Bible Institute were frequently seen witnessing in downtown Los Angeles.

In 1909, Biola expanded its outreach by opening the Hunan Bible Institute in South China. This school proposed to train Chinese nationals for Christian service and continued in operation until the Cultural Revolution in 1949.

Beginning in 1929, the Bible Institute began its annual Missionary Conference, which continues today. The Student Missionary Union is responsible for conducting the largest student-run missionary conference of its kind on the West Coast. SICS faculty serve as advisors to SMU.

In 1945, the School of Missionary Medicine was opened. The School graduated 25 classes from 1945 to 1966 before it was phased out to make way for a baccalaureate Department of Nursing in response to requests from mission boards for certified RNs on the mission field. Eighty percent of the School of Missionary Medicine graduates served or are serving in cross-cultural ministries. The Nursing Department continues to graduate students in significant numbers who intend to become involved in cross-cultural service.

Beginning in 1968, the Missions Department was restructured to offer a Bachelor of Arts degree in Social Science/Missions. This was modified in 1978 to the present Bachelor of Arts in Intercultural Studies. Graduate degrees in Missions were developed in Talbot School of Theology. These presently include a Master of Divinity with Missions Major, Master of Arts in Ministry with Missions Emphasis, and Master of Theology with a Missions Major.

In 1982, the University brought Dr. Marvin K. Mayers from a career with Wycliffe Bible Translators to lay the foundations for establishing a separate School of Intercultural Studies within the University, which would offer graduate degrees at the masters and doctoral levels in cross-cultural studies. The school was inaugurated in 1983 and began by offering the MA in Intercultural Studies and the Doctor of Missiology degrees. In 1988, the Ed.D. degree program, with an emphasis in intercultural educational studies, was added in cooperation with Talbot School of Theology's faculty of Christian Education. A year later, the SICS instituted the Field Course Program. This distance education program allows graduate students to take courses off-campus.

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HISTORY OF SICS

SECTION 1.4

In 1991, William Carey International University's Applied Linguistics and TESOL program under the leadership of Dr. Herbert Purnell moved to Biola and became the Applied Linguistics and TESOL department within SICS. Further strengthening the school's linguistics offerings, the Summer Institute of Linguistics began a cooperative program within SICS, eventually joining the Department of Applied Linguistics and TESOL.

By 1997, the Ph.D. degree in Intercultural Education was approved and the Ed.D. degree discontinued. Today the school has over 16 full-time and part-time faculty, and several adjuncts, serving over 500 undergraduate and graduate students. SICS offers the following degrees: BA in Intercultural Studies and Anthropology; Certificate in TESOL and Linguistics; MA in Intercultural Studies, Missions, Applied Linguistics, Linguistics & Biblical Languages, and TESOL; Doctor of Missiology; and Doctor of Philosophy in Intercultural Education.

Over the years, three deans have provided leadership to the school. In 1989, the founding dean, Dr. Mayers, returned to his work with Wycliffe, and Dr. Donald E. Douglas was installed as second Dean of SICS. Dr. Douglas served abroad with SEND International, English Language Institute/China and World Vision International and taught in the Philippines, at Missionary Internship, and at the University of Michigan before coming to Biola University. Dr. F. Douglas Pennoyer was selected as the third dean of the school in 1998. Dr. Pennoyer was the Executive Director of the Small Tribes Organization of Western Washington (1978-1982), Seattle Pacific University's Director of the Intercultural Institute of Missions (1983-91), and the Senior Pastor of the Snohomish Free Methodist Church in Washington.

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SICS OFFICE PROCEDURES

SECTION 2.1

SICS OFFICE PROCEDURES

The office for the School of Intercultural Studies is located in Marshburn Hall. If you have any questions with regard to appointments with faculty or with the Dean, or need information that is not available in the Handbook, you may stop at the main desk and ask the receptionist.

The School of Intercultural Studies utilizes two primary channels of communicating with our students: e-mail and in-house mailboxes. Occasionally, there may also be a need to call you or to send something to your local address. ***Accurate, updated information is essential in our ability to provide you with the best service possible.*** The student's responsibility is to keep both the Biola Registrar's Office and the School of Intercultural Studies Office informed of all name, phone number, e-mail and address changes.

E-MAIL: *Every Biola student must obtain a free e-mail address and access to the Biola University Bulletin Board Services, otherwise known as BUBBS.* Every graduate student is expected to have a BUBBS e-mail account for correspondence with and updates from faculty and staff. You may also provide SICS with an alternate e-mail address, but the primary means of communication with SICS should be through your BUBBS account.

Please refer to the following section for instructions on how to access your BUBBS account.

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BUBBS & BLACKBOARD INSTRUCTIONS

SECTION 2.2

BUBBS INSTRUCTIONS

1. What is BUBBS?
 - a. BUBBS is Biola's main form of communication. It is a communication system in which you can send and receive email, share files and use electronic conferencing to exchange ideas and announcements. It is an important tool for you while you are a student at Biola.
2. How do I get access to BUBBS?
 - a. Accessing BUBBS can be done in two ways.
 1. accessing BUBBS via the internet
 2. accessing BUBBS via First Class software
 - b. As soon as possible, you will need to obtain your password and login information from Network/Computer Services, located in lower Metzger Hall. This will allow you to access your BUBBS account. You can also obtain a "PPP account" if you have a laptop computer or live close to Biola's La Mirada campus. This will allow you to access the Biola network from your personal computer.
 - c. NOTE: All computers on campus have the First Class software installed, so you may access your account from on campus.
 - d. Once you have your password, login information (your login name is your student ID number) and PPP account (if applicable), you are ready to access BUBBS.
 1. **Accessing BUBBS from the Web:** Go to <https://webmail.biola.edu/login> to log into the BUBBS network. You will be prompted to enter your ID number and password. Next, click the "login" button. This will bring you to your "Desktop."
 2. **Accessing BUBBS from the First Class software:** Once you have obtained your "PPP account," go to http://www.fc.biola.edu/client_downloads.html to download the First Class software from your personal computer. Follow the instructions on the website to download and install the software and the instructions given to you by Network/Computer Services to set up the Internet connection to Biola. If you have any questions, please contact Network Services at the number provided with your login information.

When prompted, enter your ID number and password. Next, click the "login" button. This will bring you to your "Desktop."

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BUBBS & BLACKBOARD INSTRUCTIONS

SECTION 2.2

3. Now what?

- a. Once you have accessed the BUBBS network, you will see your “Desktop.” Your desktop consists of a group of icons and folders and a toolbar on the left hand side of the page (in web access). The group of icons is the directory of the areas you have access to in BUBBS. The toolbar (in web access) consists of the functions for each area. Click on any one of the icons to access the different areas of BUBBS.

4. Mailbox

- a. Click on the “Mailbox” icon to access your Internet email function. You can send and receive emails from within and outside of Biola’s network. Your email address can be found on the sheet containing your password and other BUBBS information.
- b. Use the toolbar functions to send new messages, receive messages and organize your mailbox. Some of the functions may not be available for you to use. Click on the desktop option in the toolbar to return to your desktop at any time (in web access).

5. Conferences

- a. You will find Biola news, SICS news and other announcements in the Conferences folder.
- b. Click on the “Conferences” icon on your desktop to access the SICS Conference. Next, select the “Marshburn/SICS” icon (it looks like a red house). Next, select the “School of Intercultural Studies” icon. You are now in the SICS Conference.
- c. Take some time to familiarize yourself with the various folders and conferences available to you. If there is a folder or conference of particular interest to you, you can choose the “Add to Desktop” option under the “Collaborate” menu (in First Class access). This icon/folder will then appear on your “Desktop” when you login to the network.

6. Help

- a. BUBBS has a very valuable and extensive Help file. Click on the “Help Contents” option on the toolbar to access the Help function (in web access) or click on the “Help” icon on your desktop (in First Class access). Please read through the guides and familiarize yourself with the BUBBS network.
- b. Remember to check your BUBBS account on a regular basis in order to stay up to date on all SICS and Biola news and information.

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BUBBS & BLACKBOARD INSTRUCTIONS

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If you have any questions that cannot be answered by the Help function on BUBBS, please contact the Network/Computer Support services on Biola's campus.

BLACKBOARD INSTRUCTIONS

Please refer to the following link for instructions on how to navigate Blackboard:

http://csci.biola.edu/csci104/blackboard_start_sheet.html

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MAILBOXES

SECTION 2.3

MAILBOXES

Every graduate student is assigned a mailbox in the Marshburn Hall lobby. To obtain your box key, pay the deposit for the key upon your registration at the SICS office. All inter-campus mail will be sent to you at your box. It is important, therefore, that you pick up your key and check the box regularly to get bulletins and announcements from SICS. **If you leave your SICS program for any reason, THE KEY MUST BE RETURNED.** Failure to do so means the school must pay \$8.00 for a new key.

