

MTSU GLOBAL AMBASSADOR PROGRAM

Hello!

Global Ambassadors are MTSU Education Abroad Returnees who act as peer mentors and volunteer their time with the Office of Education Abroad (OEA) to share experiences and knowledge. They have participated on MTSU Signature Programs (Faculty-Led), Program Provider, and Exchange programs all around the globe. Global Ambassador inside knowledge about the study abroad process and study abroad experience is invaluable!

This year we have refined the Global Ambassador program to provide better examples of Ambassador activities and to create a points system. We hope this will provide more recognizable ways for Ambassadors to be more engaged with the program.

An overview of the new program is below.

TERM

Students may apply for the Global Ambassador Program in either the Fall or Spring term.

- Fall Ambassadors have the option to continue into the Spring term if they have met the minimum point requirement. No application will be required for continuation
- Fall Ambassadors who *have not* met the minimum point requirement may reapply to the program for the Spring but are not guaranteed acceptance
- Spring Ambassadors who do not graduate will be required to apply again in the following Fall term (new Academic Year)

POINTS & ACTIVITIES

Global Ambassadors will share study abroad across campus in a variety of ways and earn points for those activities. The OEA has created a list of possible Global Ambassador activities and assigned points to each of those activities. You can participate in many Global Ambassador activities as a team if you are interested (ex: tabling together). We hope that you will share your ideas and continuous feedback with us as we continue to refine the points and activities for the program.

New Global Ambassadors

- Ten (10) points must be earned over one semester in order to remain active in the program
- Ten (10) points earned in one semester = a graduation sash to represent the country(ies) where the Ambassador studied abroad

Returning Global Ambassadors

- Eight (8) points must be earned over subsequent semesters in order to remain active in the program

In addition to our activities list, we encourage our Ambassadors to be creative with their activities. Would you like to design a program to “adopt” an exchange student, pass out study abroad flyers around campus, put together an activity with or for your campus organization, fraternity, or sorority, or create a display? Do you have ideas for improving the program? Let us know!

ACTIVITY	HOW TO PREPARE	EXPECTATIONS	EXAMPLES	DOCUMENTATION	NOTES
<p>SET UP AN INFORMATION TABLE ON CAMPUS</p> <p>Maximum awarded points: 1 point per hour spent tabling</p>	<p>Ask OEA staff to reserve a table for you: provide date and time</p> <p>Optional: contact other Global Ambassadors</p>	<p>Meet interested students, share study abroad information, pass out catalogs and other materials, collect e-mail addresses of interested students</p>	<p>Locations:</p> <ul style="list-style-type: none"> • Student Union • Outside Peck Hall • In front of OEA office • Outside KUC • Other 	<p>Submit a photo to OEA of your table and/or of yourself and other Global Ambassador(s) working the table</p> <p>Post photo to Instagram and tag OEA office or send to OEA Advisor to post for you. You must tag us for credit!</p>	<p>All materials and information will be available for you in the OEA office. You are responsible for picking up and returning materials promptly (there is a wheeled cart you can use).</p> <p>You must spend a few minutes reviewing basic education abroad information with an Advisor in the OEA prior to tabling. Please take this time into account when you sign up.</p> <p>Tabling can be for general study abroad general or you can focus on something specific (ex: programs in Japan) depending on your interests.</p>
<p>PRESENTATIONS TO CLASSROOMS, UNIVERSITY ORGANIZATIONS, CLUBS</p> <p>Maximum awarded points: 2 points for each presentation</p>	<p>Prepare a short (about 10-15 minutes) PowerPoint or Prezi with photos to highlight your study abroad experience</p>	<p>Inspire a group of students to go abroad! Share the highlights and challenges of your experience</p> <p>Be prepared to chat about your photos and time abroad and answer any student questions</p>	<p>Types of clubs & organizations:</p> <ul style="list-style-type: none"> • Fraternities and Sororities • Foreign Language groups • International and diversity • Religious and spiritual • Any organization/group on campus that you belong to or appeals to you! 	<p>Prior: Create social media marketing piece to advertise your presentation such as Instagram or FB image/post, slide for OEA office monitor, other</p> <p>During/After: Post photo to Instagram and tag OEA office or send to OEA Advisor to post for you. You must tag us for credit!</p>	<p>Classroom presentation opportunities will be provided by the OEA unless you make arrangements with a faculty member on campus to speak in their classroom.</p> <p>Classroom presentations will be part of an OEA presentation, you are not expected to do this on your own (unless you want to!).</p> <p>Guidance for presentations will be provided by an OEA Advisor prior to the presentation.</p> <p>Prezi or PowerPoint formats should be used. Not familiar with Prezi? Ask us!</p> <p>An OEA Advisor can assist with the social media marketing piece. Try: Canva.com</p>

