

SCHOOL OF INTERNATIONAL STUDIES

Mission

The School of International Studies facilitates, creates, and expands interdisciplinary international opportunities in instruction, research, and outreach.

Vision

The School of International Studies will provide an environment that promotes and sustains global engagement.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in the ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One. Prepare outstanding graduate students for challenging international careers and global opportunities.

Critical Success Factors:

- Graduation of outstanding graduate students annually with master's of science degrees in International Studies and Peace Corps Master's International Program
- Granting of Certificates of International Studies annually
- Diversity of student body
- Securing grants for enrichment programs in international education in collaboration with School of International Studies faculty
- Associate Membership in Association of Professional Schools on International Affairs
- Further develop the chapter of Phi Beta Delta Honor Society for International Scholars
- Implementation of OSU Fulbright Center
- High level of quality employment secured by graduates

Objectives:

Objective 1.1: Provide graduate education that is excellent in both scholarship and professional training.

Strategies:

- Attract outstanding faculty among the OSU community to teach classes and serve as advisers to master's students.
- Through the School of International Studies Bennett Fellows program and grants such as Fulbright, bring internationally-recognized experts to OSU to provide courses.
- Conduct a regular five-year curriculum review beginning in 2004-2005.
- Expand the Certificate program in Stillwater and Tulsa.
- Develop undergraduate degree options in International Studies.
- Consider the feasibility of a doctor of philosophy program in International Studies.
- Maintain and expand participation in the Peace Corps Master's International Program.
- Seek associate membership in Association of Professional Schools on International Affairs.
- Coordinate regular meetings of Faculty Program Committee.

Objective 1.2: Recruit outstanding students from Oklahoma, the United States, and diverse regions of the globe.

Strategies:

- Maintain a base of outstanding students in the master's program.
- Ensure diversity of student body in terms of gender, race, and domestic/international ratios.
- Increase number of students in the Certificate program.
- Recruit the highest level of graduate students from OSU, Oklahoma, and other U.S. states.
- Recruit international students through alumni contacts, School initiatives, and financial incentives.
- Explore distance education opportunities for the Master's and Certificate programs.
- Improve recruiting capabilities of the School of International Studies Web page.

Objective 1.3: Provide a high level of service and responsiveness to students' needs.

Strategies:

- Mentor students to help them access university and community resources.
- Advise students on academic programs, helping them select advisers and thesis committees.
- Conduct orientation class for new students each semester.
- Select and provide overall supervision of graduate assistants.
- Distribute other financial aid, such as tuition waivers.
- Hold orientation for new graduate assistants each semester.
- Update and distribute student handbook each year.

Objective 1.4: Provide resources for student internships and graduate placement in professional opportunities worldwide.

Strategies:

- Generate internship opportunities
- Work with students to help them plan internships.
- Continually improve internship Web site and library materials.
- Help students compete for both internal and external grants and scholarships, such as:
 - National Security Education Program Fellowship
 - International Research and Exchanges Board
 - American Councils for International Education
 - Fulbright
 - The OU European Union award

- The Distinguished Graduate Fellowships
- Watkins, Boger, White, Martin, and other fellowships
- Boeing and other company internships.
- Mentor students regarding the Peace Corps Master's International Program and traditional Peace Corps service opportunities.
- Help leverage SIS and alumni networks to place students in internships and jobs worldwide.

Objective 1.5: Represent and seek support for the master's degree program in the academic, government, and business communities.

Strategies:

- Invite internationally-involved faculty members to join the Bennett Fellows program.
- Give presentations on graduate programs as requested.
- Take the student "Road Show" to service organizations.
- Give "Road Show" presentations to undergraduate student groups as requested.
- Seek memberships and involvement in state and international organizations.
- Submit grants to receive Muskie Fellows to study in master's program.
- Submit grants for Russia-U.S. Young Leadership program fellow.
- Support Junior Faculty Development Program administered by American Councils for International Education.
- Host OSU Fulbright Information Center.
- Invite Bennett Fellows to work with students.

Goal Two. Enhance the academic and personal experience of OSU students through international programs and activities assuming additional funding is provided.