This mailbox may also be used to receive off-campus mail when the following address is used:

Your Name
Biola University
SICS Box #(your number)
13800 Biola Ave.
La Mirada, CA 90639

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SICS COMMUNITY EVENTS

SECTION 2.4

SICS COMMUNITY EVENTS

The School of Intercultural Studies has established the SICS Graduate Student Association (SICS-GSA) to serve as the official body representing all SICS graduate students to the office of the Dean of the School. The SICS-GSA is comprised of students—both full-time and part-time—enrolled in graduate programs in SICS. The mission of the SICS-GSA is:

“To foster an environment where graduate students would be challenged to excel in the pursuit of academic studies, to deepen their spiritual commitment to God, and to build community in the School of Intercultural Studies.”

The SICS-GSA offers several community events throughout the year for graduate students to attend.

There are several regular University chapels scheduled on campus during the week. Undergraduate chapels are held in the gymnasium Mondays, Wednesdays and Fridays at 9:30 a.m. You are invited to attend any or all of these chapels. Talbot School of Theology conducts graduate chapels at 9:30 a.m. on Tuesdays and occasionally other days throughout the semester. These are held in Calvary Chapel. Rosemead School of Psychology has a graduate chapel each Tuesday held in Mayers Auditorium.

There are many other special events offered on campus during the academic year. The Conservatory of Music offers a wide variety of concerts and special musical events, some of which are free and others of which charge admission. The Art department also offers special exhibitions of both local and visiting artists.

As a member of the National Association of Intercollegiate Athletics (NAIA), Biola University fields 14 men's and women's teams. The Eagles are part of the Golden State Athletic Conference (GSAC), which is comprised of 11 Christian colleges in the southern California area. There are many games, tournaments and other events held throughout the semester, which graduate students are invited to attend. Intramural Sports, a department of Biola's Associated Student Government (AS), allows all students to participate in various sports throughout the year such as flag football, basketball, volleyball and softball. Please contact AS for a list of events and intramural teams.

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BIOLA SPIRITUAL LIFE CONFERENCES

SECTION 2.5

BIOLA SPIRITUAL LIFE CONFERENCES

Each year Biola University offers special conferences to encourage personal spiritual growth and commitment to ministries of the church and school. During each semester there is one day that is set aside as a day of prayer and there are numerous activities scheduled during that day to encourage group and personal prayer.

In the fall semester each year, the Torrey (undergraduate) and Lyman Stewart (graduate) Bible Conferences are scheduled for a period of three days at approximately mid-semester. The University invites to campus gifted Bible teachers who present a special series of messages during the conferences. Classes are dismissed during the Torrey Conference, and students are encouraged to attend as many sessions as possible.

During the Spring semester of each year, the University Student Missionary Union (SMU) schedules an annual Missions Conference which runs for three days, during which classes are suspended. Special speakers are invited to campus as well as representatives from various mission agencies. The conference provides opportunities for SICS graduate and undergraduate students to discuss career opportunities with representatives of various mission agencies. For those who are already field workers, it is a time to renew acquaintances and make new ones, as well as hear top speakers who update the campus on the current pulse of missions.

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FINANCIAL AID & SCHOLARSHIP ASSISTANCE SECTION 2.6

FINANCIAL AID & SCHOLARSHIP ASSISTANCE

- A. All students
 - 1. **SICS financial aid:** Limited financial aid is available through the School of Intercultural Studies designed to assist graduate students complete their programs in a timely manner. To be considered for financial aid administered by the school, graduate students must complete a financial aid form indicating the extent and duration of their need. Forms are made available from the SICS office at specific times during the year. Some scholarships may affect the amount received from other scholarships.
 - 2. **Church Matching Scholarship:** Please see information online at: http://biola.edu/sics/admission_financialaid.cfm
- B. United States students
 - 1. **Graduate Grant:** Please see information online at: http://biola.edu/sics/admission_financialaid.cfm
- C. International Students
 - 1. **International Student Aid Grant**
 - 2. **International Leadership Grant**
Please see information pertaining to both online at: <http://biola.edu/grad/international/>

Further details of financial aid programs may be obtained from the Biola Financial Aid Office.

Teaching and research assistantships, which are ordinarily contracted for one term at a time, involve nomination by the faculty member with whom the student will work. Students should discuss the possibility of becoming a Teaching Assistant or Research Assistant with school faculty members prior to the term in which they wish to become an assistant. Since TAs and RAs are considered employees of the university during the duration of their appointment, they must complete university employment forms. Stipends are paid bimonthly.

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BEHAVIORAL STANDARDS

SECTION 2.7

BEHAVIORAL STANDARDS

Making Choices

In all these standards, the intent is that students will learn to exercise individual discernment as demonstrated in thoughts, actions and lifestyle.

What is the Biola Community?

Biola University is a unique environment committed to following Christ. "Love your neighbor as yourself" therefore becomes the foundation stone of community. We believe that community is born of other-centered practices, strengthened when members:

- live with integrity,
- practice confession and forgiveness,
- attempt to live in reconciled relationships,
- accept responsibility for their actions and words, and
- submit to biblical instruction.

As we seek to follow God and His commands to love, we can identify certain attitudes that help build and preserve community: a respect for others as they make decisions contrary to ours; a readiness to listen carefully to those who represent situations or cultures unfamiliar to us; and a concern for how our preferences affect the lives of those around us. In keeping with these attitudes and the scriptural guidelines that support them, we provide here the Life Together standards of the Biola Community.

We, as members of the Biola Community, understand that the journey of life can be hard; at times, members will stumble, fall and fail to uphold these standards. As men and women of Biola, we do not ask each other to be perfect people, but rather to be people in active pursuit of integrity and growth, in dynamic relationships with the living God and with others in community. We acknowledge that our choices as individuals affect that community. We are eager to serve by coming alongside you and offering grace, support, accountability and, when necessary, loving discipline, in order to help you grow through the struggle. We affirm our commitment to serve you with your best in mind.

Biola students have chosen, freely and willingly, to abide by the following standards. We regard any violation of these standards to be a breach of integrity, since each member has voluntarily chosen to associate with the Biola community and to accept, uphold and live by the following standards.

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BEHAVIORAL STANDARDS

SECTION 2.7

When do They Apply?

The Life Together standards apply to all students:

1. While enrolled in classes for the Fall Semester (including Thanksgiving), Interterm, Spring Semester (including Spring Break), and Summer Term.
2. Who are representing the Biola Community in any off-campus events, such as mission trips, internships, study abroad and athletic or academic activities.
3. Who are not enrolled in classes but are living on campus.

What are the Standards?

We at Biola uphold integrity as a core value of our community. Members are expected to demonstrate a commitment to the value of integrity in word and deed and to take responsibility for their own violations of behavioral guidelines.

We at Biola recognize that Scripture condemns sins of the heart, such as covetousness, selfishness, ambition, envy, greed, lust and pride. By their very nature, these sins are more difficult to discern but because they lie at the heart of relationships, they are of central concern to the Biola community. We confess and repent of these sins as we become aware. We also do not condone practices that Scripture forbids, such as occult practices, sexual relations outside of marriage, homosexual behavior, drunkenness, theft and dishonesty. Members of the Biola Community have committed to abstain from these practices.

We at Biola recognize that the abuse of tobacco products and alcoholic beverages presents a danger to personal and communal health. Biola students have committed not to use or possess these products while enrolled at our institution.

We at Biola willingly put ourselves under the authority of the people in leadership and agree to abide by these and other standards the University deems necessary for the betterment of our community and the fulfillment of the University's mission before God. We understand that as people in authority, they are still fallibly human, prone to making mistakes. However, we trust that these servants of Biola will always seek to be loving and humble, and are working to provide the best possible environment for all members of the Biola community.

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GENERAL BIOLA UNIVERSITY POLICIES & PROCEDURES

SECTION 2.8

GENERAL BIOLA UNIVERSITY POLICIES & PROCEDURES

Advertising

Advertisements are divided into permitted and non-permitted categories, either commercial or non-commercial.

- Permitted commercial advertising is permitted only in the Chimes, on KBBK radio or in the Biolan (this includes banks, restaurants and coffee houses, theaters or other entertainment establishments, housing rentals and merchants).
- Permitted non-commercial advertising is permitted through campus flyers and posters (this includes all University based/sponsored events, churches, faculty/staff/student personal sales and services, University sponsored political and government groups and charitable organizations).
- Non-permitted, non-commercial advertising includes those representing non-Christian/religious groups/cults and non-faculty/staff/student sponsored political groups or organizations.

Grievance and Appeal Process

It is the desire of the University that grievances be resolved at the lowest level possible and that the grievance procedure be as expeditious as possible. In accordance with the Biblical injunction (Matthew 18:15), there should be an attempt made to resolve any grievance informally with the person or office with whom the grievant has a complaint.

There are two distinct grievance and appeal processes open to the student, and the process used will depend on the nature of the grievance. The first type of appeals relates to academic matters—grades, academic dishonesty, classroom procedures, tests, assignments and related matters. The second type relates to general grievances and appeals, including alleged sex, race, handicap or age discrimination and appeals of disciplinary actions taken by Biola.

A complete copy of the SICS Grievance and Appeal Process Statement is available in the SICS Dean's office.

Pornography Issues

The possession or display of pornographic material in any form on University premises is unacceptable. The use of institutional or personal computers for the transmission, retrieval and/or storage of such material is a violation of University community standards and will result in disciplinary action.

