

**International & Cultural Requirement Pre-Form
Whitacre College of Engineering**

First Name: _____

Last Name: _____

R#: _____

Department: _____

I will be fulfilling my international requirement through other forms of educational and cultural programs, such as: international internship, service-learning, and/or research abroad. I have discussed my program with the IEP Program Manager at the International Engineering Program's office and it has been approved.

Also students have the opportunity to enroll in the Global Scholar Certificate Program if they have not fulfilled the multicultural requirement. Students must also enroll in 3 course credit hours at TTU, if not taking a course abroad to receive their multicultural credit through the Global Scholar Certificate Program. If you choose not to receive the multicultural credit, student do not have to enroll in 3 course credit hours.

Once I return from the program, I will fill out the Post International & Cultural Requirement Form as well as provide my portfolio (guidelines are given in IEP advising appointment).

Title of Activity:

Country:

Duration of Program - Start Date:

End Date:

Will you be enrolling in a TTU course to receive multicultural credit?

Yes

No

Have you filled out a study abroad application online?

Yes

No

Approx. hours of work/volunteer per week?

Description of Activities:

Signature of Student:

Date:

Emergency Contact Name:

Relationship:

OFFICE USE ONLY

Signature of IEP Program Manager:

Date:

International Service-Program Portfolio

Upon completion of the experience, the student must submit a portfolio of volunteer activities performed while abroad. The portfolio is due the first day of class of the long semester (summer internships, portfolio is due the first day of fall classes).

The portfolio must include the following.

- Cover sheet (Name, R#, company/organization, location, major)
- Times New Roman font
- 12 point font is the maximum / double spaced
- 1 inch margins
- No less than 5 - 10 pages
- Paper should include the following:
 - Description and detail of the company or organization you volunteered with abroad?
 - Description of the volunteer duties
 - Discussion on how your experience impacted your career visions and expectations?
 - Discussion on your overall reflections of your experiences in another culture. These reflections should discuss your environment, daily activities, challenges and/or defeats, your community, etc.; and incorporate a reflection about your observations, experiences and feelings.
 - Did the service program change your global perspective? If so, how?
 - Include: Examples of your volunteer activities that you performed, your community involvement and your cultural experiences (pictures of your community, work environment, tours, etc)

Review of the Portfolio

- The portfolio will be evaluated by your Program Manager. If student is not in Lubbock to turn in the portfolio, student must work with the Program Manager on turn in dates.

Responsibility

- The student is responsible for turning in the assignment in order to receive international credit, for communicating changes, and issues with the internship contact the Program Manager. Failure to do so may result in a loss of international credit, financial aid issues and other problems.

Program Managers

- Allison Wright – Europe
- Ashley Haseley – Asia, Africa, Australia/Pacific & The Middle East
- Morgan Trevino – Latin America

International Service Program Paper Grading Rubric - Non-Credit

Performance Element	Level 5-4	Level 3-2	Level 1-0
Describes the Company/Organization	Provided a thorough description of the company (type of work performed, clients, market, etc.).	Mostly described a thorough description of the company (type of work performed, clients, market, etc.).	Poor description of the company (type of work performed, clients, market, etc.). Unclear what the company does
Outlines Volunteer Duties	The author clearly articulated the type of work done on the coop; can even demonstrate growth of responsibility during the coop experience.	Somewhat explained the job duties and tasks performed on the coop.	Did not clearly explain the type of work completed on the coop.
Connection to Career Visions	Author clearly outlines how work performed and the connections of activities to future courses and future employment desires.	Somewhat describes how the work performed and the connection of activities to future courses and future employment desires.	Did little to no connecting of work performed to future potential opportunities.
Cultural Reflection	Author clearly discusses their overall reflections while incorporating their observations and feelings.	Somewhat describes their reflections and feelings.	Did not clearly incorporate their cultural reflections.
Completeness of Thought and Organized Presentation	Responses to evaluation questions are very thorough. Paper flows and ideas are connected. Uses headings to organize thoughts.	Responses to evaluation questions need expansion. Paper not well organized; used topic sentences. Some structure.	Some or all of the evaluation questions are incomplete. Paper not well organized; do not use topic sentences. No structure.
Grammar and Spelling	Proper grammar is used throughout. Very few spelling mistakes.	Some grammar corrections are required. Occasional spelling mistakes.	Attention to proper grammar is lacking. Many spelling mistakes.

**International & Cultural Requirement Post-Form
Whitacre College of Engineering**

First Name: _____

Last Name: _____

R#:

Department:

I have fulfilled my international requirement through other forms of educational and cultural programs, such as: international internship, service-learning, and/or research abroad. My program was approved by the IEP Program Manager at the International Engineering Program's office. With this form, I have also provided my portfolio which includes detailed information on my specific program and location. All students must follow the guidelines given to them before departure.

Title of Activity: _____

Country Visited: _____

Duration of Program: _____

Date of Submittal: _____

Reference/Supervisor/Coordinator Information

Name: _____

Phone: _____

Email: _____

Completion of Global Scholar Certificate: _____ **YES** _____ **NO**

Signature of Student: _____

Date: _____

FOR OFFICE USE ONLY

_____ **Approved**

_____ **Not Approved**

IEP Program Manager