

## SIIC ACADEMIC CREDIT: Summary 2016

ICI offers academic credit in cooperation with Portland State University, Continuing Education Department within the Graduate School of Education.

### A. Get Oriented

Attend an academic Credit Meeting:

Day	Date	Time	Location
Thursday	July 14	6:00 -6:45 PM	TBD
Tuesday	July 19	6:00 -6:45 PM	TBD

Or meet with Chris Cartwright of the ICI staff

### B. Register for your classes

(See green Portland State University handout for details)

Steps	Tasks	Time Frame
1	Complete the PSU Registration form & leave it with Elsa Wallace in the SIIC Office	During SIIC
2	Pay ICI the Academic Grading fee by credit card, or make checks out to “Intercultural Communication Institute” or simply “ICI”	During SIIC
3	Create a PSU Student Account: <a href="http://www.pdx.edu/admissions/other-applicant">http://www.pdx.edu/admissions/other-applicant</a>	By the end of August
4	Pay PSU Student Account Set-up fee ( <i>only once</i> )	By the end of August
5	Send ICI your new PSU Student Account Identification number: <a href="mailto:elsaw@intercultural.org">elsaw@intercultural.org</a>	By the end of August
6	Pay PSU the class tuition. You will be invoiced.	By Dec. 1

### C. Pay your Academic fees

#### 3-Day Course (Sessions I B and II B)

What fee	Who to Pay	When to pay	How Much	Method
Academic Grading fee	ICI	During SIIC	\$275	Check or credit card
Student Account fee	PSU	By August 31	\$ 25 *	Online only
PSU Tuition fee	PSU	By October 31	\$120	Check or credit card
Total			\$420	

\* Pay only once

#### 5-Day Course (Sessions I A and II A)

What fee	Who to Pay	When to pay	How Much	Method
Academic Grading fee	ICI	During SIIC	\$375	Check or credit card
Student Account fee	PSU	By August 31	\$ 25 *	Online only
PSU Tuition fee	PSU	By October 31	\$180	Check or credit card
Total			\$580	

• Pay only once

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### D. Do your assignments

#### *Three-day Workshop:*

- 2 quarter credits (equals 1.3 semester credits) from Portland State University
- Course title is ELP 510/410 Summer Institute for Intercultural Communication or for *PSU T&D Students only* ELP 510/410 Methods and Models of Intercultural Training
- 1 short assignment due Sept. 12, 2016
- 1 long assignment due November 7, 2016
- Send all assignments to Chris Cartwright at ICI: [cartwrightc@intercultural.org](mailto:cartwrightc@intercultural.org)

#### *Five-day Workshop:*

- 3 quarter credits (equals 2 semester credits) from Portland State University (PSU)
- Course title is ELP 510/410 Summer Institute for Intercultural Communication or for *PSU T&D Students only* ELP 510/410 Intercultural Competence for Trainers
- 2 short assignments due Sept. 12, 2016
- 1 long assignment due November 7, 2016
- Send all assignments to Chris Cartwright at ICI: [cartwrightc@intercultural.org](mailto:cartwrightc@intercultural.org)

NOTE: The academic credit reading list is on the ICI web site at <http://www.intercultural.org/documents/readings.pdf>.

### E. Get your grades

Return to the PSU registration system to collect your grades:

<http://www.pdx.edu/ceed/register>

Your grades will be available after December 13, 2016. They will not be mailed to you. You can order a transcript directly from the PSU registrar.

### FAQ:

#### 1. Can I register After SIIC?

Yes, contact Elsa Wallace ([elsaw@intercultural.org](mailto:elsaw@intercultural.org)) to arrange for a late registration.

#### 2. When will I get my grade?

The grades will be posted by mid-December.

#### 3. How do I get my grade?

We will provide you with guidelines for requesting your transcript from PSU in December.

#### 4. Can I transfer these credits to other programs?

This is the decision of your college or university. MAIR students can use SIIC courses as electives.

#### 5. Can I request an extension on the assignments deadlines?

Unfortunately, we cannot give extensions. If you cannot commit to the assignment deadlines, please do not register.

#### 6. Can I get a refund if I change my mind?

ICI is happy to return your check for the Academic Grading fee if you decide to withdraw before September 12. PSU's Student Account fee is not refundable. PSU's tuition is partially refundable and the process is complex. We'll refer you to the appropriate PSU administrator if needed.