Students & Faculty from China

Understanding American Culture & Higher Education

Northern Illinois University
DeKalb, Illinois, U.S.A.
Feb. 23 – March 8, 2014
NIU Winter Camp 2014:
Understanding American Culture and Higher Education

2014
International Training Office
Division of International Affairs
Northern Illinois University
NIU Winter Camp 2014: Understanding American Culture and Higher Education

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DeKalb, Illinois, U.S.A.
Internet: http://www.niu.edu/ito/aboutus/index.shtml

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• African and African American • Avalon String Quartet • Broadway Musical in Chicago • Campus • Center for Black Studies • Chicago • China • English Language • Fermi National Laboratories • Field Museum of Natural History • Higher Education • Illinois State Capitol • Intercultural Orientation • International Adult Higher Education • Latin@ and Latin American • Latino Resource Center • MacDonald’s Hamburger University • Millennium Park • Museum Campus • NIU Huskies • Premium Outlet Mall • Race and Ethnicity in the U.S.A. • Student Engagement Experiential Learning • Navy Pier • President Lincoln Museum and Library • School of Theater and Dance • Springfield, Illinois • University Choirs • U.S. Classroom Learning Environment • U.S. Culture • U.S. Government • U.S. History • U.S. System of Higher Education • Willis Tower

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About the Resource Persons (in Alphabetical Order)

Dr. Raymond W. Alden III serves as Vice President of International Affairs, and he works closely with each dean and vice president to further develop NIU as a truly global university. NIU President Doug Baker views NIU’s proximity to Chicago, one of the most dynamic and vibrant areas of the country, as ideal to enhancing NIU’s international presence. “Dr. Alden has a successful history of leading international program initiatives that provide NIU with the necessary foundation to become a global university,” Baker said. Source: [http://www.niutoday.info/2013/10/11/baker-announces-administrative-changes/](http://www.niutoday.info/2013/10/11/baker-announces-administrative-changes/)

Dr. Alden is a national figure in higher education with strong credentials in strategic planning. Source: [http://www.niu.edu/PubAffairs/RELEASES/2006/may/provostalden.shtml](http://www.niu.edu/PubAffairs/RELEASES/2006/may/provostalden.shtml)

Dr. Eric Archer is Assistant Professor of Adult and Higher Education – Student Affairs. He obtained his Ph.D. from Oklahoma State University. Dr. Archer’s research and writing focuses on transition experiences of postsecondary student populations, intercollegiate athletes, and the influence of social media and popular culture on higher education. He has been the recipient of several research and professional awards within the field of higher education and student affairs including ACPA’s Nevitt Sanford Writing Award, ACUHO-I’s Apartments Committee New Professional Award, and Oklahoma State University’s Kamm Distinguished Graduate Fellow in Higher Education award. Dr. Archer currently serves as a directorate member for ACPA’s Commission for Professional Preparation, the chair of AERA’s Outstanding Qualitative Dissertation award committee, and a faculty associate in NIU’s LGBT Studies program. He has taught graduate level courses in higher education and student affairs administration, student development theory, campus culture, research and assessment methods, and counseling and professional skills in student affairs. Source: [http://www.cedu.niu.edu/cahe/aboutus/faculty/darcher.shtml](http://www.cedu.niu.edu/cahe/aboutus/faculty/darcher.shtml)

Dr. J.D. Bowers is the Associate Vice Provost for University Honors. He is responsible for providing leadership and vision to the University Honors Program and serves as one of the leading voices on campus for promoting, sustaining and recognizing academic excellence. Prior to his appointment on July 1, 2013, Dr. Bowers held three administrative roles in NIU’s University Office of Teacher Certification, the Department of History, and as Director of NIU’s Genocide and Human Rights Institute.

J.D. Bowers earned his doctoral degree from Indiana University and spent nine years as the director of Secondary Teacher Certification in the Department of History along with teaching history courses. J.D. Bowers has been the recipient of multiple teaching awards and fellowships, including a Fulbright, the Excellence in Undergraduate Teaching Award, the International Educator of the Year Award and the Phi Beta Delta International Honor Society’s Outstanding International Faculty Member award. Source: [http://www.honors.niu.edu/honors/about/team.shtml](http://www.honors.niu.edu/honors/about/team.shtml)

