

Student Handbook

California International University



3130 Wilshire Blvd, Los Angeles, CA 90010



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1.1 Statement from Chairman of the Board



As Chairman of the Board of California International University, founded as a private non-profit educational institution in 1973, I regard students as integral parts of the institution. This manual has been prepared for information for new students. Should you have further questions, please do not hesitate to speak with me or with one of my associates. CIU wants your learning experience to be pleasant and rewarding.

Dr. Moon Kyu Park

Dr. Park's 5 Biggest Secrets to Becoming a Successful Student

I. Choose an older established and licensed university

Newer universities or universities that take a general approach have become problematic for students. For instance, some national universities went out of business due to not following state and federal regulations. 50% of colleges and universities will close shop in the next few years according to *Forbes*.

- California International University has been educating students for nearly 50 years.
- CIU is fully licensed by the Bureau for Private Postsecondary Education
- CIU received a commendation from the mayor of Los Angeles
- CIU students have been taught by faculty from Ivy League Institutions, UCLA and Pepperdine

II. The university you choose should assist students with F-1 visas

F-1 Visa approvals have decreased 27% according to the US Department of State. One the reasons for this is that lack of understanding that many colleges have with new Visa laws. California International University has a team of counselors to easily guide students through the F-1 visa process. We are also proud to have on our staff immigration attorney Judith Woods. Her expertise is so world-renowned that a movie entitled *Saint Judy* was produced based on her life.

III. Choose a university that helps you find employment

Many international students find it difficult to gain employment after graduation. CIU works with local and international businesses in order to gain employment for our students. CIU also employs students on campus to help with finances.

CIU helped me find my dream job.

Brain Tango, Graduate of CIU

IV. Choose a university that assists you with housing

According to a survey by Best Practices, over 80% of new college students complain about the difficulty and stress of finding a place to live when first going to college or attending graduate school. CIU assists all students with housing needs by:

- Housing Counselors
- Roommate Introductions
- Survey Analysis of Local Housing

V. Tutoring enhances success

According to the U.S. Department of Education, tutoring enhances retention 440%. It is simply one of the best tools for students to utilize to help with:

- Improving English
- Understanding Subject Material
- Preparing for Tests

Unfortunately, tutoring now costs many students \$45 to \$80 an hour. However, CIU professors and the Chief Academic Officer provides students with tutoring **FREE OF CHARGE**.



1.2 Statement from the President of California International University

Student President Statement:

Congratulations and Welcome to CIU! First, I realize that going to college can be stressful. Some of you are parents. Others of you are working and going to school simultaneously, and some of you are a long way from home learning a new culture. All of us at CIU want one thing and one thing only. For you to succeed! In order to make this happen, we have put together a “Science of Success” system to provide you with the tools necessary in order to achieve your goals and dreams.



- I. Free tutoring and counseling – Our outstanding Chief Academic Officer will provide counseling and tutoring services to all students who need it. All of you will get to know Dr. Christine Baker who not only has her MBA but a PhD in educational psychology as well as a counseling degree. She is a true treasure for our university.
- II. Career Counseling – I personally worked at the largest Career Center in the world for eight years and wrote my PhD thesis on career counseling. Every one of you will become masters of networking, resume writing and interview skills as well as motivational tactics.
- III. Outstanding Library – our library is equipped with thousands of books, and articles are updated weekly including Wall Street Journal, LA Business Journal, Forbes and even some fun leisure reading for you to sometimes relax and have fun with fellow students.
- IV. Leadership – Our Chairman of the Board Dr. Moon Park always teaches at least one class and wants to get to know all of the students at CIU. He welcomes your input and suggestions as do I. We want to hear from you and for you to be a part of the positive changes of CIU.
- V. Assistance from me – Every student possesses my personal phone number, and you can call me anytime with concerns, requests and suggestions. We love and pray for our students at CIU, and we are here to help.
- VI. Cost effective – CIU is non-profit and has the most competitive tuition costs in the area to save you money.
- VII. Student Leadership – Students attend steering committee meetings, conduct surveys & research and continually communicate with me to provided constructive input for CIU
- VIII. Scholarships – CIU is proud of our non-profit status and offers scholarships to deserving students.

