



**MUST DOWNLOAD  
FORM TO FILL OUT**

**International Engineering Program**  
**Independent Service-Learning Abroad Guidelines**

**First and Last Name:**

**R Number (Please include R):**

**Engineering Department:**

I will fulfill my international experience degree 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.

Once I return from the program, I will fill out the Post International Engineering Program Independent Internship Form as well as provide my portfolio (guidelines are given in IEP advising appointment and below).

**Title of Service Program:**

**City, Country:**

**Duration of Program:     Start Date (MM/DD/YYYY)**

**End Date (MM/DD/YYYY)**

**Have you completed the TTU Study Abroad application?**

Yes

No

**Approximate # of hours volunteering per week:**

**Please provide a description of what company or organization you will be volunteering with and the duties/responsibilities you will be assigned. A confirmation of participation letter on company/organization letterhead must be given to Program Manager at the time you submit this form.**

Student Signature:

Date:

**Emergency Contact First and Last Name:**

**Emergency Contact Phone Number:**

**Relationship:**

\*\*\*\*\*

**STOP: Office use only beyond this point.**

Program Manager Signature:

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.

# International Service Program Paper Grading Rubric - Non-Credit

Performance Element	Level 5-4	Level 3-2	Level 1-0
<b>Describes the Company/Organization</b>	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
<b>Outlines Volunteer Duties</b>	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.
<b>Connection to Career Visions</b>	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.
<b>Cultural Reflection</b>	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.
<b>Completeness of Thought and Organized Presentation</b>	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.
<b>Grammar and Spelling</b>	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 Engineering Program**  
**Independent Service-Learning Abroad Completion Form**

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**FORM TO FILL OUT**

**First and Last Name:**

**R Number (Please include 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:**

**City, Country:**

**Program Duration:**                      Start: (MM/DD/YYYY)                      End: (MM/DD/YYYY)

**Date of Submittal:**

**Supervisor/Coordinator Contact Information:**

**First and Last Name:**

**Title:**

**Company/Organization:**

**Email:**

**Phone Number:**

**Signature of Student**

**Date:**

\*\*\*\*\*

**STOP: For office use only beyond this point.**

**Approved**

**Not Approved**

**IEP Program Manager Signature**

**Date:**