

Planning Your Cross-Cultural Experience
Important Clarifications
July 2014

Dear students,

The CITE committee wants to support you in completing the cross-cultural requirement successfully. We realize that the process involves several steps, options, individuals, and hand-off points, which can be confusing at times. (The guidelines and the proposal and completion forms are available on my-GETS: [https://mygets.garrett.edu/ICS/Academic Offices/Office of the Registrar/Student Forms.inz](https://mygets.garrett.edu/ICS/Academic%20Offices/Office%20of%20the%20Registrar/Student%20Forms.inz).) So, we offer the following points of clarification of the process, as well as several important protocols to observe as you prepare for this requirement.

Preparing and submitting the proposal:

1. Consult with your advisor *in a timely manner* about a suitable option for completing your cross-cultural experience. Do NOT wait until your final semester!
2. Complete your proposal in consultation with your advisor and with his or her approval.
3. Make sure your advisor signs your proposal BEFORE you submit it to the CITE committee for consideration or, in the case of a CITE-approved course, for notification.
4. Submit your proposal, with your advisor's approval, to the CITE committee AT LEAST four (4) weeks prior to the date on which the cross-cultural experience is scheduled to start to allow ample time for review and, if necessary, revision of the proposal.

Approving the proposal:

1. The guidelines stipulate that *all* proposals, except in the case of CITE-approved courses, must be submitted to the CITE committee for approval. In the case of CITE-approved courses, please submit a completed proposal (with your advisor's and the supervising faculty member's signatures) to the CITE committee for our records.
2. Your proposal must carry the CITE committee's approval BEFORE the cross-cultural experience commences, not during or even after the experience.

Submitting the reflection paper and completing the process:

1. Except in the case of a CITE-approved course, a cross-cultural field education experience, or an independent study (if other than your advisor), submit your theological reflection paper to your advisor for grading.
2. Ensure that your advisor, or supervising faculty member in the relevant cases, complete the cross-cultural completion form and submit it to the registrar's office for recording.

IMPORTANT PROTOCOLS: NOTE: These protocols are effective immediately.

1. Since your cross-cultural proposal must be approved prior to the start of the cross-cultural experience, the CITE committee ***will not accept any proposals submitted during or following a cross-cultural experience.***
2. In order to have the time needed for proper review of a proposal, the CITE committee will not accept proposals submitted ***less than four (4) weeks in advance of a proposed cross-cultural experience.***

Do not hesitate to contact the committee should you have questions or need further guidance.

Blessings,

CITE Committee (2014)

Chair: Dr. Hendrik Pieterse

Dr. Cynthia Wilson

Dr. Osvaldo Vena

Dr. Barry Bryant

Dr. Cheryl Anderson

[Please note that you may contact the Registrar to confirm the current membership of the CITE Committee.]