The faculty and staff we have put together are truly outstanding. They come from world class institutions, are highly published in the field and very experienced in the business and legal world.

We continually meet, discuss and augment CIU for the purposes of creating the most successful atmosphere where you can learn and thrive. Now, it is up to you. Use our resources. Communicate with us when you have a problem. Let your voice be heard and above all, bring your “A GAME” when you go to class. Let’s get started and see you soar.

Let me share with you a story:

How I Failed a Student

I was fairly new to teaching when I was required to teach a business class. One student would show up a bit late and would leave a bit early. Sometimes he would not show up at all. One time I actually saw him in the hallway walking and talking with his friends five minutes before my class. I went in to teach my class and he didn't show up at all. I left my class and he was still out the hallway talking to his friend. I, of course, spoke to this student and stressed to him the importance of being in class. He said that he understood, but he continued not to show up to class and basically did not appear to over 50% of the class is taught and certainly did not turn in the majority of his assignments. Suddenly I got a message from the Dean that I needed to see him and the student in his office. I went in the student was extremely upset and wanted to know why he failed the class. It was clear that the Dean was listening to me and thought that my reasons were valid for him not passing, but the student explained that he has to work because he has a child. I explained to him that I think that he probably made the right decision to support his child and work, but the University cannot give him a passing grade because that would not be fair to the other students who work and have children and somehow manage to come to class. He got upset and finally said “fine” and ran out of the office. The Dean actually said that I handled that extremely well and said the right thing and that the student needed to fail. However, I realize that I had failed the student. Any student who fails my class I somehow have not been able to motivate him or her. I felt really bad that he had an F on his record and that he was a father trying to further his career. I prayed about it. Luckily, the student came back to the same class the next semester. He was in my class looking quite upset and I could tell that he did not want to be there. After class, I asked for him and I to speak privately. I told him that I was really sorry that things did not work out in the last semester. I also told him that I admire the fact that he is a father and that it took great bravery and character to come back to my class. I told him that I knew for fact that he could make an “A” in my class. I let him know that I'm there for him and I will absolutely do whatever is necessary to make sure that he succeeds, and the only thing that I ask is that he bring his best efforts, and I'm willing to stay after class or even meet him before class in order to explain principles or do the things necessary to enhance his understanding. Finally, I asked for him and I to work out a schedule of when he can actually attend class. He agreed that he would be able to attend class because he has made changes in his schedule, and that he would absolutely do better this time. Needless to say, he made an “A.” Sometimes failure is our friend. However, imagine why you would not do well at CIU, and then imagine what you need to do to avoid that failure. I often hear from people: “I can't imagine that I would fail.” I often imagine myself not doing a good job, just so I can figure out what I need to do to avoid that thing. Failure is not the worst thing, it is how we cope with it is important.

Sincerely,

Dr. Todd Eller

1.3 Statement from the Chief of Academics



Welcome to California International University. We are happy that you have chosen to pursue your educational endeavors at California International University (CIU). We, at CIU want to make sure that you have all your educational needs addressed and your questions answered accordingly. This student handbook will serve you in giving guidelines to assist you in the transition as a new student at California International University. Lastly, if you need anything, please do not hesitate to drop by my office, email, or call me. I would love to help you in any way that I am able to.

Sincerely,

Dr. Christina Baker

Dr. Christina Baker, MA., MS., MAED, MBA, DBA, PH.D.

Chief of Academics

Drcbaker@ciula.edu

About Us

California International University (CIU) was established in 1973 as a liberal arts university for international students. Since that time, the University has provided international students with a Bachelor's degree program in Business Management and a Master's degree program in International Business.

Great Location for International Students:

California International University is located in Los Angeles, California, one of the world's great marketplaces. Because of its position at the heart of one of the world's most dynamic economies, CIU is an ideal environment for a student to pursue his or her interest in Business Management and/or International Business. Also, because Los Angeles has such a very diverse population, it is easy for an international student to fit in and feel at home.