Nicholas Holmberg has been teaching at ELS for about two and half years. Before coming to DeKalb, he spent two and a half years as a full-time conversation lecturer and writing curriculum coordinating instructor at Silla University in Busan, South Korea. All told, he has spent ten years teaching English. He has also learned a great deal from his students and their diverse backgrounds. From the Puerto Rican, Dominican, and Eastern Europeans he spent time with...
Dr. Christopher McCord is Dean of the College of Liberal Arts and Sciences (LA & S) – the largest college at NIU, with 17 departments and 7 centers that span the natural sciences, social sciences and humanities. Dr. McCord holds bachelor’s degrees in mathematics and physics from Bowling Green State University and a Ph.D. in mathematics from the University of Wisconsin-Madison. He is an accomplished scientist, scholar, and a distinguished administrator. He has an impressive resume of diverse interdisciplinary experiences and interests. His interests as Dean of the College include exploring interdisciplinary opportunities, working toward further internationalization of the curriculum, pursuing development opportunities and creating new strategies for faculty diversification and retention. Source: http://www.niu.edu/PubAffairs/RELEASES/2007/april/deanmccord.shtml

Dr. Lina Davide-Ong is the Director of the International Training Office. She provides leadership and strategic direction for all aspects of international training at NIU; oversees the design and implementation of training programs; develops and maintains collaborative linkages with academic units and faculty members to initiate and design international training courses; seeks out external grant opportunities for ITO and NIU; writes proposals to bid for project-related training from external funding organizations; assists in the programming efforts designed to foster the internationalization of NIU. Source: http://www.niu.edu/ito/aboutus/staff/index.shtml

Dr. Deborah Pierce serves NIU as Associate Vice President for International Affairs and leads the integrated internationalization efforts for the University. She oversees international training initiatives, study abroad, and services to international students, scholars and faculty. Her primary professional interests include curriculum internationalization, conflict transformation, leadership development, and Southeast Asian studies. She holds the Ph.D. in linguistics from the University of Michigan and master’s degrees from Michigan State University. Source: Dr. Deb Pierce

Chelsea Racine is an instructor at the ELS Language Center in DeKalb. She began working at the center immediately after finishing her MA in Linguistics at NIU. She has been teaching there for two and a half years, and she loves working with international students. Through her job, she has had the opportunity to meet and get to know students from China, Saudi Arabia, South Korea, Japan, Turkey, Venezuela, Colombia, Congo, and too many other countries to name. She originally planned to teach in American public schools, but feel lucky that this position found her instead. Teaching in an international environment is extremely rewarding, and she hopes she can continue to do so for many years. Source: Chelsea Racine

Dr. Jason Rhode, Ph.D., is the Director of Faculty Development and Instructional Design Center. He provides leadership and central coordination for the Office of the Provost on various aspects of online learning at NIU. He also works closely with his colleagues in the Faculty Development and Instructional Design Center to address faculty needs related to online teaching. With nearly 15 years of experience...
in the field of online learning, he has spent the past 9 years working closely with various units at NIU addressing faculty needs related to online teaching. He enjoys sharing his expertise in designing and teaching online and blended courses with others.
Source: http://www.niu.edu/jrhode/

Dr. Rey Ty (郑文华博士) received his first master’s degree from the University of California at Berkeley and his second master’s degree and doctorate from NIU. He is the Training Coordinator of the International Training Office of the Division of International Affairs of Northern Illinois University. His responsibilities include the following: prepare training manuals and other books, prepare and conduct training programs, develop, implement, analyze, and interpret evaluations, write reports required by funding agencies, to update the website and brochure, serve as a resource person or lecturer, and, serve as liaison to campus and community groups, He is also an Adjunct Professor of Counseling, Adult, and Higher Education. He currently teaches International Adult Higher Education.

Dr. Carol Walther is Assistant Professor of Sociology. She received her Ph.D. from Texas A&M University. Her research focuses on social inequalities and demography. She specifically examines the influence of the state upon how people interact with governmental forms. Furthermore, she is examining how the influence of religion on the settlement patterns of same-gender couples. Courses taught include Introduction to Women's Studies (WOMS 230), Race and Ethnicity, and Sociology of Gender.
Source: http://www.sociology.niu.edu/sociology/faculty/staffdirectory/walther.shtml
### Intercultural Orientation

Dr. Rey Ty  
Training Coordinator  
International Training Office  
Division of International Affairs  
Northern Illinois University