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GENERAL BIOLA UNIVERSITY POLICIES & PROCEDURES

SECTION 2.8

Posting Materials (posters and flyers)

(See the Student Affairs Receptionist Desk, ext. 4874. For Talbot Postings, see the Talbot Receptionist, ext. 4814. For Marshburn Postings, see SICS Secretary, ext. 4844).

- All flyers or posters (maximum 50) must be submitted to the Office of Student Affairs 24 hours in advance of desired posting date(s). Student Affairs will not allow the posting of any materials that are contrary, in appearance or content, to the Doctrinal Statement and Standards of the University.
- All approved flyers or posters must be stamped "Approved" before posting. Approval for posting does not imply endorsement. Any flyers or posters posted without approval will be removed.
- Posting is allowed on bulletin boards or designated areas only. Poster putty is not to be used. Use tacks/pushpins and/or masking tape only, which may be purchased at the University Bookstore.
- One (1) copy of the poster will be retained by Student Affairs, along with the name and phone number of the person/agency posting.
- The person/agency posting materials is responsible for the removal of the material(s) after the date of the event (maximum posting of 2 weeks).

Restrictions for Posting

- No posting at the Bell Tower, Bookstore, Café outside walls, Chase gymnasium, in restrooms, on windows, glass, pillars, street signs or outside of any University buildings and/or residence halls.
- Café: Bon Appetit management must approve posting "inside" the dining hall. Student Affairs may approve posting in the lobby, but "No Posting" areas must be observed.
- Library: See the Librarian for limited posting.
- Metzger: Posting is limited to the bulletin boards located near the Registrar's Office and On-Campus Student Employment.
- Music Department: See the Secretary for limited posting.
- Residence Halls: See the specific Resident Directors for approved locations.
- Student Services: See the Receptionist for limited posting.
- Student Union Building: See Associated Students Receptionist for approved locations.
- Sutherland Hall: Bulletin boards are located in the hallways.
- Housing/Rentals: The University does not approve posters or flyers that advertise off-campus housing. Rental opportunities may be registered with the Office of Auxiliary Services.

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GENERAL BIOLA UNIVERSITY POLICIES & PROCEDURES

SECTION 2.8

Social Dancing

No social dancing is permitted on campus at anytime. No University related or sponsored dances are permitted off campus at any time. This includes any activity, which involves any identifiable University group, is publicized on campus and/or has the appearance of being University related.

With respect to dancing off campus in non-University related and/or sponsored functions, each member of the Biola community is expected to exercise individual judgment, in accordance with the above noted guidelines and with full recognition that some dancing is morally degrading. Furthermore, faculty and staff should make their decisions with full recognition that they are role models for students and, in the eyes of outsiders, may be taken to be spokespersons for Biola University. Members of groups representing Biola traveling or studying abroad or participating in short or long-term mission trips should not participate in social dancing.

Self-Harm Policy

Biola University endeavors to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic and social development. In doing so, it reserves the right to implement a disciplinary process, which may culminate in the suspension or dismissal of any student who does not meet minimal and reasonable behavioral standards. The University also expects that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others and not significantly jeopardize the educational process of other students.

Danger To Self

Danger to self is defined as any direct act, or planned act, that places a person at reasonable risk of self-induced bodily harm or loss of life. This would include actual and/or planned acts of suicide, self-mutilation, substance overdoses, consistent purging, unhealthy dietary restriction, etc. Additionally, students posing danger to themselves through the use of weapons and/or substances may face other sanctions as imposed by the University and/or by law enforcement agencies.

Danger To Others

Danger to the health or safety of others is defined as any act, or planned act, that places another student, member of the faculty or staff or any campus visitor at reasonable risk of bodily harm, exposure to illness, loss of life or destruction of property. Further, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior and/or medical condition could reasonably expose others to illness or disease. This exposure risk must exceed that commonly found in community environments and would include a student's possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

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GENERAL BIOLA UNIVERSITY POLICIES & PROCEDURES

SECTION 2.8

Jeopardizing the Educational Process

Jeopardizing the educational process of others is defined as any disruptive act that within reason impedes another student's reasonable attainment of his or her academic goals. A violation may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty or staff. In determining violations, an assessment will be made of the nature of the disruption, the content and frequency of the complaint(s) and the number of complainants.

While Biola University expects all students to meet the behavioral standards, it recognizes that some students possess medical or psychological conditions that may affect functioning within the behavioral rules of the University. Additionally, students may not be discriminated on the basis of verified physical or psychological disability as determined with regard to applicable federal and/or state law provided that they remain otherwise qualified, which is defined as being able to meet the fundamental academic and behavioral standards of the University. The University thus reserves the right to form at its own discretion, a multidisciplinary team to determine whether medical or psychological intervention (e.g. medication, counseling) is necessary in order for the student to meet the minimal behavioral standards. When composed, at least one member of this team must be a qualified health or mental health clinician. If medical or psychological intervention is determined able to assist the student in meeting the behavioral standards, the University may choose to offer the student the opportunity to comply with an intervention plan as a partial or complete substitute for disciplinary action for past and non-egregious violations. The student may also be placed on a contract that clearly identifies the behaviors of concern, the accompanying behavioral expectations, and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan or if the student violates the contract, the University may take disciplinary action up to, and including, suspension or dismissal.

ACADEMIC INTEGRITY

Integrity in academics is extremely important in all educational institutions. In SICS, as a community of Christian scholars, it is even more important that our academic behavior be characterized by honesty, trustworthiness and adherence to acceptable standards.

There are two kinds of academic dishonesty: cheating and plagiarism. *Cheating* is when you (1) get or try to get credit for academic work by dishonest or deceptive means; (2) get help on a test by means of notes, aids or other students outside what the instructor has allowed; and/or (3) allow another student to cheat off of your work. *Plagiarism* is when you represent ideas or words from someone else as your own by not citing the source.

Plagiarism is an especially challenging issue for international students and non-native speakers of English because definitions of acceptable and unacceptable behavior may vary from culture to culture. Culture “A” may say that copying another’s work is “acknowledging the superior mastery and expression of an expert,” while Culture “B” may say that the same behavior is “plagiarism.” This section of the handbook describes the expectations of the U.S. academic community regarding plagiarism.

What Is Plagiarism

Plagiarism is when you use material from a source (book, article, website, lecture, letter, etc.) and don’t acknowledge where it came from. This is considered disrespectful to the source and is the theft of the author’s intellectual property. It is also considered lying to the people who read what you have written and who are led to believe that the thoughts are yours. Acknowledging the origin of unique ideas, words and images gives credit to the creator and allows your reader to locate the source. If English is not your native language, it may be very tempting to copy another’s words. It may also be difficult to learn to paraphrase and express other’s ideas in your own words. Regardless of the difficulty, however, it is extremely important that you learn how to paraphrase well.

Different Types of Plagiarism

1. Handing in someone else’s work as your own. This includes getting papers off the internet and using another student’s paper or part of a paper.

Recommendation: Always do your own work. If you got even an idea from someone else, acknowledge that person. E.g., the idea of a garden as a metaphor for teaching came from Su-Chu Kim.

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2. Taking information from a source, even if you paraphrase it in your own words, without acknowledging it in a citation.

Recommendation: Keep track of where you get your information. Take careful notes on your sources, including page numbers. If you start by writing exact quotations in your notes, you can paraphrase later, and you will be less likely to mistake someone else's work for your own. Learn to use your department's style manual for citations.

3. Using a direct quotation, but not noting it as such with quotation marks (even if you acknowledge the source with a note).

Recommendation: Learn to paraphrase well. It is not enough to change one or two words in a sentence. If there is a unique phrase that you cannot express in another way, use it with quotation marks.

4. Quoting primary material from a secondary source. If for example, you read an idea in Jones which is taken from Hill, don't cite the idea as if it is from Jones.

Recommendation: One idea is to read the original idea in Hill. It is also possible to acknowledge this as (Hill 1807, cited in Jones 2003), following the details of your departmental style manual.

- Note that when you are dealing with political or historical facts, well-known ideas or common theories you don't have to cite a source.
- Writing a paper which consists of a string of quotations one after another is not considered acceptable, even though you've acknowledged sources and properly quoted material.

Examples of Academic Dishonesty and Plagiarism Deemed Unacceptable Within the Academic Community

- While taking exams, tests, quizzes, work done should be the sole effort of the individual student and should not contain any answers or responses that have been knowingly obtained from someone else.
- Seeking to gain an advantage in an exam by obtaining advanced access to particular questions or advance copies of a professor's exam.
- Making a public presentation (e.g., speech, lecture, sermon) where elements of the presentation are misrepresented as original thought or work.

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- Having someone else write a paper for you and turning it in as your own work, or writing a paper for someone else.
- Submitting as your own work papers, articles, book chapters, reports formerly written by other students, graduate students working with a faculty member or purchased from commercial services.
- Using published materials word for word, without citation or quotation marks, as all or part of work submitted as your own. (This category also includes media examples covered in a separate paragraph.)
- Close, deliberate paraphrase of another's work, published or unpublished, without acknowledgement.
- Turning in a paper previously written for another course (unless approved by the instructor), or one paper for two current courses, without permission of the instructors.
- Deliberately using false citations to give the appearance of acknowledgement and research.
- Referencing Internet web sites without citation or paraphrase.