Reasonable Tuition- California International University is Good Value:

CIU strives to offer quality programs while keeping its costs as low as possible for the students. Tuition is currently \$1,800 per academic quarter or \$5,400 per academic year (three (3) quarters per academic year). The normative time to complete a Master's degree in International Business is five or six academic quarters (three quarters per year) This may be less if the student is able to transfer work from another university. Today, in its facility on Wilshire Boulevard in Los Angeles, California; International continues to provide a faculty and staff of qualified professionals dedicated to the spirit of learning and to the educational enrichment of each individual student.

California International University is established:

1. California International University has been educating students for nearly 50 years.
2. California International University is fully licensed by the Bureau for Private Postsecondary Education.
3. California International University received a recommendation from the mayor of Los Angeles.
4. California International University students have professors who teach from Ivy league institutions, UCLA, USC, and Pepperdine (just to name a few).
5. California International University is in the processing of seeking TRACS accreditation

California International University put students first:

1. California International University assists students with F-1 visas
2. California International University helps students find employment
3. California International University assists with housing
4. California International University helps students with tutoring needs

Foundation Statements

2.1 Mission Statement

California International University's mission is to promote the intellectual growth, spiritual development, and well-being of its students by providing quality. Christian-based degree programs in the science of international business at both the undergraduate and graduate.

The University strives to help its students apply their qualities of spiritual-discipline, critical thinking, effective social interaction, and creativity to the acquisition of knowledge and skills necessary for a career in business leadership and management. It seeks to do this by providing Biblically-based, institutionally directed program of instruction involving individual and group learning environment.

CIU's mission is to realize the love of Christ on earth by providing quality education at reasonable tuition while practicing sound academic scholarship.

CIU gives special attention to international students from developing countries.

CIU respects different religions from different cultures while striving to live up to and inculcate Christian moral standards and ethical codes in its students for application in the field of business management; among those qualities are self-discipline and diligence, simplicity, honesty and humility.

2.2. Vision Statement:

The University strives to help its students apply their qualities of self-discipline, critical thinking, effective social interaction, and creativity to the acquisition of knowledge and skills necessary for a career in business leadership and management. It seeks to do this by providing a traditional, institutionally directed program of interaction involving individual and group learning in a classroom environment.

2.3 Program Objectives:

In offering an undergraduate program of study leading to the Bachelor of Science degree in Business Management, the University's specific objectives are to provide the student with the following:

- A program of general education courses in the social sciences, behavioral sciences, humanities, and basic subjects;
- A foundation of knowledge in the areas of finance, marketing, management, and business law;

- Group learning opportunities through teacher directed class discussion which will challenge the student's critical thinking, communication and social skills, and leadership ability;
- Instruction in the use of computers as tools for business communication, planning, and control; and

In offering a program of study leading to the Master of Science degree in International Business, the University's specific objectives are to provide the students with the following:

- The opportunity to develop the interpersonal skills needed to conduct business in today's highly charged global environment.
- Knowledge and application of research methodologies and analytic methods;
- Cooperative learning opportunities in the form of group projects which will challenge the student's critical thinking, communication, social skills, and leadership ability;
- Familiarity with the problems and methods of international marketing, finance, and management; and
- Opportunities to pursue specific in depth learning needs that originate with the student.

2.4 Statement of Faith and Values

California International University's (CIU) mission is to provide a Biblically based program of instruction in the science of international business at both the undergraduate and graduate levels. CIU is committed to creating future business professionals that are equipped with ideals deeply based in Christian beliefs. Thus, CIU upholds the following statements of faith to support the mission:

1. We affirm the existence of one God who created the universe, and He reigns sovereign over His Creation.
2. We affirm God exists in a Trinity of the Father, Son, and the Holy Spirit.
3. We affirm that the Bible is the Word of God. It is the source for knowledge of God and the ultimate guide for our daily lives.
4. We affirm that man was created in God's image.
5. We affirm that Jesus Christ is the son of God who is God in human form. Christ was sent to save mankind from sin and death.
6. We affirm Christ is the Messiah and is given authority to forgive us.

