

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!

We have refined the Global Ambassador program to provide better examples of Ambassador activities have implemented a points system to provide more recognizable ways for Ambassadors to be more engaged with the program. **You can be a Global Ambassador virtually during this time, even if you have to take all online or remote courses! Many of the items listed starting on page 2 can be done virtually!** 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
SET UP AN INFORMATION TABLE ON CAMPUS Maximum awarded points: 1 point per hour spent tabling	<p>We will be reserving some regular times for you all and add them to the SignUp calendar.</p> <p>Or 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 • Science Building • Other 	<p>We will know when you pick up or drop off the supplies that you were present. However, if you are just meeting another GA at the table, please verify your attendance via e-mail.</p> <p>We encourage you to share on your social media so friends can see!</p>	<p>All materials and information will be available for you in the OEA office. You are responsible for picking up and/or returning materials promptly (there is a wheeled cart you can use). Some GAs coordinate who picks up and who drops off.</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>
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PRESENTATIONS TO CLASSROOMS, UNIVERSITY ORGANIZATIONS, CLUBS Maximum awarded points: 2 points for each presentation	<p>Prepare a short (about 10-15 minutes) PowerPoint or Prezi with photos to highlight your study abroad experience.</p> <p>We will add classroom presentations to the SignUp calendar as they are requested.</p> <p><i>Can be done virtually via Zoom or a recording</i></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>We encourage you to share on your social media so friends can see!</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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UPDATE DISPLAYS ON CAMPUS	OEA will provide rack cards, flyers, and program provider catalogs	Fill and tidy all OEA displays on campus so they are full and eye-catching. Put up flyers on general campus-wide display boards.	A list of displays with photos is available in the OEA. Displays should contain a variety of materials as provided by the OEA. Other flyers, rack cards, etc... should be removed from OEA displays.	Photos of your work emailed to the OEA. We encourage you to share on your social media so friends can see!	The OEA will provide a wheeled cart so you can easily transport materials around campus. Expect this activity to involve walking across campus and back. It should take about an hour (or less) to fill all displays. Take a stapler, packing tape, and scissors (sometimes the display racks break). OEA will provide.
Maximum awarded points: 1 point					

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PARTICIPATE IN STUDY ABROAD FAIR (Fall semester only) Maximum awarded points: 1 point for each hour working at the fair	<p>Reply to email from OEA about study abroad fair assistance</p> <p><i>Can be done virtually via Zoom or a recording if we hold a virtual fair this fall!</i></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>We encourage you to share on your social media so friends can see!</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>

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PEER ADVISING WITH STUDENTS Maximum awarded points: 1 point for each hour in the OEA office advising/ready to advise	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. <i>Can be done virtually via Zoom, e-mail or direct messaging</i>	Advising to students under the guidance of OEA Advisors. Provide in-depth information or local knowledge about your particular program or provider. Connect the student with resources you found helpful.		OEA staff will be involved and will be able to verify your participation We encourage you to share on your social media so friends can see!	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. You will be assigned an advising shift based on OEA office needs and your availability. Please contact the OEA for details. 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.
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PRESENTATIONS TO RESIDENCE HALLS Maximum awarded points: 2 points for each presentation	Prepare a short (about 10-15 minutes) PowerPoint or Prezi with photos to highlight your study abroad experience. Hold a question/answer session with residents and share study abroad materials. Contact Residence Hall Director(s) to ask if you can present.	Inspire a group of students to go abroad! Share the highlights and challenges of your experience. Be prepared to chat about your photos and time abroad and answer any student questions.		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 We encourage you to share on your social media so friends can see!	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). An OEA Advisor can assist with the social media marketing piece. Try: Canva.com

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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><i>Virtual project!</i></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>We encourage you to share on your social media so friends can see!</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>
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<p>ASSIST WITH PRE-DEPARTURE ORIENTATION</p> <p>Maximum awarded points: 1 point per hour, additional points for presenting or assisting more than tabling (ex: creating materials to share with students)</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>We encourage you to share on your social media so friends can see!</p>	<p>Summer = about 8 volunteers Other = 1-2 volunteers</p> <p>Presenting may include:</p> <ul style="list-style-type: none"> • Working with OEA to create/update presentation sections on travel, packing, budget, other • Presenting individually, with other GAs, or with OEA staff in these areas • Creating materials, presentations about travel, packing, budget, and other areas of interest • Tabling prior to orientation to provide guidance for students: ex tabling for Japanese or Asian country programs <p>Creative ideas are encouraged!</p>

