



Global Guides

University of Houston
Institute for Global Engagement | Learning Abroad
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LEARNING ABROAD

Learning Abroad advances the goals of the Institute for Global Engagement by offering undergraduate and graduate students unique, life changing, educational



overseas experiences. It facilitates opportunities for students to participate in faculty-led, reciprocal exchange, and affiliated third party provider programs, as well as research collaboratives, internships, service learning, and volunteer activities. Students have the opportunity to participate in learning abroad programs during the fall semester, spring semester, summer minimester, winter minimester, and even spring break.

Learning Abroad supports students in their journey from reviewing programs, applying for scholarships, scholarship writing workshops, course approvals, and pre-departure orientations. A student's first step abroad begins at one of our group advising workshops called Learning Abroad 101. LA 101s explain how to go abroad to all interested students. Additionally, partnership sessions with program providers and advising sessions by appointment are both excellent ways for students to learn more about what is offered by Learning Abroad.

After understanding the basics, students are encouraged to schedule appointments with advisors and create a timeline for the term they would like to go abroad. Learning Abroad further supports students in their journey abroad through our service as a U.S. Passport Acceptance Facility where we assist students, staff, and the general public to apply for U.S. passport books and cards. The Facility offers students the opportunity to apply for a reimbursement of the funds required for a passport. The student must be intending to go on a UH Learning Abroad program and complete their passport appointment through the University of Houston Passport for Coogs Facility. Finally, we house Global Guides, a UH registered student organization funded by the office with a goal to further support students in their journeys abroad.

GLOBAL GUIDES

Global Guides serve as ambassadors for Learning Abroad at on-campus events, mentor fellow students on learning abroad program experiences, and assist with office events and initiatives. They support Learning Abroad in efforts to increase the number of students participating in programs abroad. Global Guides have participated in a learning abroad program in the past and they are an excellent resource for students who are not sure how to decide on a program or who want first-hand information about a particular program, geographical location, or to learn more about the student experience while abroad and upon return.

Global Guides are critical to Learning Abroad's student outreach and support, sharing knowledge and assisting in mentoring and peer advising during peak times. These students are a key part of the lively office and an excellent resource for any student hoping to go abroad. Global Guides offer students insights, must-sees, favorite spots, travel advice, scholarship and financial tips, and recommendations of what to look out for when applying for, preparing for, during, and after their programs abroad.

Each year 12 -16 students are selected to become Global Guides after completing an application and being selected by the Application Committee. The position lasts for one academic year, or one semester in the case of mid-year graduates. The program is structured so students can learn more about their peers, work with a team, and gain leadership skills. Review the information below to understand Global Guides expectations and specific duties to complete throughout the year.

ELIGIBILITY

- Current undergraduate student at the University of Houston
- Previous participation in a Learning Abroad program
- Hold at least a 2.5 GPA overall
- Remain in good disciplinary standing with the university
- Be enrolled as a full-time undergraduate student (9 hrs or more)
- Willingness to learn and contribute to the success of Learning Abroad
- Serve at the Learning Abroad Fall and Spring Fairs
- Must be available to table for 1 hour weekly and to attend monthly meetings

BENEFITS OF MEMBERSHIP

- Meet other students who share your passion of Learning Abroad
- Experience with organizing and structuring campus events
- Increase your network on campus
- Expand leadership, interpersonal and public speaking skills
- Gain resume worthy experiences

GLOBAL GUIDE RESPONSIBILITIES

- Serve as a representative for Learning Abroad, promoting learning abroad as a valuable experience that helps students to achieve academic, personal, professional, and cultural growth
- Attend Global Guide trainings/retreats and monthly meetings
- Complete 1 tabling hour weekly in the Learning Abroad office or out on campus tabling
 - Check the Global Guide email and respond to students
- Volunteer at the Learning Abroad Fall and Spring Fairs
- Attend 1 event per month, including events hosted/organized by Learning Abroad or Global Guides events
- Complete at least 1 classroom presentation and 1 additional classroom or student organization presentation per semester
- Assist when available in Learning Abroad initiatives, events, and efforts on campus
- Serve as a contact for students interested in going abroad to their host country

EXPECTATIONS

Fall and spring retreats are held the first Friday of each semester in the Learning Abroad office. The Global Guides will be notified of all meetings for the year during the retreat, through email, and on the agenda given during each meeting. If a student cannot attend a monthly meeting they must notify the advisor and explain why they are unable to attend. It is the student's duty to reach out and review any materials they may have missed.

Each semester, Global Guides will choose a day of the week to complete their weekly tabling hour. If a Global Guide has an emergency and cannot make their hour, the student needs to contact their tabling partner first to inform and ensure they are attending their tabling hour for that day.

The locations for tabling vary across campus, including: lobbies of academic buildings and the library, the Student Centers, outside tables, coffee shops on campus, residence hall lobbies, etc. Materials for these tabling events are found in the Global Guide cart found in the IGE Breakroom. This cart will contain a tablecloth, tablestands, and various flyers with information

about learning abroad. Global Guides tabling at a location should be engaging with students who pass them, making efforts to talk to students and be open to conversation as well as asking students to sign the sign-in sheet to keep track of engagement and/or using a clicker. Global Guides are also responsible for logging all tabling hours and engagement numbers using the Global Guides log, included on a clipboard in the cart.