Critical Success Factors:

- Overall participation in study abroad activities
- Student fees dedicated to Study Abroad scholarship
- Additional college faculty-led short-term programs
- Participation in reciprocal exchanges
- Participation in the National Student Exchange
- Minority student participation in study abroad activities
- Affiliation agreements with study abroad organizations
- Applications for the Gilman, Freeman, and National Security Education Program scholarships
- Additional scholarships for Study Abroad
- Adoption of International Travel Policy
- Risk Management/Emergency Procedures section on the Study Abroad Web site
- National Association of Foreign Student Affairs: Association of International Educators Conference presentation each year

Objectives:

Objective 2.1: Cooperate with the colleges to increase student participation in international educational activities and in the National Student Exchange.

Strategies:

- Develop additional opportunities for studying abroad: faculty-led short term and long-term programs.
- Develop means for students to remain enrolled at OSU while participating in approved/affiliated non-OSU programs.
- Improve publicity for study abroad both on campus and to local high schools.
- Contribute to the monthly e-mail newsletter.
- Provide monthly update of study abroad activities to office visitors.
- Develop Study Abroad Catalogue both in print and online.
- Improve the Study Abroad Web site.

Objective 2.2: Provide preparation and support for students who study, work, or volunteer abroad or who participate in the National Student Exchange.

Strategies:

- Seek sponsors from private and public sectors.
- Develop site-specific materials for the new reciprocal exchange partners.

- Post Study Abroad Workbook and Orientation Handbook on Study Abroad Web site.
- Improve recruiting and coordination of Gilman, Freeman, and National Security Education Program scholarships, as well as other scholarships.
- Improve contact with Affiliated/Approved Program participants.
- Create e-mail list to communicate with returned students.
- Offer a re-entry workshop in cooperation with Career Services.
- Develop peer advising orientation and program.
- Increase awareness of funding opportunities for study abroad.
- Enhance efficiency in office procedures through increased use of technology.

Objective 2.3: Encourage and facilitate the integration of incoming exchange students into OSU campus life.

Strategies:

- Involve students in all School of International Studies activities.
- Offer program of excursions to nearby cultural sites.
- Increase communication with inbound exchange students through e-mail listserv.
- Invite exchange students to volunteer in the Study Abroad Office.
- Hold welcome reception for new inbound exchange students.

Objective 2.4: Coordinate study abroad information and study abroad-related activities on campus.

Strategies:

- Complete the International Travel Policy.
- Develop checklist for National Association of Foreign Student Affairs: Association of International Educators Safe Practices Guidelines
- Participate in the Student Travel Policy Committee.
- Develop a Risk Management/Emergency Procedures section for the Study Abroad Web site.
- Distribute list of reciprocal exchange and Title IV financial aid agreements to college outreach offices and School of International Studies Executive Committee members.
- Develop campus-wide notification system for newly established exchange programs.
- Develop an annual marketing strategy to publicize study abroad opportunities.

Objective 2.5: Promote an atmosphere on campus and in the community that fosters an international perspective.

Strategies:

- Develop Study Abroad Alumni Group.
- Facilitate exchange student participation in visits to local schools.
- Market study abroad and National Student Exchange to local public schools.
- Help coordinate National International Education Week.

Goal Three. Provide instruction in English as a second language and the American culture for non-native speakers.

Critical Success Factors:

- An adequate number of students
- Maintain successful financial stability
- Inclusion in the North Central Association's accreditation of OSU
- Continued maximum (five-year) approval from the Oklahoma State Regents for Higher Education
- Continued membership in the University and College Intensive English Programs consortium
- A level of university funding adequate to market the program and recruit new international students
- 75% of the advanced level students achieve qualifying Test of English as a Foreign Language scores for university admission
- Continued high level of support for faculty/staff professional activities at the state, national, and international levels
- Increased international enrollment at OSU as a result of the transfer of successful English Language Institute students into academic programs
- Active database of English Language Institute alumni established and maintained
- Operation of a viable program in the face of global economic, social, and political turbulence

Objectives:

Objective 3.1: Recruit and sustain an adequate enrollment of able, motivated students and a core of knowledgeable and creative administrators, faculty, and staff to provide effective, up-to-date instruction and ensure adequate opportunity for cultural adjustment.