<table>
<thead>
<tr>
<th>Number</th>
<th>Statement</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Why are cultures in each country different?</td>
<td>为什么每个国家的文化都不同？</td>
</tr>
<tr>
<td>2.</td>
<td>Each society is unique.</td>
<td>每个社会都是独一无二的。</td>
</tr>
<tr>
<td>3.</td>
<td>Each society has different historical experiences.</td>
<td>每个社会都有不同的历史经验。</td>
</tr>
<tr>
<td>4.</td>
<td>Some societies are capitalist.</td>
<td>有些社会是资本主义。</td>
</tr>
<tr>
<td>5.</td>
<td>Some countries are socialist.</td>
<td>有些国家是社会主义。</td>
</tr>
<tr>
<td>6.</td>
<td>Some countries are post-industrial.</td>
<td>有些国家是后工业。</td>
</tr>
<tr>
<td>7.</td>
<td>Some people live in urban areas.</td>
<td>有些人居住在城市地区。</td>
</tr>
<tr>
<td>8.</td>
<td>Some people live in suburban areas.</td>
<td>有些人住在郊区。</td>
</tr>
<tr>
<td>9.</td>
<td>Some people live in rural areas.</td>
<td>有些人住在农村地区。</td>
</tr>
<tr>
<td>10.</td>
<td>Each generation has different cultures.</td>
<td>每个世代都有不同的文化。</td>
</tr>
<tr>
<td>11.</td>
<td>Some people joined the army in World War I</td>
<td>有些人在第一次世界大战当兵</td>
</tr>
<tr>
<td>12.</td>
<td>Some people were born during &amp; after WWI (1901-1924)</td>
<td>有些人是在第一次世界大战期间及之后，出生</td>
</tr>
<tr>
<td>13.</td>
<td>Some people joined the army in World War II (Born 1925)</td>
<td>有些人在第二次世界大战当兵</td>
</tr>
<tr>
<td>14.</td>
<td>Some people were too young during World War II (Born before 1945)</td>
<td>有些人在第二次世界大战太年轻</td>
</tr>
<tr>
<td>15.</td>
<td>Some people were born after World War II (Born 1945-1964): “Baby Boomers”</td>
<td>有些人在第二次世界大战后出生</td>
</tr>
<tr>
<td>16.</td>
<td>Some people were born during the Cold War. (1945-1982). “Gen X” or MTV</td>
<td>有些人在冷战期间出生。</td>
</tr>
<tr>
<td>17.</td>
<td>Some people were born around the new millennium (1982-early 2000s). “Gen Y” or “Millenials”</td>
<td>有些人在新千年集中出生。</td>
</tr>
<tr>
<td>18.</td>
<td>Some people were born after the early 2000s “Gen Z” “Post-911” “Multi-Tasking” “Facebook” “Internet” Generation.</td>
<td>有些人在 21 世纪初以后出生。</td>
</tr>
<tr>
<td>19.</td>
<td>Some people believe in God. Other people don't believe in God.</td>
<td>有些人相信上帝。其他人不相信上帝。</td>
</tr>
<tr>
<td>20.</td>
<td>People have different religious beliefs.</td>
<td>人们有不同的宗教信仰。</td>
</tr>
<tr>
<td>21.</td>
<td>In the U.S., there is a dominant culture.</td>
<td>美国有一个主流文化。</td>
</tr>
<tr>
<td>22.</td>
<td>In the U.S., the dominant culture is white Anglo-Saxon Protestant.</td>
<td>在美国，占主导地位的文化是英国白人新教徒。</td>
</tr>
<tr>
<td>23.</td>
<td>The United States has many minority cultures.</td>
<td>美国有很多少数民族的文化。</td>
</tr>
<tr>
<td>24.</td>
<td>The U.S. has poor people.</td>
<td>美国有穷人。</td>
</tr>
<tr>
<td>25.</td>
<td>The U.S. has old-rich people.</td>
<td>美国有旧丰富的人。</td>
</tr>
</tbody>
</table>
26. The U.S. has new-rich people. 美国有新富人群。
27. The U.S. has Native Americans. 美国有本土的美国人。
28. The U.S. has African Americans. 美国有非裔美国人。
29. The U.S. has Latino Americans. 美国有拉丁裔美国人。
30. The U.S. has Pacific Islanders. 美国有太平洋岛民。
31. The U.S. has Asian Americans. 美国有亚裔美国人。
32. The U.S. has European Americans. 美国有欧裔美国人。
33. The U.S. has people of mixed heritage. 美国有混血人。
34. The U.S. has traditional families. 美国有传统的家庭。
35. The U.S. has single-parent families. 美国有单亲家庭。
36. The U.S. has gay families. 美国有同性恋家庭。
37. The U.S. has single-person never-married families. 美国有单人从未结婚的家庭。
38. Some people (27%) live alone. 有些人（27%）独居。
