



The Intercultural Communication Institute

Dear SIIC Fellows Program Applicant,

We are so pleased that you are interested in becoming a Fellow for the 2016 Summer Institute for Intercultural Communication (SIIC). We have enclosed the application materials and look forward to hearing from you.

The environment at the Summer Institute, held on the Reed College campus in Portland, Oregon, is characterized by its intensity, its commitment to the professional development of its participants, its lively and interactive approach to learning, and the respectful and supportive atmosphere in which it all takes place. The role of the Fellow has a long and distinguished history at SIIC. Being a Fellow is a powerful way to connect with other professionals in the intercultural field in an intellectually stimulating but informal environment.

The SIIC Fellows Program will immerse you in the world of intercultural relations. It offers a unique opportunity to explore and assess career direction, to commit to a personal intercultural practice, and to learn about intercultural team development by working directly with other SIIC Fellows, staff, and faculty. It is a combination of a mentoring program and an extensive behind-the-scenes Summer Institute experience. Our Fellows typically range in age from 25 to 70 and come from dozens of different cultures and professions. Approximately 30 Fellows will be chosen for 2016. This is one of two SIIC programs with a formal selection process. The other is the New Interculturalists Program; details about that program can be found on our website.

What are the dates of the SIIC Fellows Program? July 6-23, 2016

What do Fellows do?

During the special Fellows Session, in the week preceding the start of Session I, Fellows receive professional development in multicultural team processes based on the practice of Personal Leadership. There is a strong emphasis on collaborative learning and a rare opportunity for diverse individuals to examine the role of intercultural communication in their lives.

During Sessions I and II A, Fellows participate in workshops, provide support to SIIC faculty and staff, and help facilitate communication among participants. During Session II A, they also have the chance to discuss design and group process issues with the faculty. Throughout the program, Fellows help keep SIIC running smoothly in a variety of roles, from event set-up and hosting to assisting participants in the library and bookstore. The Fellows become an integral part of the SIIC team and gain a sense of the Summer Institute culture from the inside out. Fellows may apply for and earn credit towards an Intercultural Foundation Certificate that acknowledges their learning and training at SIIC.

What are the criteria for selection?

- Some knowledge of the intercultural field
- Professional experience or at least graduate student status
- Commitment to a career in the fields related to intercultural relations
- Enthusiasm for working in a support/service capacity while participating in workshops and learning activities at the Summer Institute

When are the deadlines?

The deadline for international applicants needing visas is Friday, April 29, 2016. All other applications will be accepted until Friday, May 27, 2016. Occasionally we are able to accept late applications under special circumstances; please check with us.

What are the costs?

Financially, the SIIC Fellows Program represents a significant tuition discount. Fellows pay reduced tuition, room, and board in exchange for their assistance at SIIC. The total cost for the SIIC Fellows Program (tuition, room, and board) is \$2,925.

What does that include?

- Three workshops: A special session for Fellows, Personal Leadership: Exploring Intercultural Teamwork, taught by Gordon Watanabe, held July 7-12, and participation in workshops during Sessions I and II A.
- Housing (arriving Wednesday July 6th, and departing Saturday, July 23rd): To help facilitate group cohesion, all Fellows stay on campus. They are housed with other Fellows of the same gender (unless otherwise requested) in semi-private double rooms. A semi-private double has two beds in one large room divided by a partition wall. Rooms are in modern residence halls with same-gender shared bathrooms.
- All meals during the program
- Evening programs, socials, and special Fellow-centered activities

How do I select my workshops?

During the Fellows Program, all Fellows participate in a special session on intercultural team building based on the practice of Personal Leadership. During Sessions I and II A, Fellows participate in workshops appropriate to their interests.

For Sessions I and II A, please indicate your preferred workshop choices.

During the selection process it is very helpful for us to know which workshops you would be willing to consider. Please indicate your flexibility in workshop choices, and be sure to let us know why you want to take each of the workshops (see Section III. GENERAL, question 2).

How and when will I know if I am selected?

The faculty committee reviews all applications in May and will inform you of their decision in early June via telephone. (International applicants will receive earlier notification.) Because of the extensive selection process, only on rare occasions will applicants receive notice before mid-May.

If I am selected, what should I do next?