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<p>CREATE A STUDENT ORGANIZATION OR CLUB ON CAMPUS</p> <p>Note: Spring 2020 Global Ambassadors created Student Society for International Education (@ssie_mtsu) – if you would like to join this already existing club, I will award points for frequent involvement or holding leadership positions</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><i>Can be done virtually via Zoom if organization agrees to it!</i></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 	<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>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>
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<p>SOCIAL MEDIA SHARING &/OR CREATING</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</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 	<p>Let me know in the beginning of the semester if you plan to earn points this way so I can make sure we are following you as I cannot see private accounts. This will also help us to be on the lookout to</p>	<p>Over the course of the semester either:</p> <ul style="list-style-type: none"> • Post original photos or graphics to your own social media account related to study abroad in some way • Share Office of Education Abroad or MTSU International Affairs posts on your personal accounts <p>You can just share to your stories instead of posts if you prefer!</p>

Maximum awarded points: 1 point per 5 stories/posts/shares over the course of the semester.	<i>Virtual project!</i>	all media posts are appropriate. See Notes.	<ul style="list-style-type: none"> Instagram scavenger hunt 	keep track of points Tag us for credit!	Other social media ideas? Please see an OEA Advisor – we love creativity! Instagram = @mtsustudyabroad, #mtsuaabroad, #mtsustudyabroad FB = @mtsustudyabroad Twitter = @mtsustudyabroad
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CONVERSATION PARTNERS Maximum awarded points: 1 point per hour with a maximum of 4 points per semester	Show up prepared to welcome and have conversations with the international and exchange students in attendance. <i>E-mail if interested and we will update you on fall plans</i>	Cultivate friendships and welcome students from other countries to inspire international learning.		Post photo of attendance to Instagram and tag OEA office or send to OEA Advisor to post for you.	This happens every Tuesday night while classes are in session from 6-8 pm at 2529 Middle Tennessee Blvd. just off campus and includes a free meal!
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GEORGIA LESSONS FROM ABROAD CONFERENCE (Fall only)	Think about your education abroad experience and be prepared to discuss/learn with other students <i>Not happening this fall, unfortunately!</i>	Full day, attend conference sessions to network, mingle, and learn		Let us know you are going AND Post photos to Instagram and tag OEA office or send to OEA Advisor to post for you. You must tag us for credit!	<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 Carpooling might be a great option if more than one Ambassador would like to attend! Contact an OEA Advisor for more information.

Maximum awarded points: 5 points (per person)					
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'BORO INTERNATIONAL FESTIVAL (Fall only) Maximum awarded points: 1 point per hour working the festival with a maximum of 4 points	Meetings with faculty/staff 2-3 times prior to event <i>Not likely to happen this fall, unfortunately!</i>	Volunteer 4 hours or more to earn credit 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		The Director of the OEA will be coordinating Global Ambassador participation at this event (we'll know you have participated)	Annual event, usually in November. Requires sign-up and commitment by mid-late September. 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 First meeting: TBD for Fall 2019 term. Please contact the Office of Education Abroad for updated information. We prefer a four-hour commitment to this event the day of; this is negotiable if your time is limited
ACTIVITY	HOW TO PREPARE	EXPECTATIONS	EXAMPLES	DOCUMENTATION	NOTES
COMMUNITY VOLUNTEER PROJECT Maximum awarded points: 1 point per hour with a	Meetings with OEA staff, sign up for activity <i>Not likely to happen this fall, unfortunately!</i>	Volunteer for a shift with the OEA to earn credit Work with site Director/staff to help is whatever way is needed for the project or activity	<ul style="list-style-type: none"> Habitat for Humanity Build at MTSU Stones River National Battlefield Clean Up Volunteering at PAWS Pet Adoption and 	OEA will coordinate the sign up and participation for this event	Habitat for Humanity is usually promoted to campus organizations through MTSU Subscribers email. 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 Stones River National Battlefield Clean Up is meant for large groups, but individuals can join other groups if we do not have enough participation from other Gas