The Student's Responsibility

It is your responsibility to be familiar with what plagiarism is and to do whatever it takes to avoid it. If you have any questions about the possibility of plagiarism in a paper you are writing, see the instructor before you turn in the assignment.

Consequences of Academic Dishonesty

If a faculty member establishes that a student has been dishonest, he or she will first discuss the issue with the student. The consequence may be (1) a grade of "F" for the exam or assignment or (2) a grade of "F" for the entire course. The situation may be discussed with other faculty members to determine if the student has had a pattern of dishonesty in other courses. If necessary, the student will be referred to the Dean. Student appeals will be handled in accordance with the Grievance and Appeal Process which is available in the SICS Dean's office.

(Thanks to Kevin Lawson and the Talbot School of Theology for some of the ideas in this section.)

MISCONDUCT ISSUES

A violation of any published policy, rule or regulation may result in disciplinary action. This is a common, not a comprehensive, listing:

1. Dishonesty in any form, including, but not limited to, plagiarism, cheating on assignments or examinations, knowingly furnishing false information on University records, forgery, alteration or misuse of documents, records, or identification cards.
2. Failure to comply with written or verbal directives of University officials or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.
3. Inappropriate Behavior:
 - a. Drunkenness, disorderly, lewd or indecent behavior
 - b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other University activities, including its public-service functions on or off campus or other authorized non-University activities when the activity occurs on University premises.
 - c. Actions, language, or technological communication that constitute unlawful harassment, threats, intimidation, stalking or hate violence directed toward a member of the Biola faculty, staff, student body or toward a visitor to the campus.
4. Violation of federal, state or local laws on or off University premises or at University-sponsored or supervised activities.
5. Sexual harassment, sexual assault and discrimination. (See Federal/State Laws and Regulations)
6. Sexual activities, e.g. pre-marital, extra-marital, homosexual and other sexual acts outside the context of marriage, which are, or give, the appearance of being contradictory with Christian moral behavior (whether on or off-campus).
7. Pregnancies which occur outside of a marriage, while at Biola, are in violation of University standards. The University is committed to standing with both the father and mother of the unborn child as they consider their actions and experience the forgiveness that comes when Luke 17:3-4 and 1 John 1:9 are practiced by the believer.
8. Promotion, distribution, sale, possession or use of alcohol or narcotics or other controlled substances on or off campus regardless of the student's age. This will include the use or collection of non-alcoholic beers on campus and collections of containers used for the delivery or storage of alcohol beverages. (See Federal/State Laws and Regulations)

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9. Smoking on or off campus, possession or use of any tobacco products (e.g. cigarettes, snuff, cigars, pipe tobacco, chewing tobacco). Burning incense and candles are not permitted.
10. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. (See Federal/State Laws and Regulations)
11. Weapons possession and/or use of any types of weapons, including but not limited to, firearms, air and spear guns, knives, martial arts weapons, bows and arrows, swords, paint pellet guns, batons, clubs, tasers, stun guns and explosives of any type. It is a felony to possess firearms on campus. All individuals in possession of self-defense items must comply with applicable California State law regarding training and permit to use.
12. Theft, attempted or actual, and/or damage to property of the University or property of a member of the University community or other personal or public property.
13. Unauthorized access, theft or other abuse of computers, including but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents or for any other purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another individual's identification and password
 - d. Interference with the work of another student, faculty member or University official
14. Unauthorized entry to, or use of, University premises.
15. Unauthorized possession, duplication or use of keys to any University premises.
16. Soliciting or advertising without prior approval from the Student Affairs Office and/or appropriate University departments.
17. The cost of repairs for damaged University facilities will be the responsibility of the student or group using them.
18. Fire equipment, tampered with or removed, is a misdemeanor and subject to fines or time in jail. These include automatic door closures, fire extinguishers, smoke detectors and fire alarms. Breaking the fire code and offenses such as pulling of fire alarms and propping open fire doors (except in case of an emergency) are subject to fines or other sanctions.
19. Use of skateboard/roller blades/skates and other similar devices are prohibited on campus.
20. Posting, exhibiting or distribution of material or representations deemed to be obscene or contrary to the moral standards and/or mission of the University. (See posting policy)

21. Misuse of the disciplinary procedures, including but not limited to:

- a. Failure to respond to the request of a disciplinary committee or University official
- b. Falsification, distortion or misrepresentation of information before a disciplinary body
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding
- d. Institution of a disciplinary proceeding knowingly without cause
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial system
- f. Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding
- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding

Failure to comply with the sanction(s) imposed by a disciplinary body.

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COMPLIANCE WITH NON-DISCRIMINATION LAWS... SECTION 2.11

COMPLIANCE WITH NON-DISCRIMINATION LAWS AND REGULATIONS ON DISCRIMINATION

The University deplores the unfair treatment of individuals based on race, gender, socio-economic status, age, disability or cultural differences, as well as attempts at humor which aim to elicit laughter at the expense of an individual or any group of individuals. Rather, members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Biola University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. As a religious institution, the University is exempt from certain regulations relating to laws and discrimination on the basis of religion. Such laws and regulations include:

1. Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color and national origin in the programs and activities of the University. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the University's tax-exempt status.
2. Title VII of the Civil Rights Act of 1964 which prohibits employment discrimination based on sex, race, color or national origin.
3. Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in all programs and activities that receive federal financial assistance. It applies to the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities. Section 504 also provides for the receipt of reasonable accommodations by persons with disabilities who self identify and demonstrate need for such accommodations.
4. The Americans with Disabilities Act of 1990 (No other law here has the reference ID listed), which affords persons with disabilities equal opportunity and full participation in life activities and prohibits discrimination on the basis of disability in employment, public service, public accommodations, telecommunications and transportation.
5. The Age Discrimination Act of 1975 which prohibits age-based discrimination against persons of all ages in programs and activities of the University.
6. The Age Discrimination in Employment Act of 1967 which prohibits discrimination against persons aged 40 and over regarding employment decisions.
7. Title IX of the Education Amendments of 1972 which prohibits all forms of discrimination on the basis of gender (including sexual harassment) in programs and activities of the University, except where the University has been granted exemptions based on its religious tenets.

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DISCLOSURES & COMPLIANCE WITH OTHER LAWS... SECTION 2.12

DISCLOSURES AND COMPLIANCE WITH OTHER LAWS AND REGULATIONS

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA)

This act and provisions of the California Education Code set out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (U.S. Dept. of Education) concerning alleged failures by Biola to comply with provisions of FERPA.

Biola University has adopted policies and procedures concerning implementation of FERPA on campus. Copies of the policy are available in the Registrar's Office.

Release of Student Directory Information Family Educational Rights and Privacy Act (FERPA)

1. "Privacy" students need to approve any releases of information about themselves, with the exception of certifying a student's loan or deferment of a loan that the student themselves initiated since that release is "in the best interest of the students and a benefit to the student". Even these forms would normally only be processed if the loan form was received in the mail from the loan agency for enrollment verification or if the form was brought in by the student for processing.
2. In the case of students who have "not" indicated "privacy" for their files, there is still "private information" that cannot be released about the student. This is especially true with regard to grades, academic standing, etc. The only thing that can be released concerning "non-privacy" students is "directory release information":
Name; Address; Telephone Number (though this is to be avoided when possible); Date and Place of Birth; Major Field of Study; Degrees awarded and dates received.
3. Outside of these data elements, nothing else about "non-privacy" students can be released.

For an expanded explanation of FERPA, see the Schedule of Classes booklet for each semester.

The Crime Awareness and Campus Security Act Of 1990

Public Law 101-883, the "Student Right-To-Know" and "Campus Crime Act" requires colleges and universities receiving federal funds to make available yearly campus security policies, crime prevention programs and specific campus crime statistics to current students and employees, as well as to any applicant for enrollment or employment, upon request. This includes making the community aware of crimes committed on campus within a reasonable amount of time. When crimes do occur,

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when appropriate, the campus community will be notified by one or more of the following methods: Campus Safety Alert Notices posted at all common building entry points, the Chimes, Inside Story and e-mail. In addition, all these policies and statistics are available at the Campus Safety Office.

Student Right-To-Know Act Of 1990

This Act requires colleges and universities receiving student federal financial aid to disclose graduate or completion rates for the student body in general and athletes in particular, allowing students and parents to make informed choices in selecting an institution of higher education. The University will provide such information to students and prospective students upon request.

1976 Amendments to Higher Education Act of 1965

The Amendments require colleges to disseminate information on financial aid, tuition and academic programs as well as exit counseling to student borrowers. This information is disseminated through its catalog and other publications and mailings and is also made available to students upon request.

