PRIORITY: We propose to analyze the activity system of international admissions. We want to inform current students and perhaps prospective students at the University of Illinois about the differences between the international and general admissions processes. International students have to fulfill additional requirements in order to be admitted to this university. Indeed, international admissions is its own activity system. In this report we will analyze the different aspects of the activity system including subject, rules, community, division of labor, and motives. The report will also take a more in depth look at a specific textual tool within this activity system. We chose to focus on the International Admissions website because it is the most accessible textual tool for prospective international students as well as faculty.

QUALIFICATIONS: Each of our group members were admitted to the University of Illinois under different circumstances and backgrounds, therefore we have knowledge about the admissions process for domestic students. However, none of us went through the international admissions process so we thought this was an intriguing subject to explore because a large population of our school is from overseas. Since we interact with these students on a daily basis, we thought it would be worth while to compare the admissions experiences of our group to those of international students. The international admissions activity system is similar to the general admissions process in some ways, however there are key elements that vary. The knowledge we bring before conducting research is that internationals students face financial and language requirements, among those are obtaining a certain TOEFL score as well as providing bank statements showing that they have the means to attend the school.

PROPOSAL: We are going to prepare a paper and presentation about the international admissions department at the University of Illinois. This paper and presentation will focus on our topic in two ways. First, we will analyze international admissions as an activity system through the use of various materials. More specifically, our paper will examine the tools, motives, division of labor, community, rules, and subject that comprise and define international admissions at the University of Illinois. Second, we will select and analyze a specific textual tool important to international admissions as an activity system.

a. Topic: Our topic is the international admissions department at the University of Illinois.

b. Research: To aid our research we will conduct interviews. Possible interviewees include: international admissions counselors, international students, and faculty and staff working in the department. Along with interviews we will examine
relevant written materials including brochures, articles and websites. We will also research the history of international admissions including when the current standards were implemented. Furthermore we will examine international admissions at other Big Ten universities.
c. Audience: The audience for our paper includes prospective international students, faculty involved in international admissions, and the readership of the ethnography of the university.

**TIMELINE:**

Sunday 4/2
- Meet at 5pm at Union
- Work on compiling the proposal rough draft due 4/3, bring individual work
- Read Chapter 9 SWW

Monday 4/3
- Proposal Draft Due
- Work on final proposal in class

Wednesday 4/5
- Meet 9 am at Union
- Work on final proposal
- Work on conference report

Thursday 4/6
- Finish and discussed conference report

Friday 4/7
- Group conference with instructor 9:15 am

Sunday 4/9
- Meet 12 pm at Guidos
- Work on final proposal
- Bijal- student interviews, Carolyn- other school’s International Admissions, Clay- history, Zach- Faculty interviews

Monday 4/10
- Proposal Final Draft Due @ 12 PM (in Zach’s folder)
- Schedule interviews

Wednesday 4/12
- Meet 9 am at Undergrad to discuss interviews and further research
- Work Day

Friday 4/14
- Meet in Lab, work day
- Bring materials and further research to put together

Monday 4/17
- Meet at Undergrad @ 9am
- Bring typed material to start putting paper together
- Work on abstract, summary, table of contents, etc

Wednesday 4/19
- Meet 9 am at Union
• Finish putting paper together and finish abstract, summary, table of contents, etc.
• Possibly start conclusion
Friday 4/21
  • Research Project Draft Due
  • Lab Day
  • Work on conference report
Monday 4/24
  • In class
    • Group conference with instructor 9:15 am
Wednesday 4/26
  • In class
  • Work on final draft
Friday 4/28
  • Lab Day
    • Effective presentations
  • Read SWW Chapter 10
Monday 5/1
  • Presentations
Wednesday 5/3
  • Presentations
Monday 5/8
  • Final Research Projects and Team Evaluations Due

**BENEFITS:**
The benefits of this project are important because they will increase awareness and efficiency about the process of international admission, both for prospective students and for faculty. This report will identify the strengths and weakness of the current international admissions department. The weaknesses will be analyzed and suggestions for improvement will be offered. The strengths will also be identified and expanded upon. The international studies program is essential in an ever changing interdependent world. The access, participation, and gathered experiences of international students will be pressed for efficiency and over-all effectiveness. The University should consider these goals while developing their international studies agendas:

**International Student Growth**
• Step outside the standard academic approach
• Maturity and self-confidence
• Scholarships

**University Growth**
• State and Federal Grants

**Intercultural Development**
• Compare and contrast cultures
• Learn societal norms and taboos

**Education and Career Attainment**
• Human Capital Enrichment
Enhance/Supplement Students Academic Experience

- International student
- University of Illinois students and faculty

All group members hope to benefit from this project by enhancing our disciplines in the field of business technical writing. This project encompasses the many steps it takes to provide a detailed and thorough report. In the process of this report, we will have hoped to better develop the organizing, communication, and compromising skills it takes to be a successful business writer in today’s world.

**SOURCES:**

Marc Williams, International Admissions counselor, personal communication, April 20, 2006.


**CONCLUSION:**

Our group plans to analyze the activity system of the International Admissions department at the University of Illinois Urbana Champaign. We wanted to focus on the Admissions Department, but this was too broad of an area, so we narrowed it down to International Admissions. We thought this was an interesting topic because many of us did not know much about it. When looking at the informational websites, we found a lot of fascinating information about applying to programs, including all the necessary paper work to get admitted. Not only do you need the right scores on standardized tests and grade point average, but you need to be approved to get a student visa as well as provide the school with bank statements to show that you have enough money to pay the international tuition. The next actions we plan to take include going to the international admissions office, review informational material, talk to faculty and staff in the department as well as set up interviews with international admissions counselors and international students to get a first-hand view at the admission process.