39. 1.9 million Americans are 90 years old or older. 190万人是90岁以上的老年人。
40. Always say “Hi.” 总是说“你好.”
41. Always say “Please.” 总是说“请”或是“麻烦您了”
42. Always say “Thanks.” 总是说“我感谢你.”
43. Always say “Bye.” 总是说“再见.”
44. Some people are preppy. 有些人是…”
45. Some people are jocks. 有些人是…”
46. Some people are punks. 有些人是…”
47. Some people are Goths. 有些人是…”
48. Some people like Hip-Hop. 有些人喜欢嘻哈。
49. Some people are Skaters. 有些人是滑板爱好者。
50. Some people are Guidos & Guidettes. 有些人是…”
51. Some people are skanks. 有些人是…”
52. Americans like to drink cold drinks. 美国人喜欢喝冷饮。
53. Americans like to have a lot of ice cubes. 美国人喜欢有很多冰块。
54. Be careful. All American dollars are green in color. 一定要小心。所有美国的美元是绿色的。
55. Americans are individualistic. 美国人喜欢个人主义。
56. Don't stare at people. 不要盯着人。
57. Respect personal space. 尊重私人空间。
58. Don't touch other people. 不要触摸别人。
59. Fall in line. Don't cut queues. 排长队。不要切断队列。
60. Americans want to have quiet personal time. 美国人想拥有安静的个人时间。
61. Americans respect privacy. 美国人尊重隐私。不太想热闹。
62. When Americans go on tour, they appreciate the scenery. 当美国人去旅游，他们欣赏风景。不太想拍照。
63. Americans want to suntan. 美国人想晒黑。
64. Americans compete with each other. 美国人竞争。
65. If there are mistakes, Americans blame others. 如果有错误，美国人破坏别人。
66. When there is success, Americans praise them- 当有成功，美国人会赞美自己。
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>67.</td>
<td>When you are with other people, don't use cell phone.</td>
</tr>
<tr>
<td>68.</td>
<td>Americans want to have direct answers. Say yes when you mean yes. Say not true when you mean not true.</td>
</tr>
<tr>
<td>69.</td>
<td>In the U.S., you must be at least eighteen years old to be able to smoke.</td>
</tr>
<tr>
<td>70.</td>
<td>Don't say others are fat or thin.</td>
</tr>
<tr>
<td>71.</td>
<td>Don't fart in public places.</td>
</tr>
<tr>
<td>72.</td>
<td>Americans eat hot and cold meals.</td>
</tr>
<tr>
<td>73.</td>
<td>In the U.S., when you eat, you must not make any noise.</td>
</tr>
<tr>
<td>74.</td>
<td>In the U.S., when you eat, you must not burp.</td>
</tr>
<tr>
<td>75.</td>
<td>In the U.S., when you eat, it is prohibited to slurp.</td>
</tr>
<tr>
<td>76.</td>
<td>In the U.S., to be polite, look straight in the eyes of others.</td>
</tr>
<tr>
<td>77.</td>
<td>In the U.S., to be polite, you must firmly shake the hand of others.</td>
</tr>
<tr>
<td>78.</td>
<td>In some societies, women don't touch men when they greet each other.</td>
</tr>
<tr>
<td>79.</td>
<td>In the U.S., being late is rude.</td>
</tr>
<tr>
<td>80.</td>
<td>In the U.S., you have to come on time for meetings.</td>
</tr>
<tr>
<td>81.</td>
<td>Americans in general are very friendly.</td>
</tr>
<tr>
<td>82.</td>
<td>In the U.S., you have to thank everyone, including your parents and friends.</td>
</tr>
<tr>
<td>83.</td>
<td>In the U.S., you have to be polite everyone: the president, bus driver, teacher, student, rich, poor, male, female, old, and young.</td>
</tr>
<tr>
<td>84.</td>
<td>In the U.S., you are required to give tips in restaurants from 15% to 18% minimum.</td>
</tr>
</tbody>
</table>
I. Facts and Figures
   A. Ethnicities: white 81.7%, black 12.9%, Asian 4.2%, Amerindian and Alaska native 1%, native Hawaiian and other Pacific islander 0.2% (2003 est.)
   B. Religions: Protestant 52%, Roman Catholic 24%, Mormon 2%, Jewish 1%, Muslim 1%, other 10%, none 10% (2002 est.)