California international University (CIU) is dedicated to educating undergraduate and graduate students in international business with Christian ethics and ideals. We look to the scriptures to guide the curriculum and the teachings at CIU as we prepare future leaders in international business. The Bible provides ample guidance concerning Christian values and ethics as it applies to the business setting, thus CIU holds to the following ideals:

1. Devoted Servanthood

We strive to perform the labors of life with the purpose of following God's plan. The work of a business professional should not be about money, success, or power. Our work should be about serving the Lord. In keeping with Proverbs 16:3 "Commit your work to the LORD, and your plans will be established," for only the Lord can establish the plans, aims, and goals that motivate work. If we commit our work to the Lord, our plans will be established. The Lord alone can bless our work to be steadfast, secure, and successful.

2. Diversity

We recognize that God created humankind to be diverse. God delights in his creations; therefore, human differences such as race, temperament, and culture are to be celebrated, respected, and incorporated in our goal of being “one” in Christ. Revelation tells us that the final gathering of God’s people will be those from “every nation, tribe, and tongue” (Revelation 5:9). Christians should define themselves as God’s people, and we must be willing to set our differences aside in favor of unity in spirit. Regardless of racial, cultural, or gender differences. God’s people are unified around the centrality of God’s word.

3. Integrity

In educating future business professions, CIU integrated integrity into every aspect of the curriculum. The quality of being honest, having moral principles, and espousing moral uprightness is a priority at CIU. Not only is integrity one of the fundamental values that employers seek in the employees they hire, scripture indicates “whoever walks in integrity walks securely, but he who makes his ways crooked will be found out” (Proverbs 10:9).

4. Generosity

The spirit of giving is regarded as a priority at CIU. We believe that business professionals should be glad to give money, time, food, or kindness to people in need. Generosity is more than the giving of monies of possessions; generosity includes being forgiving and gentle to others. We are guided by the scriptures that affirms, “when you reap the harvest of your land, you shall not reap your field right up to its edge, nor shall you gather the gleanings after your harvest. You shall leave them for the poor and for the sojourner: I am the Lord your God” (Leviticus 23:22).

5. Justice

“What does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God” (Micah 6:8). CIU endeavors to instill business professionals with a concern for justice, peace, and a genuine respect for others. We expect CIU graduates to practice justice by treating others fairly regardless of race, position, rank, class, or other classifications.

6. Industrious

CIU incorporates the value of working energetically, diligently, and devotedly not only in the business world but also in spiritual arena. Industrious traits are essential for success in the corporate world. These traits include efficiency, perseverance, and a strong work ethic. Scripture specifies early on that God intends for humankind to work. One of the first Bible verses involving work comes when God specifies that Adam is the care for the Garden of Eden. “The Lord took the man and put him in the Garden of Eden to work it and take care of it” (Genesis 2:15). This indicates that humankind is intended and built to work, and it should be an encouragement.

California International Uniqueness:

1. We believe the best way to evangelize is not through deeds.
2. We believe all students have the capability to learn and grow as individuals pursuing education and business in the 21st century.

Student Services

Counseling

The President and the Chief of Academic Officer counsel and assist students with academic planning and provide orientation to new students. Visa counseling is available in the Admissions Office, 9:00 a.m.- 7:00 p.m. Monday to Friday, by appointment.

Financial Aid and Ability-to-Benefit

Applications to initiate institution-based scholarship assistance or work-study are available in the Admissions Office. CIU does not participate in federal or state financial aid programs. If a student obtains a loan to pay an educational program, the student will retain the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Academic Scholarship Opportunities at California International University

The scholarship program is designed to reward students at different levels of contribution to the CIU community. The details of those levels and their requirements are published in the application forms and in the CIU Catalog. A student wishing to apply for scholarship status is strongly urged to review the entire policy, preferably with the instructor/mentor who will supervise the work.