Make your travel arrangements! The SIIC Fellows Program is July 6-23, 2016. You should plan to arrive at Reed College no later than 6:00 p.m. PST, Wednesday July 6th, and depart no sooner than 3:00 p.m. PST, Saturday, July 23rd.

The address of Reed College is 3203 SE Woodstock Blvd., Portland, Oregon 97202 USA.
The Portland International Airport (airport code PDX) serves Portland.

More detailed information and directions will be provided later.

How do I apply?

Email, fax, or mail your SIIC Fellows application form and SIIC Fellows registration form to:

The Intercultural Communication Institute
8835 SW Canyon Lane, Suite 238, Portland, OR 97225 USA
Phone: (503) 297-4622 • Fax: (503) 297-4695
Email: ici@intercultural.org • Website: www.intercultural.org

Make sure you also send the \$100 deposit, your current resume, and a phone number where we can contact you between May 1 and July 5.

We appreciate your interest in the Summer Institute Fellows Program. If you have any questions, please visit our website or contact us via email or phone. We look forward to meeting you this summer!

Sincerely,



Janet Bennett, Ph.D.

Responsibilities of the SIIC Fellows

As a SIIC Fellow, you have responsibilities within the Fellows group, within the workshop, and within the Institute more generally. These are outlined for you here.

1. Within the Fellows Group

- A. Contributing your own personal and intercultural experience to the learning process
- B. Developing an awareness of, and sharing responsibility for, the group's intercultural team-building process
- C. Developing an awareness of and taking responsibility for identifying and acting on necessary tasks
- D. Participating in both scheduled and ongoing team analysis activities
- E. Cheerfully joining in the process of setting up and maintaining the Institute (flower arranging, posters, room checks, etc.)

2. Within the Workshop

A. Preparation

- 1. Preparing the classroom before each class session
- 2. Setting up audiovisual equipment as necessary for the session
- 3. Meeting any special requests from your faculty member(s)

B. Workshop Duties

- 1. Making sure every participant has necessary workshop materials
- 2. On the first day, confirming that participants are in the correct workshop and noting on the roster that each has received a workshop packet
- 3. On the first day, circulating the roster to participants for them to note corrections or changes, and returning it to the SIIC office at the lunch break
- 4. Helping to answer participants' questions regarding logistical needs and procedures
- 5. Assisting your faculty member(s) in any way necessary, from running small errands and co-facilitating parts of the session to getting them coffee when they are surrounded by participants during breaks (as requested)
- 6. Casually networking with participants to assess both their intellectual and emotional responses to the workshop and communicating these to your faculty member(s)
- 7. Being in tune with potential conflicts and problems within your workshop and communicating them to your faculty member(s) or the appropriate staff person

8. Assisting your faculty member(s) in facilitating the group process when necessary and as requested
9. Giving the daily feedback forms to faculty for their distribution to participants, if they choose to use them
10. Providing yourself the opportunity to get maximum benefit from the workshop "content" as well (don't short-change your own learning experience!)

C. After the Workshop

1. Preparing rooms for the next day
2. Returning audio-visual equipment as arranged with the AV coordinator

3. General Institute Responsibilities

- A. Exhibiting grace under pressure!
- B. Providing general care-taking of all participants. We count on the Fellows to be purveyors of SIIC culture, and to assist participants in having the most positive experience possible
- C. Providing approximately 15 hours (actual number of hours to be determined) of general assistance to SIIC in the bookstore, during the evening socials, driving faculty shuttles, and as otherwise requested
- D. Checking the bulletin boards daily for messages, schedule changes, etc.
- E. Checking your Fellow mailbox in the morning and evening – at least!
- F. Understanding how best to facilitate interaction between faculty and participants (goal: preserving faculty health in the context of meeting participants' needs)
- G. Representing SIIC to participants
- H. Responding to participants' needs as they arise
- I. Maintaining liaison with Fellow faculty, SIIC staff, and with your team
- J. Making special efforts to "integrate" the daytime students into evening activities (both intellectual and social)
- K. Providing campus orientation
- L. Delivering and collecting evening program evaluation forms
- M. Seeing what needs to be done and helping to do it

**2016 Summer Institute for Intercultural Communication (SIIC)
FELLOWS APPLICATION**

APPLICATION DUE DATES: For international applicants, Friday, April 29, 2016. For all other applicants: Friday, May 27, 2016.

