

# Study Abroad & Global Learning

## Student Representative Information and Application Form

Application Deadline is Thursday, March 28 at 12:00pm

Please email completed application with a short personal statement and resume to  
[erin.evans289@wku.edu](mailto:erin.evans289@wku.edu)

### Description of Organization.....

Student Representatives are the official student outreach organization for the Office of Study Abroad & Global Learning. Student Representatives promote study abroad opportunities, guide interested students through the application requirements, and assist in the exchange process at WKU.

### Selection of SAGL Student Representatives.....

Student Representatives are chosen through an application procedure. They must be full-time WKU students, who have studied abroad while at WKU, and maintain at least a 2.5 GPA. Students must have interest in promoting his/her program as well as many other study abroad opportunities.

Required qualifications for a Representative are strong communication skills, adherence to detail, ability to manage time and appointments, dedication to the organization, and passion for international education. Preference will be given to applicants with at least two years left at WKU, though exceptions may be made.

### Duties and Responsibilities.....

Meetings are held the 1st and 3rd Tuesday of each month at 8pm or 9pm unless otherwise scheduled; dates and times will be announced at training. Attendance at meetings is required for all SAGL Student Representatives unless a reasonable excuse is provided in advance. Meetings are informal, but Representatives must come prepared. SAGL Student Representatives will also attend a mandatory training at the beginning of each semester. The training for Fall 2019 will be August 21-23.

Each SAGL Student Representative will complete 30 hours of service to the Office of Study Abroad & Global Learning each semester. Service requirements can be met through weekly office hours, peer advising, events, presentations, professional development opportunities, and committee participation. The weekly office hours will be determined at the beginning of each semester based on students' responsibilities and availability. Additionally, all SAGL Student Representatives are required to work the Study Abroad Fair held each semester.

All Student Representatives are expected to attend any event he/she signed up to attend. If a Student Representative is unable to attend the event, it is his/her responsibility to find another Student Representative to attend the event and to notify the Graduate Assistant of Student Programming of this change.

Meetings and training will not be counted towards the total semester hours.

### Attire.....

Student Representatives are required to wear their provided Student Representative polo, khaki/black pants, and dress shoes at all Study Abroad & Global Learning events, unless otherwise indicated. Student Representatives are professional, passionate and respectful while representing the Study Abroad & Global Learning office, study abroad programs and partner programs.

## **Description of the Tracks and Associated Responsibilities.....**

There are two tracks within the Student Representatives: Advising and Outreach and Exchange Student Mentor. These tracks are equal, but carry out different Study Abroad & Global Learning tasks.

*The tracks are not limited to just the responsibilities listed below.*

### **Advising and Outreach:**

- Schedule or give a minimum of 5 presentations each semester, 3 of which must be classroom/organization presentations
- Staff at least one pop-up advising tabling event each semester
- Assist with additional outreach efforts, such as contacting professors and organizations about classroom presentations

### **Exchange Student Mentors:**

- Schedule or give a minimum of 3 presentations each semester, 2 of which must be classroom/organization presentations
- Work with WKU students who are going on an exchange program by answering questions and providing support
- Each Mentor will be assigned specific exchange students to be involved with during the semester and will contact these students at least once a week
- Work with exchange students coming to WKU
  - Respond to questions or forward appropriate emails to the Study Abroad Advisor
  - Assist and participate in Exchange Student Welcome and Orientation
  - Assist and participate in Exchange Student Farewell Dinner
  - Plan and execute social events

## **Description of Committees.....**

Committees are used within the SAGL Student Representatives Program to work on special projects. Membership is voluntary, and meeting time and activities do count for service hours. The committees that are currently active include the Social Media Committee and the Storytelling Committee.

*The descriptions below indicate the main responsibilities, but do not serve as complete lists of duties.*

### **Social Media Committee**

- Attend weekly committee meetings
- Contribute to social media account activity
  - Demonstrate professionalism while using social media accounts
  - Identify high quality photos and contact owners for permission to use
  - Manage all account activity on a designated day of the week
  - Assist other committee members as needed
- Aid with creation of marketing materials for the office

### **Storytelling Committee**

- Attend committee meetings
- Collect and share stories from students' study abroad experiences
- Staff storytelling events hosted by SAGL

## **Recruitment Schedule.....**

Wednesday, March 20: Mandatory Information Session, HCIC 2010

Thursday, March 28: Applications Due by 12pm

Monday-Friday, April 1-5: Interviews, SAGL Office, HCIC 1014

Monday, April 8: Decisions Announced

Wednesday-Friday, August 21-23: Mandatory Training

**Honors College International Center, Suite 1014**  
Phone: (270) 745-5334 • E-mail: [study.abroad@wku.edu](mailto:study.abroad@wku.edu)

#### Personal Data

Full Name:	WKU ID:	
Email address:	Cell #:	
Major/Minor:	GPA:	Graduation:

#### Activities

Please list the name, date, and location of your WKU study and/or work abroad program experience:

Please list the other campus or community organizations you are (or expect to be) involved with and describe the requirements:

Please list any jobs, internships, or leadership roles you expect to hold during your time in the SAGL Student Representative Program:

#### Experience

Please check the boxes to indicate the skills you possess:

Public speaking	Marketing	Communications (written/oral)	Collaboration/Teamwork	Advising
Graphic design	Social Media	Working independently	Event planning	Computer (Microsoft Office)

Please elaborate on any boxes checked above (1-2 sentences per box checked)

### Additional Experience

Please write any additional experience that could benefit this organization:

### Involvement Interests

Please indicate any areas in which you would like to be involved:

<u>Track</u>	<u>Committee</u>
Exchange Student Mentor	Advising and Outreach
No Preference	Storytelling
	Social Media

### Personal Statement

Please attach a typed statement (250-350 words) or video response (2-3 minutes) to one of the prompts below. Use the button to indicate your chosen prompt.

- Respond to the question "how was it?" (in reference to your study abroad experience)
- Tell a story from when you were abroad and... (choose one)
  - overcame a challenge
  - adapted to your program location's culture
  - experienced a funny moment

### Signature

I confirm that all requested materials (application, resume, and personal statement) have been completed and are attached.

I acknowledge that I have read the description of the program and agree to abide by the responsibilities of being a SAGL Student Representative.

I confirm that all enclosed information is true and accurate to the best of my knowledge.

Signature

Date