At the academic level, the scholarship program is designed to instill an advanced degree of academic discipline and achievement by rewarding qualified students with part of their tuition paid. (The amount may vary.) In return for this grant by the University certain considerations are to be agreed to in writing by each student. Students must prepare an initial research proposal for review by the Scholarship Committee.

The student's faculty mentor will determine whether the student is to fulfill the proposed research project during the next term or if his or her efforts would be of greater value and benefit to the University through teaching assistance. Students meet with their assigned faculty mentors once a week to monitor progress.

Scholars are required to submit all prescribed documents in time for the scholarship committee meeting and to be present, when so notified. Failure to have proper documentation submitted in a timely manner will disqualify the student from obtaining a scholarship for that academic term.

At the end of the term, scholars are required to submit a report on their research or teaching assistance to the Scholarship Committee in person or in writing. The Committee will assess the report and the scholar's overall performance, along with any recommendations by the Scholar's mentor, before determining if he or she qualifies to continue in the program.

All research performed by the scholar under the guidance of the faculty mentor is considered the joint property of both the University and the student and may be published, copied, distributed, and otherwise used for promotions, as credentials, or teaching materials by both parties.

Warning of Loss of Scholarship Status

If the scholar fails to appear and/or fails to report at a scheduled Scholarship Committee meeting, the University may, at its discretion, revoke the scholarship status and reclaim the tuition paid for the term just ended in full or on a pro-rated basis. Student scholars are required to fulfill the terms of the scholarship.

CIU's scholarship committee awards up to a total of fifteen tuition-paid scholarship based on academic achievement. Applications to initiate or renew one's scholarship are available in the Admissions Office. Below are the minimum requirements to apply for a tuition-paid scholarship. Merely meeting the minimum requirements does not automatically entitle a student to a scholarship. The faculty scholarship committee will make all decisions regarding final scholarship offers.

Minimum Requirements to Apply

1. Legally eligible to study in the U.S.
2. Minimum TOEFL score of IBT 100 for graduate students; IBT 84 for undergraduate students.
3. A tuition deposit commitment fee of \$900
4. An obligation to register for at least three successive academic quarters.
5. Students must not have had practical training in the U.S.
6. Students who apply for work permits during their first or second quarter lose eligibility for scholarships as of the beginning of the quarter that they initiate the work permit application.
7. Students with scholarship must maintain an overall GPA of 3.75. Graduate students must not earn a grade lower than a B-, and an undergraduate must not earn a grade less than C.
8. Applications must be submitted by the registration deadline of the given term in which the student is applying for scholarship.

The scholarship committee is composed of at least 3 faculty members including the president and/or the chief of academics. The committee makes a final decision before the second Friday of each term. Students who qualify for the scholarship assistance must provide an affidavit of support or sponsor's letter and their original TOEF score.

Directed Study Scholarship

California International University offers directed study scholarships to both undergraduate and graduate students whose GPA has been successfully raised making them eligible to be re-considered for this program. This is an opportunity for students to gain experience tied to academic progress. Students who are granted directed study scholarships status pay reduced tuition. The Scholarship is offered for one quarter with an opportunity for extension.

Minimum Requirements to Apply

1. Must be currently enrolled at CIU with a minimum GPA 3.75.

2. Must have a TOEFL score of IBT 61 for undergraduate students or IBT 79 for graduate students
3. Must pass an interview with CIU's Scholarship Committee.
4. Must provide two letters of recommendation (one from a CIU faculty, one from an outside source)
5. Must submit a 400 word essay describing his or her qualifications for the scholarship.
6. Applications must be submitted by the registration deadline of the given term in which the student is applying for scholarship.

The scholarship committee is composed of at least 3 faculty members including the president and/or chief of academics. The Committee makes a final decision before the second Friday of each term.

Upon acceptance, the undergraduate student will engage in professor-directed independent study and work on an agreed, jointly determined research project, delineated in writing and signed by student and professor. After the first quarter, if all the requirements are met, students may continue to work with the professor or, at their discretion, switch to a new faculty member.