Name: _____ Gender: _____
Address: _____
City: _____ State/Province: _____
Zip: _____ Country: _____
Home phone: _____ Work phone: _____
Mobile phone: _____ Fax: _____
Email: _____ Skype: _____

If you are not selected for the Fellows Program, would you like to be considered for the New Interculturalists Program (view program info at www.intercultural.org)? Yes _____ No _____

Contact information between May 1 and July 5:

Address: _____
Home/Mobile phone: _____ Work phone: _____
Email: _____ Fax: _____

Please write the workshop number and title for your first, second, and third choice:

Session I

- 1.
- 2.
- 3.

Session II A

- 1.
- 2.
- 3.

Have you attended SIIC previously? If so, when and what courses did you take?

REFERENCES

Please list two references that we may contact:

Name and title: _____ Phone: _____

Name and title: _____ Phone: _____

Please provide thorough answers to the following questions. Attach additional pages as necessary.

I. ACADEMIC TRAINING

1. What courses have you taken in intercultural communication? Please list title, level, institution, and faculty member.
2. Are there any other courses you have taken that you feel are relevant to the goals of the Institute? Please list title, level, institution, and faculty member.

II. EXPERIENCE WITH OTHER CULTURES

1. Tell us a little about who you are, your cultural background, and what perspective you bring to SIIC.
2. Have you lived six months or more in a culture different from your own? Where? Why?
3. What cultures do you feel most knowledgeable about? Why?
4. What experience have you had as a member of an intercultural team?
5. What experiences have you had performing community service?
6. What language(s) can you speak?

III. GENERAL

1. What is your career goal?
2. Why do you want to take the specific workshop(s) you requested?
3. What other skills would you bring to the Fellows group (for example: van driving, flower arranging, cash register skills, experience in catering, food service, libraries, bookstores, or conference operations, etc.)?
4. How did you hear about the Institute?

2016 SIIC FELLOWS REGISTRATION FORM

Please print clearly.

Name _____ Gender _____

First name or nickname for nametag _____

Organization _____ Title _____

Mailing address _____

City/State _____

Country/Zip or Postal code _____

This address is Home Work Both

Home phone _____ Work phone _____

Mobile phone _____ Fax _____

Email _____ Skype _____

In case of an emergency, we should contact:

Name _____ Relationship _____

Phone: Home/Mobile _____ Work _____

Dietary Restriction: Vegetarian Vegan Other _____

This will be my: 1st 2nd or more year at SIIC

WORKSHOP SELECTIONS (during Fellows Program)

Special Fellows Session (July 7-12): Workshop Title: Personal Leadership: Exploring Intercultural Teamwork

Session I (July 13-15)

1st choice: Workshop # _____ Title: _____

2nd choice: Workshop # _____ Title: _____

Session II A (July 18-22)

1st choice: Workshop # _____ Title: _____

2nd choice: Workshop # _____ Title: _____

Fellows Program: On-campus Semi-private Double: \$2925 (US)

EXTRA NIGHT(S) REQUESTED

July 4 July 5 \$ _____
Select: Semi-private Double \$40 with meals \$75

July 24 July 25 \$ _____
Select: Semi-private Double \$40 with meals \$75

TOTAL: US \$ _____

AMOUNT OF CURRENT PAYMENT

\$100 deposit only (Final payment due prior to arrival.) Total fee

METHOD OF PAYMENT

U.S. bank check or money order (enclosed) Purchase order # _____

MasterCard VISA AmEx Credit Card# _____

Expiration date _____ Security code _____ Signature _____

Please send/address items to: The Intercultural Communication Institute
8835 SW Canyon Lane, Suite 238, Portland, OR 97225 USA
Phone: (503) 297-4622 • Fax: (503) 297-4695
Email: ici@intercultural.org • Website: www.intercultural.org

CHECKLIST FOR SIIC FELLOWS PROGRAM APPLICATION

(Due Friday, April 29, 2016 for early acceptance, particularly for international applicants needing visas. Applications will be accepted until Friday, May 27, 2016.)

HAVE YOU INCLUDED:

- The SIIC Fellows application form?
- The SIIC Fellows registration form?
(We cannot register you without it.)
- A \$100 deposit?
- Your current resume?
- A phone number where we can contact you between May 1 and July 5?

A faculty committee will review all applications in May and inform you of their decisions in early June via telephone.

Many thanks!