II. U.S. Society and Culture
   A. Languages: English, Spanish
   B. Diversity: Immigrants
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Kwintessential. USA - Language, Culture, Customs and Etiquette. [http://www.kwintessential.co.uk/resources/global-etiquette/usa.html](http://www.kwintessential.co.uk/resources/global-etiquette/usa.html)
Tipping Guide
Source: http://www.onthegopublishing.com/hotel.shtml

Most Customers Tip:
• Restaurants and coffee shop servers 15 percent
• Baggage handlers at airport curbside check-ins $1 per bag
• Taxi drivers ten to 15 percent
• Parking valets from $1 to $2. Where hotel valet parking is the rule, leave a single tip in an envelope at the end of each day for all to share. Include your business card and room number. Figure on a few dollars a day.
• Hotel doormen $1 to $2 per visit and porters $1 per bag. Tip the doorman if your luggage is brought to the reception desk.
• Room Service -- check your bill to see if a service fee is included. Some hotels are generous with your money and automatically add as much as 17 percent. If no service fee is on the bill, tip 10 to 15 percent of the bill.
• Sommelier 10 to 15 percent of the bottle price.
• Restaurant Captains five percent of the total bill.
• Maitre d' -- tip on special occasions when you want a special service like a table when you have no reservation and the restaurant is crowded. $5 or $10 for a table for two. For extraordinary help, like a table for six at an expensive restaurant, consider $50 or more.

Most Cruise Passengers Tip:
• Cabin stewards and waiters $3 to $4 per day, depending on cruise line suggestions
• Bus boys or assistant waiters $2 per day, depending on cruise line suggestions.

Most Travelers Tip:
• Private-car drivers $5 to $6 per day
• Tour guides $1 to $2 per day; Tour bus drivers $1 to $2 per day

Some Travelers Tip:
• Hotel housekeepers $1 to $2 per day
• Airport limos and van drivers $1 per trip
1) Native American Society on the Eve of British Colonization
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   b) The Anasazi
   c) The Algonkian Tribes
   d) The Iroquois Tribes
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3) The New England Colonies
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5) The Southern Colonies
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15) Drafting the Constitution
16) Ratifying the Constitution
17) George Washington
18) Unsettled Domestic Issues
19) Politics in Transition: Public Conflict in the 1790s
20) Jeffersonian America: A Second Revolution?
21) The Expanding Republic and the War of 1812
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23) Politics and the New Nation
24) The Age of Jackson
26) An Explosion of New Thought
27) The Peculiar Institution
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38) From the Countryside to the City
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40) The Vietnam War
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Race and Ethnicity in the U.S.A.
Dr. Carol Walther
Department of Sociology
Northern Illinois University

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   b. Demographic characteristics of college students
   c. Changes in the demographic characteristics of college students
   d. HBCU’s graduation rates versus public college graduation rates
   e. NIU characteristics
   f. Empirical Studies
      i. Ausdale and Feagin
      ii. Feagin and Cobas
      iii. Wells et al.
      iv. Feagin, Vera, and Imani
      v. Myers
      vi. Pager
1. Singular and Plural Nouns
2. Count Nouns vs. Non-Count Nouns
3. Possessive Nouns
4. Pronouns
5. 'Be' Verbs
6. Action Verbs
7. Adjectives
8. Comparative and Superlative Adjectives
9. Adverbs
10. Simple Tense
11. Progressive and Perfect Tense
12. Perfect Progressive Tense
13. Irregular Verbs
14. Gerunds
15. Infinitives
16. Infinitives 2
17. Active Voice and Passive Voice
18. Indicative, Imperative, Subjunctive Mood
19. Auxiliary Verbs - 'Be', 'Do', 'Have'
20. Auxiliary Verbs - 'Will/Would', 'Shall/Should'
21. Auxiliary Verbs - 'Can/Could', 'May/Might/Must'
22. Prepositions - 'On', 'At', 'In'
23. Prepositions - 'Of', 'To', 'For'
24. Prepositions - 'With', 'Over', 'By'
25. Conjunctions - Coordinating and Correlative
26. Conjunctions - Subordinating
27. Conjunctive Adverbs
28. Articles - Indefinite and Definite
29. Interjections
30. Capitalization
Nick and I will each spend one whole day with each group (rather than trying to split each day between the two groups).