Graduate students may also be asked to assist their assigned professor in additional ways, such as developing a course syllabus, teaching at least one session of a class (under direct supervision of the professor) correcting exams, communicating with students on behalf of the professor, or performing other related activities.

Student scholars receive 3 or 4 credit hours (depending on his or her program) for one of the required elective classes for fulfilling their scholarship duties over one term. Scholarship status may continue, with the approval of the scholarship committee, but no additional course credit is earned.

All research papers will become the joint property of California International University and the student author. A fuller discussion of the limitations of the scholarship committee and its requirements is found in the Policy Manual.

Minimum requirements to continue the internship beyond one quarter include:

1. Maintain GPA 3.75
 2. Maintain perfect attendance for the quarter
 3. Give a brief presentation of the research project to CIU's scholarship committee at the regularly scheduled Committee meeting during the first week of each term.
- Work-study Full-time students have a limited number of work-study opportunities available to them on the basis of financial aid.

Student responsibilities

Plagiarism

Plagiarism is not only a serious academic offense; it is also illegal. According to Enago Academy (2020), "Plagiarism is passing someone else's work as your own" (2020). So in other words, this means that the person who is the author is not doing the actual work and getting credit as if he or

she is. According to Merriam-Webster dictionary (2020) plagiarism is “act of copying the ideas or words of another person without giving credit to that person. Some examples of plagiarism are: intellectual theft, stealing written material, data fabrication, falsification of resources, incorrect citations.

We will be conducting workshops in the new semester for the students on this subject. We are also using a plagiarism checker called prepostseo.com and it is your responsibility to upload your assignments there before submitting them to your professor and obtaining an original score of 80% or higher. Anything lower in originality would be flagged as plagiarism.

Be on Time

Being on time is essential for the students. Students, you should not be more than 15 minutes late and if you are late, you will only allowed one time and thereafter will be marked tardy. Emergencies do happen, but you need to make up the work. If you are chronically late, the president will be informed immediately. Please note that only 3 tardy attendances result in an automatic drop of one letter grade. A 4th tardy results in a drop of two letter grades. Therefore, 5 late attendances result in a failing grade

Current Administration and Faculty

Administrative Officers

President: Todd Eller, Ph.D
Chief Academic Officer: Christina Irene Baker, Ph.D
Fiscal Officer: Chris Lee, M.S.
Director of Student Services: Joonhee Oh, M.S.
Director of Human Resources: Frances Plotkin, B.A.
Chief Financial Officer: Hong K. Lee, B.A.
Director of Library: Kelvin Sun, M.S.

Faculty Council:

Moon Kyu Park, D.A.

Degree Program Faculty/ Professors:

DeSorbo, Barbara.

-Ph.D., Southern Illinois University, English, Communications

Hortua, Giovanni

-Ph.D., M.A., University of California Irvine, U.S. History

Kim, Jun-Pill

-Ph.D., City and Regional Planning, The Ohio State University; M.S. Civil Engineering

Lee, Kenneth

-Ph.D., Religion, Columbia University; Master of Diversity, Princeton Theological Seminary

Lewis, Mark

-MBA, Pepperdine University, Finance, Theory of Investment

Lindsey, Michael

-MBA, Anderson School of Management, University of California, Los Angeles, Principles of Management, Introduction to Management, Computer Applications in Business

Park, Moon Kyu

-D.A., Political Science, Idaho State University; MA. Political Science, University of Chicago. Word Politics and International Business.

Wood, Judith

-J.D., University of Minnesota; Bachelor of Physics, University of Minnesota, Tax Accounting

Park, Jun H.

-MBA, Pepperdine University, International Business Policy, Business Information System

Baker, Christina Irene

-Ph.D., Curriculum and Instruction, Capella University. Marketing Management, International Personnel Management

Eller, Todd

-Ph.D., Organizational Behavior, University of California, Los Angeles, Organizational Behavior, International Marketing

Publication and Distribution of the Faculty Handbook is updated every academic year.

Faculty may access a copy by request from the administrative office. The administrative office is open between 9:00a.m. -7:00p.m. on all weekdays: Mondays through Fridays.