Drug-Free Schools and Communities Act of 1989

(Public Law 101-336) and Drug-Free Workplace Act of 1988 Biola University is operating in conformity with this law. The following summarizes Biola's policy and program:

1. It is the policy of Biola that the University be free of alcohol and illicit drugs. The unlawful use, possession or distribution of alcoholic beverages or illicit drugs by students and employees of Biola is prohibited and violates this policy as well as the University's standard of conduct.
2. The California Penal Code states that "Every person who possesses any controlled substance shall be punished by imprisonment in the state prison" (CPC 11350). And, "Every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment in the state prison for two, three or four years" (CPC 11351). In addition, the purchase, possession or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658, 25658.5 and 25662.
3. Known health risks of alcohol and/or illicit drug use include the following: Damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver and kidney damage and a variety of other possible consequences.
4. The Biola Counseling Center provides individual treatment and counseling programs for drug and alcohol abuse to members of the Biola community, at cost. Referrals of students are also made to external organizations providing substance abuse programs.
5. Students violating this policy are subject to disciplinary actions up to, and including, suspension or dismissal from the University in accordance with University policies and procedures.

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DISCLOSURES & COMPLIANCE WITH OTHER LAWS... SECTION 2.12

Hazing

All students and members of campus organizations are required to observe and fully comply with California's Education Code requirements on hazing and the University's regulations prohibiting hazing. State law mandates that no student or other person shall conspire to engage in hazing, participate in hazing, or commit any act that causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution (Education Code, section 32051). Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the University. (Education Code, section 23050) Serious violations of the basic provisions of this student code will place in jeopardy any scholarships and other assistance given to the student. Also, whether or not the student should continue to be enrolled at the University may be considered.

Research with Human Subjects

1. Any educational research/ survey investigator requesting the participation of students, either on and/or off-campus, must request permission from the Office of the Dean of Student Affairs, ext. 4871.
2. All research surveys must be approved by the Protection of Human Rights in Research Committee (PHRRC) prior to requesting permission from the Student Affairs office. (Written protocol for the PHRRC is available from the Rosemead School of Psychology, Receptionist Desk).

Sexual Assault Guidelines/ Procedures

The University is concerned about any allegations of sexual assault and therefore strongly encourages any person who has experienced such a violation to report the situation immediately to their Resident Assistant, Resident Director, a Student Affairs Dean or Campus Safety. In any follow up with the alleged assault, care and concern will be given to the individual involved.

This set of guidelines is to assist students, faculty and staff in event of a sexual assault. The goal is sensitivity and responsible control of potentially volatile situations. Biola University defines Sexual Assault as the act or threat of physical aggression which includes but is not limited to acts ranging from rape to the touching of another's intimate areas, whether directly or through clothing, without their consent, either by a stranger or an acquaintance.

Whatever the act, it is perpetrated without the consent of the complainant and can involve coercion, the threat to harm the complainant and/or physical violence.

Where there is an allegation that a sexual assault has occurred, the University will pursue an investigation and possible disciplinary action through its own channels. Disciplinary action may

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include the possibility of suspension or dismissal from the University. The Dean of Students, the Director of Human Resources or their designee in accordance with AB3098 will disclose the University's disciplinary response to the complainant.

It shall be noted that Biola University also has an obligation to comply with the laws of the larger community of which it is a part. As sexual violence is a criminal activity, the University will not interfere in the investigation of any student, faculty or staff member who may be charged with or prosecuted under the California Penal Codes. The University may pursue enforcement of its own standards without regard to legal proceedings both underway or contemplated, and may use information from third party sources, such as law enforcement agencies or the courts to determine whether actual University standards have been violated.

Procedures related to the complainant

To encourage reporting of assaults and to attempt to provide fairness to all involved, the following procedures will be used in relation to the complainant:

1. Identifying information will be kept confidential to every extent possible, except to the principal parties involved;
2. The complainant's sexual history will be kept confidential;
3. Consideration of a change in living accommodations may be requested;
4. A written summary of the complainant's own testimony given to the Dean of Student Affairs, the Director of Human Resources or their designee may be reviewed and signed;
5. Assistance may be obtained in dealing with academic or employment related issues;
6. An opportunity to respond to testimony given by the respondent may be given;
7. The complainant will be informed of any sanctions imposed.

Procedures related to the respondent

During the investigation of an accusation of sexual assault, the following policy and procedures apply:

1. Identifying information will be kept confidential to the extent possible, except to the principal parties involved;
2. Respondent will be informed of the specific allegations and the facts surrounding the allegations;
3. The respondent's sexual history will be kept confidential;

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4. A written summary of his or her own testimony given to the Dean of Student Affairs, the Director of Human Resources or their designee may be reviewed and signed;
5. An opportunity to respond to testimony given by the complainant may be given;
6. The respondent will be informed in a timely manner of the disposition of the case.

In the event that the disposition of the case is unsatisfactory to the complainant and/or respondent, such party(ies) may appeal under the general appeals and grievances process as outlined in the University Student Handbook.

Insofar as is possible, the confidentiality of all members of the Biola community will be respected in both informal and formal procedures.

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CAMPUS SAFETY

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CAMPUS SAFETY

Biola's Campus Safety Office is concerned for the safety of individual students as well as the community as a whole. Campus Safety's primary responsibility is to protect the people and property of Biola University. This includes the responsibility for all persons at the University (e.g., students, faculty, staff and visitors) and for all property owned or operated by the University. Officers trained in law enforcement, CPR and first aid are on duty 24-hours a day and are willing to assist students in any way.

The Campus Safety Department offers special services, such as a campus escort service, a rape prevention program that includes several films and a seminar, a lost and found service, bicycle registration service and Operation Identification (engraving of personal property for positive identification in case of theft) throughout the year. Vehicle registration, traffic control, building security and assistance in medical emergencies are additional services handled by this department.

Recognizing that a Christian University is not exempt from crime and danger, students are asked to use common sense and caution in every aspect of their activities. Students who are stopped by Campus Safety officers are required to present their driver's license and student I.D. and to follow any directions given by the officer. Failure to cooperate with an officer's request may result in disciplinary action.

All Biola University students are responsible for the information contained in the *Campus Safety Handbook* which is distributed at registration time or may be obtained in the Campus Safety office.

Registration and Use of Motor Vehicles and Bicycles

All vehicles brought onto Biola property must be registered with the first 72 hours of that vehicle's presence on campus. All vehicles are registered each semester and are billed on the student account.

Vehicles that were registered and then sold should be reported to the Traffic Control Office so that they may be taken out of the system. Those students withdrawing from school for any reason should stop by the Campus Safety Office to remove their vehicle from the system.

Off-street vehicles (not equipped or licensed for use on public highways) may not be stored, parked or driven on Biola property. California state law now requires that all vehicles be covered by insurance or bond. Biola students are expected to abide by such laws. Generally speaking, vehicles belonging to resident students should be parked in appropriate parking lots and not on adjacent residential streets.

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The University reserves the right to ask that any vehicle owned or operated by an enrolled student be opened in the presence of the owner or operator and a member of the staff of the Student Affairs Office if there is reason to believe that the vehicle has been involved in a violation of city, state, federal law or school standard.

A vehicle code is available to all students at any time during the semester to inform students of all policies relating to motor vehicles and motorized bicycles. Vehicles not registered may be removed from campus at the expense of the owner.

Registration Fees

Per semester there is a registration fee for automobiles, motorcycles and motorized bicycles. Temporary permits are available at a prorated fee.

Bicycles

Bicycles may not be ridden on Biola University sidewalks because of possible injuries to pedestrians.

Skateboards and Skates

Skateboards and skates may not be used on campus. If sidewalks were to be used by skateboards or skates, there would be a clear danger to the visually disabled and others unable to avoid an accident. Use of the roads would also be hazardous because of heavy vehicular traffic.

Violations and Fines

Campus Safety has the responsibility and authority to administer safety and law enforcement policy for the institution. This function is defined in part as the supervision of all activities that lead to the prevention, apprehension and investigation of crimes and criminal activity on University property. We enforce a variety of criminal statutes originating from the federal, state and municipal levels of government. We are also responsible for enforcing several areas of student behavior under the University code of conduct. We may impose selected administrative fines in addition to criminal prosecution or academic discipline imposed by the Division of Student Affairs.

State and Safety Violations include:

1. Refusing to identify self to Campus Safety official
2. Unnecessary or loud noise between 10:00 pm and 6:00 am (La Mirada Municipal Code Section 9.04.010)
3. Harassing telephone calls (Section 653m of the California Penal Code)
4. Throwing projectile at pedestrian or vehicle (Section 240/242 of the California Penal Code and 23110 of the California Vehicle Code)

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5. Tampering with a smoke detector (Section 11.302 of the California Fire Code; 148.4 California Penal Code)
6. Possession of fireworks (La Mirada Municipal Code Section 16.12.020)
7. Disorderly conduct (La Mirada Municipal Code Section 9.04.030)
8. Tampering with or unlawful activation of a fire alarm (Section 1.302 of the California Fire Code)
9. Possession of firearms (Section 12001 of the California Penal Code, Section 626.9 of the California Penal Code)
10. Possession of drug paraphernalia (Section 11364 and 11364.5 of the California Health and Safety Code)
11. Possession or under the influence of alcohol (Section 23004 of the California Alcoholic Beverage and Control Code)
12. Details and explanations may be found in the Campus Safety Handbook

Safety and Traffic Citation Appeals

1. Citation appeals are to be made in writing within 7 working days of the violation and delivered in person or by mail to the office of Campus Safety. Citations not appealed within 7 working days will be billed to the student's account.
2. An appeal may be denied if it does not include the name, student number, campus box number, explanation, signature and date or is not appealed within 7 working days.
3. Results of the appeal will be mailed to campus box numbers from the Office of Campus Safety within 10 working days of making the appeal.
4. Service fees may not be appealed.
5. Ignorance of the regulations is not a valid excuse for violations.
6. Anyone dissatisfied with a decision may make an appointment with the Chief of Campus Safety. Appeals must be made in writing before an appointment is given.
7. Explanation of regulations is available for the Chief of Campus Safety during normal business hours.
8. An individual may file a late appeal by coming to the office or Campus Safety Building during normal business hours and filling out the request for a late appeal. This request will be either denied or granted by the Chief or Campus Safety.