Strategies:

- Market OSU and the Institute in selected publications and through communication with U.S. and foreign agencies.
- Increase the number of Referral Agreements.
- Continue to seek opportunities for special projects and short-term programs.
- Promote continued faculty development through conference participation/in-service training.
- Explore, when appropriate, the possibility of gaining faculty status for English Language Institute teachers.
- Provide appropriate curricula for regular semester programs as well as special contract groups.
- Prepare English Language Institute students for changes in the Test of English as a Foreign Language format expected in 2004.
- Ensure the quality and value to students of all complementary cultural offerings.

Objective 3.2: Provide an avenue for acceptance of qualified undergraduate and graduate students who otherwise would be inadmissible due solely to lack of English proficiency.

Strategies:

- Ensure compliance with professional standards as well as State and University policy.
- Ensure that students' best interests are served as they adapt to a new culture and pursue their goals of achieving English proficiency.
- Certify to the Admissions Office and Graduate College English proficiency for English Language Institute students as measured by the institutional Test of English as a Foreign Language scores.

Objective 3.3: Develop and adhere to stable and equitable administrative policies.

Strategies:

- Monitor and revise organization policy as necessary.
- Ensure the integrity of all student, personnel, and Institute records.
- Monitor Commission on English Language Program Accreditation activities to determine the feasibility of seeking accreditation through this organization.
- Maintain standards to ensure continued membership in University & College Intensive English Programs.
- Maintain standards to ensure continued approval of the Oklahoma State Regents for Higher Education.
- Explore, when feasible, the possibility of offering OSU credit for some/all English Language Institute courses.

Objective 3.4: Establish and maintain internal and external support, both administrative and financial.

Strategies:

- Create good working relationships with various OSU units.
- Have representation on campus committees as appropriate.
- Participate in planning and carrying out School of International Studies activities as appropriate.
- Develop and monitor budget, making revisions as necessary to maintain a healthy financial picture.
- Monitor tuition costs to determine the need for modifications.
- Determine salary increases for faculty and staff.
- Determine costs and develop budgets for special contract groups.
- Collect English Language Institute tuition and fees as well as monies for all contractual services rendered.

- Oversee expenditure of funds from the English Language Institute Foundation accounts.

Objective 3.5: Nurture mutually beneficial long-term relationships with Institute alumni.

Strategies:

- Maintain database of English Language Institute students beyond their period of study in the Institute.
- Maintain communication and continue to build relationships with former English Language Institute students.
- Contribute articles about English Language Institute to SIS publications.

Goal Four. Promote international education, research, trade, and outreach development on behalf of OSU and Oklahoma.

Critical Success Factors:

- Generate outside funding
- Establishment of a comprehensive **oksource.com** database service
- *Global Briefing Series* featuring internationally-respected speakers (3/year)
- Oversight of endowed *Wes Watkins Distinguished Lectureships* (1/year)
- Generate *Global Contacts* database
- Working relationships with government, business, and civic organizations as reflected in memorandums of understanding: active program support, regular activities, meetings, and exchange
- Administrative and resource support for research and development donor-funded projects
- Expansion of international activities and opportunities for faculty, staff, students, and the greater Oklahoma community
- Dissemination of research/creative activities (via presentations, etc.)
- Foster faculty collaboration and communications across colleges (via small group seminars, etc.)
- Partner with non-government organizations such as Tulsa Global Alliance and Sister Cities to promote international visitors and exchange
- Increase number of significant donors through the Ambassadors program
- Identify Bennett Fellows

Objectives:

Objective 4.1: Identify the experience, strengths, and capacities that comprise OSU's intellectual capital, and help market these resources to attract new international development, research, and education opportunities.

Strategies:

- Organize focus-area, interdisciplinary faculty seminars and small group discussions.
- Identify faculty's activities, areas of interest, and development needs.
- Identify each college's activities, areas of interest, and development needs.
- Coordinate and support Phi Beta Delta chapter at OSU.
- Maintain an internal database of OSU faculty with international expertise.
- Market OSU's capabilities and strengths to the global donor pool.
- Market the School's capabilities to a specialized donor pool via the Ambassadors program.
- Support and organize dissemination of research/creative activities.