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<p>UPDATE DISPLAYS ON CAMPUS</p> <p>Maximum awarded points: 1 point</p>	<p>OEA will provide rack cards, flyers, and program provider catalogs</p>	<p>Fill and tidy all OEA displays on campus so they are full and eye-catching.</p> <p>Put up flyers on general campus-wide display boards.</p>	<p>A list of displays with photos is available in the OEA.</p> <p>Displays should contain a variety of materials as provided by the OEA. Other flyers, rack cards, etc... should be removed from OEA displays.</p>	<p>Photos of your work emailed to the OEA.</p> <p>Post a photo of your favorite display (selfies are fine!) to Instagram with a blurb about SA at MTSU or send to OEA Advisor to post for you. You must tag us for credit!</p>	<p>The OEA will provide a wheeled cart so you can easily transport materials around campus.</p> <p>Expect this activity to involve walking across campus and back. It should take about an hour (or less) to fill all displays.</p> <p>Take a stapler, packing tape, and scissors (sometimes the display racks break). OEA will provide.</p>
<p>PARTICIPATE IN STUDY ABROAD FAIR</p> <p>Maximum awarded points: 1 point for each hour working at the fair</p>	<p>Reply to email from OEA about study abroad fair assistance</p>	<p>Answer student questions at the fair including those about general study abroad process, assist students with finding appropriate table at the fair, share your study abroad experiences, pass out marketing materials (rack cards, etc..).</p> <p>Inspire students to study abroad!</p>	<p>Assist OEA staff running all aspects of the Study Abroad Fair including:</p> <ul style="list-style-type: none"> • Set up & break-down • Assist students at fair • Work a Faculty-Led program table • Work program provider table if you participated on a provider program • Other duties as needed 	<p>Check in & out with OEA staff when you arrive so we know you are there (mandatory)</p> <p>Post photo to Instagram and tag OEA office or send to OEA Advisor to post for you. You must tag us for credit!</p>	<p>The Study Abroad Fair is every November.</p> <p>You may – but are not expected to – work the entire time; you can work as much or as little time as you would like/have. Sign-ups for time slots will be available.</p> <p>If you have a Global Ambassador tee please wear it! If you do not, please ask us about one.</p>

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<p>PEER ADVISING WITH STUDENTS</p> <p>Maximum awarded points: 1 point for each hour in the OEA office advising/ready to advise</p>	<p>Share your experiences with students who are looking for more in-depth information about a program you participated on/provider you studied abroad with during OEA advising hours.</p>	<p>Advising to students under the guidance of OEA Advisors.</p> <p>Provide in-depth information or local knowledge about your particular program or provider.</p> <p>Connect the student with resources you found helpful.</p>		<p>OEA staff will be involved and will be able to verify your participation</p>	<p>Advising can be one-on-one in our sitting area or an Advisor may ask you to join an advising meeting to provide your input and unique perspectives about a program.</p> <p>You will be assigned an advising shift based on OEA office needs and your availability. Please contact the OEA for details.</p> <p>This shadowing and advising may be great for students who are interested in working in the field and need/want experience in an education abroad office.</p>
<p>PRESENTATIONS TO RESIDENCE HALLS</p> <p>Maximum awarded points: 2 points for each presentation</p>	<p>Prepare a short (about 10-15 minutes) PowerPoint or Prezi with photos to highlight your study abroad experience.</p> <p>Hold a question/answer session with residents and share study abroad materials.</p> <p>Contact Residence Hall Director(s) to ask if you can present.</p>	<p>Inspire a group of students to go abroad! Share the highlights and challenges of your experience.</p> <p>Be prepared to chat about your photos and time abroad and answer any student questions.</p>		<p>Prior: Create social media marketing piece to advertise your presentation such as Instagram or FB image/post, slide for OEA office monitor, flyer for residence hall, other</p> <p>During/After: Post photo to Instagram and tag OEA office or send to OEA Advisor to post for you. You must tag us for credit!</p>	<p>Guidance for presentations and a review of basic OEA information will be provided by an OEA Advisor prior to your presentation. Expect to meet with an OEA Advisor prior to your presentation day so you are properly prepared (mandatory).</p> <p>An OEA Advisor can assist with the social media marketing piece. Try: Canva.com</p>