I am planning on spending roughly one hour on language, specifically idioms, and two hours covering cultural topics. I will attempt to cover the cultural diversity and brief origin/history of major cultural groups, along with a discussion of family structure and modern issues facing the nation. I'm sorry I'm not able to offer a more detailed outline at this point; Dieter, Nick, and I only managed to meet to divide labor this past weekend.
I. Selected Current Demographics on US Higher Education

II. Discussion of Purpose of Higher Education – US and China

1. Generation One: Reformation Beginnings, 1636-1740’s
2. Generation Two: Colonial Colleges, 1745-1775
4. Generation Four: The Passing of Republican Education, 1800-1820’s
5. Generation Five: The Classical Denominational Colleges, 1820’s-1850’s
7. Generation Seven: Growth and Standardization, 1890-World War I
8. Generation Eight: Hierarchical Differentiation Between the Wars

IV. Institutional Types in the American Higher Education System
1. Public versus Private
2. Flagship/Research Institutions
3. Land-Grant Institutions
4. Comprehensive Masters
5. Liberal Arts
6. Religiously/Ideologically Affiliated
7. HBCU/HSI/Tribal Colleges
8. Community Colleges
9. Vocational Technical Education
10. Proprietary Colleges

V. Organizational Structures in US Higher Education Institutions
1. Colleges and Departments
2. Administrative Hierarchies
3. Faculty Issues and Tenure/Promotion
4. Students in American Higher Education
5. Financing American Higher Education
6. Compare/Contrast Organizational Structures of US and Chinese Universities
Issues in Higher Education
Source: Department of Counseling, Adult, and Higher Education, Northern Illinois University
http://www.cedu.niu.edu/cahe/ahe/focusareas/sahe/sahe.shtml

I. Professional development

II. Learning environments for students during their college experience.

III. Development and culture of college students, administrative aspects of higher education organizations

IV. Assessment and evaluation

V. Community College

VI. Internship Experiences

VII. Culture of the College Student

VIII. Student Development: Programs, Issues and Practices

IX. Assessment Methods in Higher Education

X. Personnel Services in Higher Education

XI. Student Development: Theory/Practice

XII. The Administration of Higher Education
I. Education
   A. Formal Education
   B. Non-Formal Education
   C. Informal Education

II. International Studies and Education
   D. Comparative Studies and Education
   E. Regional Studies and Education
   F. International Studies and Education
   G. Global Studies and Education

III. International Education at Northern Illinois University
   H. International Students
   I. International Faculty
   J. International Training
   K. Study Abroad

IV. Attitudes towards Foreign Travels and Study Abroad
   L. Pure Business: Only Study or Attend Conference
   M. Plus Tourism
   N. Transformation

V. Issues
   O. Feb. 6, 2014: International Perspectives
   P. Feb. 13, 2014: Gender
   R. Feb. 27, 2014: The Role of the State and International Political Economy
   S. March 6, 2014: Social Movements and Social Change
   U. March 27, 2014: Identities and The Undocumented
   V. April 3, 2014: Politics, Poverty, Education, and UNESCO
   W. April 17, 2014: Cultures
The Division of International Affairs strives to advocate and stimulate the internationalization of the university. The Division oversees all international programs and activities to ensure that they are consistent with the mission of the university.

Responsibilities

- Leading and administering the Division of International Affairs, including responsibly managing the Division financial accounts in a transparent manner.
- Leading the process of integrated internationalization of the institution.
- Overseeing all international programs and activities, to ensure they are consistent with the mission of the university.
- Developing and overseeing all international inter-university cooperation agreements.
- Hosting international delegations and advising NIU administration on appropriate international protocol for such visitors.
- Communicating information about international activities and programs to all units, faculty members, and staff members in the university community.
- Assisting in fund-raising efforts to strengthen international programs and activities across the campus.
- Approving all international contracts. Supporting fiscal administration of grants managed by the Division.
- As the official campus Fulbright Advisor for students and faculty, promoting greater participation in Fulbright programs to enhance NIU’s global reach.
- Counseling and advising students and faculty members who are considering applying for Fulbright program awards.
- Managing Zeta Gamma Chapter of Phi Beta Delta, the Honor Society for International Scholars.
- Representing NIU at appropriate international education organizations at the state, national, and international levels.
- Leading outreach and communication for the Division, including the use of social media.
- Coordinating assessment efforts for the entire Division.
- Creating and managing globally-focused events at NIU, including the annual observance of International Education Week.