Objective 4.2: Pursue and support collaborative, multi-disciplinary research, development, and education opportunities.

Strategies:

- Identify prospective funding sources for international programs and projects.
- Facilitate effective responses to grant requests through collaborations and partnerships.
- Provide support for management of donor-funded programs and projects.
- Support faculty, staff, and student initiatives with funding (external grants) and other resources such as office space, administrative support, graduate assistantships, and general consulting.
- Develop student internship opportunities for the School of International Studies Graduate Program.

Objective 4.3: Support state economic growth by providing, in conjunction with college units and other partners, outreach programs and services in support of the Oklahoma International Strategic Plan.

Strategies:

- Develop and support the **oksource.com** trade database.
- Organize, support, and promote seminars and events.
- Support trade-related initiatives through fund allotments and resource identification.
- Support and/or participate in state trade missions.

Objective 4.4: Establish a global network of contacts and relationships that will strengthen and extend OSU's and Oklahoma's influence and activities worldwide.

Strategies:

- Build, maintain and expand a **Global Contacts** database.
- Establish working relationships with state and federal government.
- Establish working relationships with local, state, and national organizations.
- Establish professional/academic affiliations with groups and associations.
- Establish working relationships with businesses and counterpart institutions.
- Identify and build working relationships with individuals comprising intellectual resources via the Bennett Fellows program.

Objective 4.5: Serve as an international resource center to support the needs of public and private sectors, both locally and globally.

Strategies:

- Develop and maintain Bureau Web site pages.
- Recruit Bureau staff, faculty, emeriti faculty, and others with global knowledge and expertise to join or participate in SIS activities.
- Oversee inventory and rotations of OSU international flag stock.
- Monitor and track all international agreements for OSU.
- Provide protocol, international visitor, and resource assistance.

Goal Five. Recruit qualified volunteers for service within the United States Peace Corps, focusing specifically on skills outlined by the Southwest Regional Office

Critical Success Factors:

- Meet the 2004 contract production goal of 30 nominees, focusing specifically on the recruitment of 20 first priority target nominees
- Conduct at least 5 class talks during the fall semester at each of the targeted colleges at OSU-Agriculture, Human Environmental Sciences, and Business
- Participate in campus career fairs and staff the Peace Corps table in the Student Union once a month
- Initiate correspondence between prospective volunteers and the recruiting office, and guide applicants through the application process

Objectives:

Objective 5.1: Increase awareness of the OSU Peace Corps Recruiting Office.

Strategies:

- Conduct recruitment campaigns on university campuses throughout the state of Oklahoma to seek recruits in the targeted assignment areas of forestry, agriculture extension, crop extension, environmental education, and teaching English as a second language.
- Organize at least one recruitment campaign per year at universities such as OSU, OU, UCO, NSU, TU, and Langston.
- Assist Dallas recruiters during recruitment visits throughout the state of Oklahoma.

Objective 5.2: Engage in outreach to Oklahoma communities in search of non-traditional volunteers of all ages and backgrounds.

Strategies:

- Conduct monthly General Information Meeting coffee talks in Stillwater.
- Recruit at statewide festivals and events at least 4 times each year.

Objective 5.3: Nurture the critical relationship between the OSU Recruiting Office and the Oklahoma Returned Peace Corps Volunteers organization.

Strategies:

- Attend monthly reconnect events.
- Demonstrate the appreciation of the Peace Corps for its former volunteers by hosting a Returned Peace Corps Volunteers Homecoming Reception.

Objective 5.4: Use a portion of the allotted Peace Corps budget for the production of promotional materials and advertising.

Strategies:

- Work with advertising specialists to produce Peace Corps materials for distribution.
- Advertise in newspaper publications at OSU, in Stillwater, and statewide.
- Conduct mass mailings to graduating seniors and other target groups.

Objective 5.5: Actively recruit for Master's International Program participants.

Strategy:

- Nominate at least three Master's International Program candidates from the School of International Studies to Peace Corps Service each year.