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<p>GET AN ARTICLE OR YOUR EXPERIENCE ABOUT YOUR STUDY ABROAD EXPERIENCE PUBLISHED :</p> <p>SIDELINES, COLLAGE, DISCUSSED ON MT10 OR MT10 NEWS, OR WMTS 88.3 RADIO</p> <p>Maximum awarded points: 5 points</p>	<p>Contact Sidelines or Collage staff, MT10 or MT10 News, or WMTS radio station staff for information on how to make this happen.</p>	<p>Article or interview: a reflection piece of some kind about your study abroad experience. What were you able to take away from the experience?</p> <p>At some point, mention the OEA as a resource for other students to learn about study abroad.</p>		<p>Submit a copy of or link about your article, information on the TV or radio piece.</p>	<p>http://mtpress.mtsu.edu/innovation/</p> <p>Articles must be reviewed by the OEA prior to submission. TV and radio interviews must be mentioned to the OEA prior to the interview (mandatory).</p>
<p>ASSIST WITH PRE-DEPARTURE ORIENTATION</p> <p>Maximum awarded points:</p> <p>Assisting: Summer orientation, 2 points. All others, 1 point.</p> <p>Presenting: 2 points</p> <p>Presenting & Assisting: Summer orientation, 4 points. All others, 3 points.</p>	<p>Reply to OEA email about pre-departure orientation assistance.</p>	<p>Assist OEA staff with orientation set-up, student check-in, or other assistance as needed.</p> <p>Arrive early or on time.</p> <p>If you have been asked to present, prepare a short (10-minute) presentation to share with students.</p>	<p>Pre-departure orientations:</p> <ul style="list-style-type: none"> • Summer • Fall/Full Year • Spring • Winter 	<p>OEA will be involved and will be able to verify your participation.</p>	<p>The summer pre-departure orientation is the largest and we often ask for about 8 volunteers for this event.</p> <p>Other pre-departure orientations are smaller so we ask for 2 volunteers for each.</p> <p>If you are interested in presenting, please discuss your ideas/options with the OEA Advisor or Director.</p> <p>Past presentations have included information on culture shock/reverse culture shock, personal experiences abroad/advice to other students, dealing with dietary restrictions abroad. Presentations can be via YouTube if you prefer to create a video.</p>

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<p>CREATE A STUDY ABROAD ORGANIZATION OR CLUB ON CAMPUS</p> <p>Maximum awarded points: 10 points for a functioning new organization</p>	<p>Check with MTSU Student Organizations and Service to find out how to start a new organization on campus.</p> <p>Meet with the Director of the OEA to discuss (mandatory).</p>	<p>Create, advertise, and recruit students by poster/flyers, word-of-mouth, or hosting a table where students can sign up to be part of the organization.</p> <p>Create a longevity plan for the organization so it will carry on after you graduate.</p>	<p>Example activities include:</p> <ul style="list-style-type: none"> • Host intercultural potlucks • Meet to discuss international events/hang out • Support incoming exchange students • Work with OEA International Buddy Program, International Affairs events to facilitate cultural exchange • Community projects as an organization (such as Relay for Life) 	<p>OEA will be involved and will be able to verify your participation.</p> <p>Create social media marketing pieces to advertise your organization.</p> <p>Post photos to Instagram and tag OEA office or send to OEA Advisor to post for you. You must tag us for credit!</p>	<p>Work with an OEA Advisor to ensure that organization is in compliance with and has the approval of OEA Director & Vice Provost of International Affairs.</p> <p>You may want to find existing organizations on campus for possible collaboration and guidance.</p> <p>Need helps with marketing? Contact an OEA Advisor for assistance and ideas.</p> <p>ALTERNATIVE: Create an organization related to study abroad or the facilitation of cultural exchange. Example: Korean Language Table, International Food Club, etc...)</p>
<p>SOCIAL MEDIA SHARING &/OR CREATING</p> <p>Maximum awarded points: 1 point per 6 posts/shares over the course of 1 month.</p>	<p>Discuss Social Media ideas with OEA Advisor.</p> <p>Think of social media campaigns, ideas, ways to engage students & how to share study abroad via social media channels.</p>	<p>Engage students with creative and informative social media posts.</p> <p>Engage students and others by sharing OEA & Int'l Affairs posts</p> <p>Work with OEA Advisor to ensure all media posts are appropriate.</p> <p>See Notes.</p>	<p>Ideas:</p> <ul style="list-style-type: none"> • Instagram posts • Instagram take-overs • Facebook posts • Snapchat • Quick bios/photos of MTSU study abroad students in the style of Humans of NY • Instagram scavenger hunt 	<p>Tag us for credit!</p>	<p>Over the course of one month either:</p> <ul style="list-style-type: none"> • Post 6 photos to your own Instagram or FB account (posts and/or images) related to study abroad in some way • Share 6 OEA Facebook or MTSU International Affairs posts on your personal FB account • Once you have posted 6 in a one-month period, email the OEA to let us know <p>Other social media ideas? Please see an OEA Advisor – we love creativity!</p> <p>Instagram = @mtsustudyabroad, #mtsustudyabroad FB = @mtsustudyabroad</p>