EMERGENCY PREPAREDNESS

Biola recognizes that parents and students may have concerns about safety given the events of September 11, 2001, and the possible threat of terrorist activities within our borders. In light of these concerns, Biola Campus Safety has taken steps to address these concerns in cooperation with local law enforcement. Biola University has adopted a comprehensive Disaster Plan to handle various kinds of disaster, accidents and crimes. This plan includes coordination with local and state emergency response agencies.

The Biola University Disaster Plan incorporates an extensive team of professionals trained to deal with potential campus-wide emergencies. In the event of an emergency, this team will be activated to address whatever contingencies that may arise. The University maintains a mutual aid agreement with the City of La Mirada. Biola Campus Safety and Residence Life staff maintains a supply of stores necessary in the event of a disaster. Campus Safety also can provide educational materials addressing various kinds of emergency. Biola community members are encouraged to consult the Biola Campus Safety Handbook or website for information regarding disaster response.

Biola Campus Safety continues to monitor local and national news reports and will respond appropriately should the need arise. Biola's emergency plans include contingencies for housing and feeding all of our students, if necessary. Biola maintains full-time medical emergency response staff as well as a full-time doctor and counseling resources. The Biola Power Plant has the ability to keep the campus self-sufficient in the event of a power failure and maintains on-call Facilities Services personnel to respond in an emergency.

Biola Campus Safety is developing a specific Disaster Website to keep parents and students informed in the event of an emergency. ***Information is also available on Biola's recorded Disaster Update Hotline. That number is (562) 903-4724.***

Are You Prepared?

This handbook is intended to help staff, faculty and students respond to emergency situations which may occur on the Biola campus. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

Biola University is committed to the safety and security of all members of the campus community. In times of emergency the University will provide an appropriate campus-wide response to assure life safety and minimize losses.

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EMERGENCY PREPAREDNESS

SECTION 2.14

Emergency preparedness is also an individual responsibility. This handbook will serve as a quick reference for efficient action during emergencies and should be kept in an easily accessible location at all times. All staff, faculty and students should take the time now to read and become familiar with the contents of this guide before an emergency occurs.

Reporting an Emergency

To report an emergency, call Campus Safety:

5111.....on campus

911.....off campus

State: "THIS IS AN EMERGENCY."

Give the dispatcher:

- your location
- the nature of the emergency
- phone number from which you are calling
- your name

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety. After notifying emergency personnel, notify building staff. Watch for the arrival of emergency personnel and assist in directing them to the appropriate location.

Contacts:

5111 (all emergencies)

(Also, if any off-campus incident involves university property, please call Campus Safety.)

General Security/Safety Problems

Campus Safety Administrative Office 903-4877

Campus Safety Field Office 903-4812

Student Health

Health Center 903-4841

Office of Learning Disabilities 903-4542

Title IX Coordinators for Discrimination

Student Development 903-4874

Human Resources 903-4757

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Facilities Problems

Facilities Services	903-4898
Facilities Planning	903-4790

Alcohol/Drug Problems

Student Development	903-4874
Human Resources	903-4757

Crisis Intervention

Biola Counseling Center	903-4800
Residence Life	903-4874 or 5842

Medical Emergency

Report all on-campus medical emergencies immediately to Campus Safety (5111). Report the nature of the medical problem, the location of the victim and your name. The dispatcher will call paramedics, Safety Officers and Health Center personnel when applicable. Safety Officers are trained in CPR and basic first aid.

- DO NOT MOVE VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.
- Keep the victim comfortable.
- Have someone meet and escort security staff and medical personnel to the victim. Provide all requested information.
- University employees should report injuries to their supervisor as soon as possible.
- All staff and students should attend a first aid training course (contact Student Health Center).
- Keep a first-aid kit and instruction book nearby for reference.

Crime in Progress

Call Campus Safety (5111). Give your location, nature of the crime, name and department. Advise them of the situation and remain where you are [if safe] until contacted by an officer.

Do not attempt to apprehend or interfere with the criminal except in case of self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons if used, method and direction of travel and name if known. If the criminal is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics.

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Crime Prevention Tips

- Avoid walking alone.
- Do not open residence hall doors to strangers.
- Keep all doors closed and locked, and do not leave valuables unattended.
- Do not leave doors propped open.
- At night, LOOK inside your car before entering.
- Be aware of your surroundings.
- Stay in your car if you feel threatened when strangers are present.

Bomb Threat

IMPORTANT: REPORT ALL BOMB THREATS TO CAMPUS SAFETY: Dial x5111. All bomb threats must be taken seriously. After safety personnel have been notified, evacuation may be necessary.

When there has been a threat, if you see a package or unknown object in an unusual place, **DON'T TOUCH IT.**

If you receive a bomb-threat call, try to obtain the following information:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your name?

Sex of caller _____ Age _____

Speech pattern/ accent _____

Background noises _____

Number at which call was received _____

Date and Time _____

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SECTION 2.14

Chemical Spill

Any chemical spill should be reported to Campus Safety (dial x5111) and to the Occupational Safety Office at 903-6000, ext. 5207. Do not attempt to clean up a spill until it has been assessed by trained personnel. Offensive odors from ventilation systems should be reported to the Occupational Safety Office (x5207) and to Facilities Services (x4897).

Be prepared to evacuate the building. Following evacuation and stay up wind of the spill. Evacuation of the campus may be necessary. Be prepared to cooperate with traffic-control officials. For further information, see the Campus Safety Emergency Flip File located visibly on the walls in several departments on campus.

All laboratory personnel should be prepared to assist in assessment of spills within their area following a major earthquake. Steps should be taken now to restrain all chemical containers and gas cylinders against the effects of earthquake shaking.

Fire

ALL ALARMS SHOULD BE TAKEN SERIOUSLY. If you hear a fire alarm, evacuate. IF YOU DISCOVER A FIRE:

- ACTIVATE FIRE ALARM.
- Call Campus Safety (5111 or 903-6000) report type and location of fire.

Fire extinguisher instructions

P PULL safety pin from handle.

A AIM at base of the fires.

S SQUEEZE the trigger handle.

S SWEEP from side to side.

- In the event of a fire, alert others and GET OUT. Move everyone away from area of fire; close (but do not lock) all doors as you move in order to slow down spread of fire.
- Walk, do not run. Keep noise to a minimum. Walk carefully to avoid tripping.
- Do not use the elevator.
- On stairways, use handrails and keep to right. Check all doors for heat (top and bottom) with back of hand. If hot, do not open.
- Assist people with disabilities (refer to section on persons with disabilities).
- If you are caught in smoke, drop to hands and knees and crawl; breathe shallowly through nose and use blouse, shirt or jacket as filter.

- Assist those leaving the building to move to safe areas away from falling debris.
- If you have relocated away from the building, do not return until you are notified that it is safe to do so.
- If your clothing catches fire, DO NOT RUN. STOP. . . DROP. . . ROLL.

If trapped by fire in room

Place (moist, if possible) cloth material around/under door to prevent smoke from entering. RETREAT-close as many doors as possible between you and fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary. (Outside smoke may be drawn in.)

Prepare in advance

Thoroughly familiarize yourself now with all possible routes you could take to exit your building during a fire. Practice walking through alternate exit routes. Remember, during a fire, smoke may obscure normally visible exit signs.

Avoid creating fire hazards. Do not store things in corridors, overload electrical circuits, put up flammable decorations or prop open doors. Report any problems with smoke detectors, fire alarms or fire hazards to Campus Safety.

Utility Failure

Gas leak

When there is a possible gas leak within any building on campus, it should be reported immediately to Campus Safety (5111 or 903-6000). Personnel specifically trained in gas shut-off procedures will respond immediately. Do not light matches or turn on lights and evacuate the building.

Facilities Services personnel will recommend response procedures once they have confirmed the leak. Building occupants should evacuate if recommended by Facilities Services or Campus Safety. Windows should be opened to allow ventilation.

Elevator failure

- If you are in an elevator that has stopped functioning, use the elevator phone or alarm button to call for help, and facilities personnel will respond.
- If the elevator has stopped functioning in an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Campus Safety personnel will respond.
- If the elevator has stopped functioning in an earthquake, the phone may not work. Emergency plans have been developed for such an event, and facilities personnel will be automatically dispatched to check on all elevators.

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- Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury. Specially trained elevator mechanics will take care of the problem.