Outside of tabling hours, Global Guides are required to assist with one Learning Abroad or Global Guide event per month. These events include Learning Abroad or Global Guide outreach events with other campus departments, or other activities. Global Guides are also required to complete 1 classroom presentation per semester as well as 1 additional classroom or student organization presentation. A set of slides that can be used as a template for these presentations is found in the Global Guides Microsoft TEAM.

Excessive absences from monthly meetings, defined as missing more than 1 monthly meeting per semester, or from weekly tabling hours, defined as missing more than 3 tablings per semester, or failing to assist with 1 event per month or to complete the 2 semesterly presentations may result in dismissal from Global Guides.

In all interactions with each other as well as other students, faculty and staff, Global Guides are expected to display a positive and collaborative attitude and to approach all activities with a growth mindset. Any Global Guide in need of support should reach out to the Lead Global Guides, Global Guides Graduate Assistant, or Advisor.

Each cohort of Global Guides are led by two Lead Global Guides, an advisor, and a student worker/graduate assistant. Students should connect with the (Co)Lead(s), advisor, and student worker if they have any concerns about filling their time requirements.

LEAD or CO-LEAD GLOBAL GUIDES

The Global Guide structure is adaptable to each year's group based on needs. The first structure is based on a single Lead Global Guide who works closely with the advisor and/or graduate assistant to manage Global Guide activities. The second structure is based on two Co-Lead Global Guides, where duties are split between two students. Each year, the structure is determined by the advisor, graduate assistant, and the interest level of students.

(Co)Lead(s) Global Guides Duties

- Regular bi-weekly 1-1 check-ins with Advisor and Graduate Assistant
- Meet with Global Guide officers (as needed)
- Assist in preparing content for monthly meeting, help facilitate meetings
- Create and lead a Spring retreat with Advisor and Graduate Assistant
- Help delegate event and meeting orientated tasks
- Connect with members regularly and remind them of upcoming events and meetings
 - Gather all contact information and add new members to the Global Guides Discord
- Keep Global Guide calendar updated with correct tabling hours and dates/time of Learning Abroad events
- Track monthly meeting attendance and progress on required semesterly outreach presentations for all members
- Take lead with logistics for Global Guide events (i.e. reserve space, create list of needed decorations/food items)
- Work with officers to boost organization morale and visibility on campus

GLOBAL GUIDES GRADUATE ASSISTANT DUTIES

- Assist in preparing content for retreats and monthly meeting, help facilitate meetings
- Track all members' tabling and event hours
- Assist Advisor in creating agendas for bi-weekly Leads Meetings

GLOBAL GUIDES TABLING AND EVENT ETIQUETTE

- During tabling hours and events, please adhere to the following guidelines:

- Arrive on time and stay your fully scheduled time
- If you need to change hours, communicate in advance first with the (Co)Lead(s)
- Act professional at all times
 - Maintain a positive and professional attitude in interactions with students, faculty and staff
 - Dress appropriately as representatives of Learning Abroad (i.e., wear a Learning Abroad or UH shirt, no revealing clothing, and no inappropriate messages on clothing)
 - Do not discuss or display political opinions in the office with students
 - Do not review confidential student information
 - If you get a personal phone call, please take it away from the table

ADDITIONAL OFFICER POSITIONS

Social Media Lead

The Global Guides Social Media Lead is responsible for managing the Global Guides Instagram account and cultivating the Global Guides' social media presence through collaboration with Learning Abroad's Social Media Committee.

- **Manage the Global Guides Instagram Account**
 - Post at least once per week – posts can be Stories, Grid posts or Reels
 - Answer direct messages received through the GG Instagram
 - Post reel content at least once per month
 - Create and maintain a semesterly calendar for posting
- **Serve as member of the Learning Abroad Social Media Committee**
 - Attend committee meetings once every 2 weeks
 - Include semesterly posting schedule on a shared calendar with the LA Social Media Committee
 - Coordinate with LA professional staff on collaborative posts
- **Coordinate with Global Guides for Social Media Content Creation and Sharing**
 - Keep Lead Global Guides up to date on social media plan and activities
 - Use monthly Global Guides meetings to plan social media activities and share out social media updates as needed
 - Global Guides may be asked to repost content for certain large events as needed
- **Manage the Global Guides Linktree**

- Links to the Global Guides Discord, Global Guides Instagram, and Global Guides webpage

Member Relations Lead

The Global Guides Member Relations Lead helps build comradery outside of meetings and tabling hours among the Global Guides through coordinating various social events throughout the semester.

- **Plan 3 Optional Global Guide Socials or Outings per semester**
 - Examples could be an international dinner, a game night, study sessions, an activity such as bowling or mini golf, the zoo, visiting international stores/sections of the city, a craft activity such as carving pumpkins around Halloween, or travel for things such as the beach or a hike
- **Coordinate with Global Guides for Socials Planning and Execution**
 - Communicate all planned socials and outings to the Lead Global Guides, and to coordinate with the Lead Global Guides for any necessary supporting in inspiration, scheduling, or other support
 - Use monthly Global Guides meetings to plan socials and share out socials and outing updates as needed

CONTACTS

Global Guide Advisor

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Lead Global Guides

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Global Guides LinkTree

[Linktr.ee/UHGlobalGuides](https://linktr.ee/UHGlobalGuides)