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<p>GLOBAL AMBASSADOR MEETINGS</p> <p>Maximum awarded points: 1 point per month (per person)</p>	<p>Get together with other Global Ambassadors to discuss ideas about how to share study abroad on campus.</p> <p>Make a plan for a month, semester or for a specific activity.</p> <p>Make plans to improve upon GA program, share your ideas with us.</p>	<p>Set goals for the month, semester or specific activity. Brainstorm! Set realistic deadlines. Ask OEA for assistance for ideas (funding, space, etc...)</p> <p>Work together to maximize your presence on campus!</p>		<p>Required: Activity report on what you met about (everyone present must sign, one person submits to OEA).</p> <p>Optional but fun: Post photo to Instagram and tag OEA office or send to OEA Advisor to post for you.</p>	<p>When you are accepted into the Global Ambassador program we will provide contact information (MTSU email) of the other Global Ambassadors on campus.</p> <p>You can use Doodle.com to organize meetings.</p> <p>Please feel free to invite OEA staff if you would like us to be there to brainstorm with you.</p>
<p>GEORGIA LESSONS FROM ABROAD CONFERENCE (Fall only)</p> <p>Maximum awarded points: 5 points (per person)</p>	<p>Think about your education abroad experience and be prepared to discuss/learn with other students</p>	<p>Full day, attend conference sessions to network, mingle, and learn</p>		<p>Let us know you are going AND</p> <p>Post photos to Instagram and tag OEA office or send to OEA Advisor to post for you. You must tag us for credit!</p>	<ul style="list-style-type: none"> • Nominal registration fee of \$15-25 includes lunch, snacks, and all sessions • Held in Decatur, Georgia in early October • You are responsible for transportation to/from conference <p>Carpooling might be a great option if more than one Ambassador would like to attend!</p> <p>Contact an OEA Advisor for more information.</p>

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<p>'BORO INTERNATIONAL FESTIVAL (Fall only)</p> <p>Maximum awarded points: 1 point per hour working the festival with a maximum of 4 points</p>	<p>Meetings with faculty/staff from the Confucius Institute 2-3 times prior to event</p>	<p>Volunteer 4 hours or more to earn credit</p> <p>Discuss your education abroad experience with patrons of the festival and inspire others to study abroad; facilitate cross-cultural communication and education about international cultures with others</p>		<p>The Director of the OEA will be coordinating Global Ambassador participation at this event (we'll know you have participated)</p>	<p>Annual event, usually in November. Requires sign-up and commitment by mid-late September.</p> <p>You will assist with set-up & parking, breakdown of event, and/or walking through the event and discussing international culture with patrons of the festival</p> <p>First meeting: TBD for Fall 2018 term. Please contact the Office of Education Abroad for updated information.</p> <p>Participants receive a free t-shirt and other swag as a thank you.</p> <p>We prefer a four-hour commitment to this event the day of; this is negotiable if your time is limited</p>
<p>HABITAT FOR HUMANITY VOLUNTEER (Spring only)</p> <p>Maximum awarded points: 1 point per hour or 4 points for a full shift (shift = 3.5 hours)</p>	<p>Meetings with OEA staff, sign up for activity</p>	<p>Volunteer for a shift with the OEA to earn credit</p> <p>Work with Habitat for Humanity on-site Director/staff to help build/prepare a home for a local resident</p>		<p>OEA will coordinate the sign up and participation for this event</p>	<p>Spring semester event, usually promoted to campus organizations through MTSU Subscribers email</p> <p>We will ask you to sign up only if you can commit to your 3.5 hour shift since Habitat for Humanity will count on our participation as a full group</p>

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LOCAL VOLUNTEER ACTIVITIES	Research other volunteer opportunities that the Office of Education Abroad & Global Ambassadors can participate in as a group	Research all information about volunteer activity so we can make an informed decision Preparation & participation in event	Events/opportunities on campus Events/opportunities that foster cultural exchange, intercultural literacy and learning		
OTHER	Do you have something in mind that is not on this list? Meet with an OEA Advisor to discuss other options for earning points and promoting study abroad on campus.				Be as creative as you would like and let us know how we can help! Previous projects & ideas: <ul style="list-style-type: none"> • Study abroad gallery show on campus with a journal and photos • Informational piece about study abroad and dietary restrictions • YouTube video about study abroad or culture shock
Maximum awarded points: Variable					

Office of Education Abroad

Instagram = @mtsustudyabroad, #mtsuaabroad, #mtsustudyabroad

FB = @mtsuaabroad

International Affairs

Instagram = @mtsuinternational, #mtsuinternational