Plumbing failure/flooding

- Alert Campus Safety and then call Facilities Services Work Order Office, ext. 4898.
- Report power failures immediately to the Facilities Services Work Order Office.
- Avoid any contact with electrical equipment or lines.
- During outdoor flooding, use caution when driving on flooded streets.

Earthquake Response

During the shaking

- Remain calm. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways near outside walls.
- Duck, cover and hold. If indoors, take cover under a desk or table, and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck and hold near an interior wall. Shield your head and face from falling debris.
- If outdoors, move away from buildings, utility wires, trees and all other overhead obstructions.
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car. If you continue driving, watch for hazards such as damaged roadways, fallen objects and downed power lines.
- Laboratory occupants should seek shelter in hallways to escape possible toxic vapors.

After the shaking stops

- Be prepared for aftershocks. Move cautiously. Wear enclosed shoes to avoid injury from broken glass or other debris.
- Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary. Do not use elevators. Do not use telephones except in a lifesaving emergency.
- Note any facility damage. If safe to do so, extinguish small fires. If you smell gas, turn off any gas appliances, and do not light a match or turn on lights. Report all problems to university emergency response personnel.

- Evacuate if the building is badly damaged, if there are gas leaks or fires or if directed to do so. During evacuation, close all doors and turn off all electrical equipment. Bring your personal emergency kit with you and use the stairway. Assist all individuals with disabilities (refer to section on persons with disabilities).
- Move away from the building to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by a competent judge of building safety. Keep streets and walkways clear for emergency equipment and personnel. Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained university personnel to guide rescue efforts.
- Make note of any individuals who are missing. Provide all requested information to security and other response personnel. Turn on your radio for emergency information.
- Assist those individuals who experience anxiety in the aftermath of the earthquake. You will be helpful to them if you are sympathetic, yet positive. It may be calming for such individuals to be involved in helping others.

Earthquake Preparedness

Scientists project that a major earthquake will occur in Southern California's near future. Living with earthquakes requires preparation. Take simple steps now to minimize the potential for injury.

- **BE FAMILIAR WITH APPROPRIATE EMERGENCY PLANS AND PROCEDURES.**
Familiarize yourself and others with the response steps listed above. Take a few moments now to identify evacuation routes and potential hazards to avoid. Identify the phone number of a contact person outside Southern California to act as a communication link with your family.
- **PUT TOGETHER A PERSONAL EMERGENCY KIT, INCLUDING:** Food and water, plastic eating utensils, basic first-aid supplies, flashlight, whistle, radio, spare batteries, change of clothes, enclosed shoes, gloves, spare eyeglasses, prescription medicine, plastic garbage bags, a blanket and personal hygiene items.
- **MAINTAIN AN EARTHQUAKE-SAFE ENVIRONMENT.**
 1. Move heavy objects down from high shelves.
 2. Restrain tall bookcases and cabinets firmly to wall studs.
 3. Anchor desktop computers down with anchor pads or Velcro.
 4. Cover glass windows with protective film.
 5. Relocate office desks away from windows.
- **PREPARE YOUR FAMILY.** If the earthquake happens while you are at work, you may be separated from your family for a period of time. They should be equipped with proper

EMERGENCY PREPAREDNESS

SECTION 2.14

emergency procedures. Schools should be prepared to care for children until parents can pick them up. Maintain a reserve of cash in case bank services are disrupted. Keep a mini-survival kit in your car and adequate fuel in your car in case gas stations are damaged.

Persons With Disabilities

Students, faculty and staff with disabilities have special needs and problems in the event of an emergency. Preparation is the key. Assign someone now to provide assistance for such individuals in the event of an earthquake, fire or bomb threat. Urge individuals with disabilities to maintain an extra supply of medications and spare equipment or supplies needed to cope with their disability.

Experience in past emergencies has shown that chances of survival for disabled individuals are usually quite good due to the fact that they have often learned to cope with obstacles on a daily basis. The campus community can help by assuring that disabled individuals receive emergency warnings and are not forgotten during the response effort. During evacuations, those with disabilities must not use elevators but must be assisted to evacuate using stairways.

Wheelchair Users

Frequently, wheelchair users have respiratory complications. Remove them from smoke or fumes immediately. Wheelchairs should not be used in stairwells, if at all possible.

Consult wheelchair users in advance as to their preference with regard to ways of being removed from the wheelchair, the number of people necessary for assistance, whether to extend or move extremities when lifting, whether a cushion or pad should be brought along, how they are carried on a flight of stairs and after-care if removed from the wheelchair.

Individuals using crutches, canes or walkers should be treated as if they were injured for evacuation purposes. They can be carried using a two-person lock-arm position or sitting in a sturdy chair, preferably with arms.

Visually Impaired Persons

In the event of an emergency, tell a visually impaired person the nature of the emergency and offer to guide him/her. As you walk, tell him/her where you are and advise of any obstacles. When you have reached safety, orient him/her to where s/he is and ask if any further assistance is needed. Remain with him/her as long as you are needed.

Hearing Impaired Persons

Persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique may be required. It may be necessary to get the individual's attention by writing a note or turning the light switch on and off, then indicating through gestures or in writing what is happening and what to do.

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UNIVERSITY STATEMENTS

SECTION 2.15

UNIVERSITY STATEMENTS

Discrimination

The University deplores all forms of discrimination based on race, sex, socioeconomic status, physical disability or cultural differences. Rather, members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves. Attempts at humor which aim to elicit laughter at the expense of an individual or any group of individuals is a form of discrimination, which is not acceptable in this community.

Philosophy of Cultural Pluralism

Biola University is committed to producing students who understand and appreciate ethnic and cultural differences. Recognizing the rich contribution that each culture can make to campus life, the University supports the philosophy of cultural pluralism.

This philosophy of cultural pluralism, which is applicable within the University is defined as:

A state of equal co-existence in mutually supportive relationship within the boundaries or framework of one nation of people of diverse cultures with significantly different patterns of beliefs, behavior, color and in many cases with different languages. To achieve cultural pluralism, there must be unity within diversity. All must be aware of and secure in their own identity and be willing to extend to others the same respect and rights that they expect to enjoy themselves.

Biola students freely choose to become united to the body of Christ and committed to the distinctives of Biola University. A mutually supportive relationship between Biola students who are culturally different is not a relationship of toleration or patronization, but a relationship of respect and dignity that enhances the cultural identity and personal development of all students.

Resolution on the Sanctity of Human Life

The Board of Trustees, approved the following resolution in December 1984, as a statement of the University's position of the sanctity of human life:

Biola University is firmly committed in its official doctrinal position and its total work to an acceptance and proclamation of the Bible as a supernaturally-given revelation from God Himself, without error or misstatement. The Bible is clear in its teachings on the sanctity of human life. Furthermore, we believe the Bible and the observable medical and biological factors alike support the view that each individual's life begins at conception. It is our conclusion, then, that human intervention to terminate life after its conception is to be opposed vigorously by Christian people, both in their own practices and in their active involvement in promoting the establishment of societal and legal bans against such practices as abortion.

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MA INTERCULTURAL STUDIES PROGRAM

SECTION 6.1

THE MA IN INTERCULTURAL STUDIES

The objective of the Master of Arts in Intercultural Studies (MA ICS) is to prepare the student bound for cross-cultural ministry or employment with the basic tools of research, which are foundational to building effective ministry and work strategies in other cultures. The MA degree assumes that the student has had some substantive undergraduate preparation before coming to the program. For this degree that preparation may be either in the social sciences or in Bible and theology. If a student is deficient in one or another of these two areas, the graduate advisor will help the student plan a program to build an appropriate balance between these two areas. Students who participate in this program will have preparation in intercultural studies and Biblical foundations upon completion of their study here at Biola.

The MA ICS program includes an 18-unit core, 18 units of electives, and six units of Biblical studies. The core course requirements for the degree are foundational for the field of intercultural studies. These courses focus specifically on the research tools, interpersonal skills, techniques for cross-cultural communication and the significant theoretical and social-historical perspectives that are crucial in the modern world.

All students in the program must fulfill the core requirements. A student, however, may obtain an exemption to a core requirement through equivalent coursework elsewhere or by contract with the faculty advisor for a substitution deemed appropriate to the student's program. Students without solid social science background or with little or no academic preparation for graduate studies in Biblical or theological studies may be required to take more than the required 42 units to complete the MA ICS degree.

Electives in the intercultural studies program allow students to specialize in a particular area of interest. Specializations include Missiology and Church Growth, Cross-cultural Healthcare, Linguistics and Bible Translation, TESOL, Leadership and Community Development, Anthropology and Intercultural Communication and Urban Ministries. A specific specialization need not be selected. Each student may design an individual elective package of courses from the school's offerings.

The Bible and theology requirement in the MA ICS degree is designed to integrate the intercultural studies and Biblical studies background of the students. In order to meet this requirement, students are encouraged to take electives in the Talbot School of Theology that will enhance their prior Biblical training.

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MA INTERCULTURAL STUDIES PROGRAM

SECTION 6.1

MA IN ICS WITH SPECIAL INTERDISCIPLINARY EMPHASES

MA ICS with a Biblical Studies Emphasis:

The emphasis of the core courses in ICS is on the tools for cross-cultural research and ministry. A student who wishes to have a degree in Biblical studies should investigate appropriate programs in Talbot School of Theology. It is possible to combine coursework toward degrees in both the School of Theology and the School of Intercultural Studies. Students desiring graduate level training in both areas are encouraged to consider combining degree programs in this way.

MA ICS with a Bible Translation Emphasis:

Students wishing to pursue careers with the Summer Institute of Linguistics (SIL) will want to plan their programs of study in consultation with a SIL at Biola representative in addition to their regular MA ICS advisor.

MA ICS with a Certificate in TESOL:

Students may arrange their electives in such a way as to pursue a Certificate in TESOL (Teaching English to Speakers of Other Languages) as a chosen emphasis within the MA ICS program. Such students, however, must first receive permission from the chair of the TAL Department and must meet with an academic advisor from TAL throughout their program of study, in addition to meeting with their regular MA ICS advisor.

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ADMISSIONS PROCEDURES

SECTION 6.2

ADMISSIONS PROCEDURES -- LANGUAGE REQUIREMENT

The School of Intercultural Studies expects MA students to be able to demonstrate competency in a second language. Competency in the language may be demonstrated through a variety of ways: written letters from speakers of the language, written letters from mission colleagues, materials published in that language that you have authored or an examination administered. The objective of this language requirement is that you will be drawing upon the indigenous language for an understanding of the culture and thought processes of those people to whom you minister.

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ACADEMIC ADVISING & REGISTRATION

SECTION 6.3

ACADEMIC ADVISING & REGISTRATION

All students will be assigned a faculty advisor at the department's orientation meeting. These faculty members are available to the students to plan their academic study in order to achieve the most effective program possible for each student. It is our goal to give each student the best learning options possible at Biola for fulfilling his/her personal ministry objectives.

Registration for the first semester in residence occurs a few days prior to the beginning of the semester. The faculty will be available at that time to advise students for their first semester registration.

Prior to arrival each student will receive from the Office of Admissions a program evaluation sheet. This advises the student of credit requirements remaining for completion of the degree sought. Departmental tracking sheets are also included in this handbook. The Department tracking sheet should be brought with you each time you come for academic advisement. The faculty advisor will then work with you to help you work out each semester's schedule and a total program plan.

REGISTRATION

During the initial registration and orientation at Biola University, students will meet with a faculty advisor from the department and plan their first semester schedule. During each semester of your enrollment here, you are required to pre-register for the following academic semester. Pre-registration begins in late October during the fall semester and in late March during the spring semester. To plan your registration for those semesters, you should contact your faculty advisor for an appointment prior to pre-registration.

WEBREG

Active Biola students may process either their pre-registration (WebReg Phase I) or registration (WebReg Phase II) over the Internet. WebReg allows our students the convenience of completing their registration, seven days a week and nearly round the clock, without making an extra trip to campus.

In addition, WebReg allows our students to make changes to their registration, by either adding or dropping a course, without incurring the add/drop fee. WebReg is available for add/drops until the second week of either the Fall or Spring term.

You can access WebReg by going to www.biola.edu/webreg where you must input your Biola ID number and password.

If you have any question about advisement for your program, you should make an appointment with your advisor.

MA ICS PROGRAM CURRICULUM CHART (2007-2009)

I. Required Core	18 Units	Sem. Taken	Comments
CL 546 The Historical Development of the World Christian Movement	3	_____	_____
CL 751 Theology of Mission	3	_____	_____
CL 503 Economy, Society and Values	OR 3	_____	_____
CL 560 Urban Research and Study	OR 3	_____	_____
CL 702 Social Organization	3	_____	_____
CL 520 Interpersonal and Intercultural Adjustment	OR 3	_____	_____
CL 622 Intercultural Communication	3	_____	_____
CL 501 Dynamics of the Religious Experience	OR 3	_____	_____
CL 725 Cultural Continuity and Change	3	_____	_____
CL 721 Crosscultural Teaching/Learning Strategies for Curriculum	OR 3	_____	_____
CL 727 Principles of Church Multiplication	OR 3	_____	_____
CL 744 Narrative as an Educational Methodology	OR 3	_____	_____
CL 765 Crosscultural Leadership	3	_____	_____
II. Bible/Theology	6 Units	Sem. Taken	Comments
_____	_____	_____	_____
_____	_____	_____	_____
III. Missiology/ ICS Electives	18 Units	Sem. Taken	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>APPROVED SUBSTITUTIONS/ELECTIVES</i>		Sem. Taken	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

** Indicate transferred units and reductions in unit requirements in the "Comments" column

MA ICS / TESOL CERTIFICATE CURRICULUM CHART (2007-2009)

I. Required Core	18 Units	Sem. Taken	Comments
CL 546 The Historical Development of the World Christian Movement	3	_____	_____
CL 751 Theology of Mission	3	_____	_____
CL 503 Economy, Society and Values	OR 3	_____	_____
CL 560 Urban Research and Study	OR 3	_____	_____
CL 702 Social Organization	3	_____	_____
CL 520 Interpersonal and Intercultural Adjustment	OR 3	_____	_____
CL 622 Intercultural Communication	3	_____	_____
CL 501 Dynamics of the Religious Experience	OR 3	_____	_____
CL 725 Cultural Continuity and Change	3	_____	_____
CL 721 Crosscultural Teaching/Learning Strategies for Curriculum	OR 3	_____	_____
CL 727 Principles of Church Multiplication	OR 3	_____	_____
CL 744 Narrative as an Educational Methodology	OR 3	_____	_____
CL 765 Crosscultural Leadership	3	_____	_____
II. Bible and Theology	6 Units	Sem. Taken	Comments
_____	_____	_____	_____
_____	_____	_____	_____
III. Certificate in TESOL Courses	16 Units	Sem. Taken	Comments
TE 509 Structure of English	3	_____	_____
TE 525 Introduction to TESOL – Adult	3	_____	_____
TE 527 Materials Evaluation and Preparation	3	_____	_____
TE 560 Communicating Values Through TESOL	1	_____	_____
TE 614 Second Language Acquisition	3	_____	_____
TE 692 Practicum in TESOL II	3	_____	_____
IV. Elective	1 Unit	Sem. Taken	Comments
_____	_____	_____	_____
_____	_____	_____	_____
APPROVED SUBSTITUTIONS/ELECTIVES		Sem. Taken	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

** Indicate transferred units and reductions in unit requirements in the “Comments” column

School of Intercultural Studies

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CURRICULUM COURSE SUBSTITUTIONS

SECTION 6.6

CURRICULUM COURSE SUBSTITUTIONS

It is possible in the MA program for faculty to make decisions allowing course substitutions for required courses. Generally, we encourage students to draw upon the total resources of Biola University to best prepare for the ministry to which they have been called. This may mean that courses in Talbot School of Theology, School of Arts and Sciences, School of Business and Rosemead School of Psychology are appropriate for your program. When your faculty advisor concurs with you that such substitutions are necessary to your training, the advisor may authorize course substitution request forms, which are submitted to the graduation counselor. In this way the student may draw from the entire curriculum of the university to build a personalized program of training for ministry.

While it is possible to make program changes, it should be kept in mind that programs have been planned to provide foundational skills. Substitutions will only be made in keeping with the integrity of the Master's degrees offered in the School. If the choice of courses cannot be settled with one's faculty advisor, appeal may be made to the faculty for final resolution.

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COMPREHENSIVE EXAMINATIONS

SECTION 6.7

COMPREHENSIVE EXAMINATIONS

All students in the MA in Intercultural Studies program must take a series of comprehensive examinations during the semester in which they intend to graduate. These examinations generally are given on the third Saturday morning in April and November. Each student will answer one general question integrating material from all of the core courses taken toward the Master of Arts degree. This question will be made available to the students two days prior to the exam.

In addition to the general question, each student will select two courses, at least one of which is not in the core, from which faculty will prepare course-related examination questions. These questions will not be given to the student in advance. The student may see sample exam questions which have been given in the past. Students must take responsibility for preparing for the comprehensive exams by reviewing material from the core courses and the specific courses they have selected for their comprehensive examinations.

Each student may bring one sheet of 8 ½ x 11 paper to the exam, upon which outlines or notes have been recorded for the general integrative question. No notes or assistance may be brought for the related course questions. Two hours are provided for the general integrative question and one hour each for the related course questions.

If a student does not pass one or more of the examinations, a committee composed of two faculty members will give an oral examination over the same subject material. Students who fail both the written exam and the oral re-examination may not be allowed to graduate in the semester in which they have enrolled but will be assigned a make-up paper or possibly required to retake one or more courses to satisfy the comprehensive deficiency.

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GRADUATION REVIEW & EVALUATION

SECTION 6.8

GRADUATION REVIEW AND EVALUATION

Each MA student is required to have a graduation evaluation with one of the University's graduation counselors in the Office of the Registrar. Usually this evaluation is scheduled prior to one's last semester at the University. Students are required to request an appointment with a graduation counselor before they register for their final semester. The appointment can be made by calling the Office of the Registrar (x.4720). If you fail to do this, you may find that you are unable to graduate as planned because you have not met a required course or lack the required number of units. It is suggested that you do this well in advance so that any corrections that are necessary in your program can be made.