

Education Abroad Peer Mentor Handbook



Name: _____

Handbook created by Caitlin Cook, PCC Education Abroad Advisor/MIIS Graduate Intern, Fall 2017. Portions of this mentor handbook are adapted from the Study Abroad Mentors Training Manual from the University of Delaware's Center for International Studies (2004).

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Introduction

Welcome home! The PCC Education Abroad Office (EAO) is glad you're back on campus after an exciting summer of travel, learning, and new experiences. We're happy you want to bring study abroad into your daily life by being an education abroad peer mentor.

We hope this experience provides an opportunity for you to unpack your experience. One of the greatest benefits of study abroad is exposure to new experiences and ideas. We hope that the mentor experience gives you a way to reflect upon your learning and development during your time abroad. Please do not hesitate to speak to us if you would like to talk through making meaning of your time studying abroad.

As a mentor, you will be the face of the EAO around PCC. Your job is to take your enthusiasm about study abroad and encourage your fellow classmates to follow in your footsteps. The mentor program helps the EAO too, by making people on campus more aware of the opportunities we offer.

This handbook is designed to help you:

- Understand the mentor program, the EAO, and our education abroad options
- Understand our expectations for you and your responsibilities
- Communicate information about education abroad effectively

We're excited to work with you as your personal education abroad journey continues at home and as we spread the word about education abroad together.

Sincerely,

The Education Abroad Staff
Anne, Ali, and Harrison

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Mentor Program Mission, Goals, and Objectives

Mission

The Education Abroad Peer Mentor Program mission is to contribute to the growing culture of education abroad at PCC.

Goals and Objectives

The PCC Education Abroad Peer Mentor Program will achieve its mission by completing the following goals and objectives:

Program goals:

- Mentors “unpack” their international experiences, learn from them, and utilize them to achieve their personal, academic, and professional goals
- PCC EAO increases its visibility and raises awareness of its programs across campuses

Program objectives:

- Provide mentors with opportunities to engage with and reflect upon their international experiences
- Increase and diversify EAO outreach efforts across campuses

PCC Education Abroad Office Vision and Mission

Vision

To provide diverse education abroad opportunities, accessible to all, in order to promote an appreciation of cultural diversity, develop intercultural competency, foster better global understanding, and prepare students to succeed in a worldwide economic environment. PCC Education Abroad opportunities play a major role in helping students become globally responsible citizens able to understand deeply, analyze critically, and communicate effectively.

Mission

The core mission of PCC Education Abroad is to provide PCC students with the widest possible variety of high quality, for-credit opportunities abroad that support the above vision, are integrated with PCC’s academic offerings, and align with best practices in the field. It does this by collaborating with faculty and administrators to develop, support, and manage education abroad programs, policies, and procedures; helping students address financial barriers to participation in those programs; raising awareness of program opportunities among students, faculty, and staff.

Overview of EAO and Programs

The EAO as it stands now is relatively new – it was established just a few years ago and began running faculty-led study abroad programs in summer 2017. The EAO consists of two permanent employees: Anne Frey (anne.frey@pcc.edu) and Ali Garfinkle (alison.garfinkle@pcc.edu), as well as one intern.

In addition to an on-campus presence, the EAO also has Facebook ([facebook.com/PCCEdAbroad](https://www.facebook.com/PCCEdAbroad)), Twitter ([@PCCEdAbroad](https://twitter.com/PCCEdAbroad)), and Instagram ([@PCCEdAbroad](https://www.instagram.com/PCCEdAbroad)) accounts.

While your main role is to promote the faculty-led programs, you should be aware that PCC students have the opportunity to study or work abroad on a variety of programs. Please direct students to talk to the EAO if they have any questions that you cannot answer about any of these programs:

- PCC faculty-led programs (the most popular type)
- Programs offered through dual enrollment/co-admission with Portland State University (PSU)
- Other
 - Fully funded summer programs
 - Co-op/internship/independent study

PCC Faculty-Led Programs

The focus of the EAO and the mentors is on faculty-led study abroad programs, in which PCC faculty members teach PCC courses abroad. Because these are PCC courses, participants gain PCC credit. Most programs are 2-4 weeks long and take place in the summer.

There are eight faculty-led programs for summer 2019. While the programs are led by PCC faculty and marketed by the PCC EAO, an approved **third-party provider organization** (or “provider”) takes care of logistics and support services, such as housing.

The programs, courses, and locations proposed for summer 2019 are:

- | | | |
|--|--|--|
| ● <u>Business Communication in Chile</u> | ● <u>Women’s Health and Stress & Human Health in India</u> | ● <u>Japanese Culture in Japan</u> |
| ● <u>Peace and Conflict Studies in Japan and South Korea</u> | ● <u>Math Literacy II and Statistics I in England</u> | ● <u>Engineering Fundamentals in Japan</u> |
| | ● <u>Film Studies in Spain</u> | ● <u>Ecology in Australia</u> |

Please see Appendix A for links and emails for more information about each faculty-led program.

EAO Contact Information:

Cascade Campus, Terrell Hall 116

Hours: 9 a.m. – 5 p.m.

Phone: 971-722-7117

Email: studyabroad@pcc.edu

Website: pcc.edu/studyabroad



Applications for these programs will open on October 1, 2018 and will close on February 15, 2019. To apply, students must meet the following requirements:

- 18 years of age or older by the program start date
- In good academic and disciplinary standing
- Completed the prerequisites for the course(s) included in the program
- Attended an Education Abroad Office First Steps session (or in contact with us if this is an issue)

Programs that don't meet minimum enrollment requirements won't run, so it's important to market these programs effectively and encourage people to apply.

Programs Offered Through Dual Enrollment/Co-Admission with PSU

The co-admission agreement between PCC and PSU means that PCC students may apply to PSU study abroad programs for which they meet eligibility requirements. PSU offers hundreds of study abroad opportunities. Students can earn PSU credit and use their financial aid. Students must apply for co-admission prior to applying for these study abroad programs.

Fully Funded Summer Programs

The EAO does not run these programs; however, we encourage motivated students to apply for these highly competitive opportunities. Students who are chosen to participate have all of their costs covered, including airfare, tuition, housing, and cultural activities. Opportunities include the Fulbright UK Summer Institutes and the Critical Language Scholarship (CLS) Program. As these programs are very competitive, interested students should schedule an individual advising session with an advisor in the Education Abroad Office as soon as possible.

Co-op/Internship/Independent Study

It is possible for students to work or complete an independent study course abroad through our trusted provider organizations. This process is complicated and requires individual advising with an advisor in the Education Abroad Office as soon as a student is interested in this option.

Expectations and Responsibilities

As stated in the Introduction above, your main job is to share your enthusiasm for education abroad and travel with the PCC community. We plan to achieve this with outreach activities and reflection activities. Outreach activities are centered around marketing and recruiting. Reflection activities are centered around you and your own experiences. For more information about the two types of activities, see Mentor Activity Examples below.

Expectations

We expect you to commit to at least one outreach or reflection activity per month. We estimate that one activity roughly equates to 1-5 hours of work, depending on the type of activity and your desired level of involvement. At least one activity per term should be a reflection activity.

Communicate with the EAO via email, phone, or in person to discuss your activity ideas and have them approved (see flowchart on right).

Towards the end of the month, mentors are encouraged to complete a self-reflection prior to the upcoming peer mentor monthly meeting.

We expect you to be open, engaging, friendly, positive, enthusiastic, and informative when talking to students and participating in outreach events. As a representative of the EAO, you should look presentable and act professionally.

Responsibilities

What does a mentor do? The sum of your job duties (listed below) is to be a resource for PCC students to learn about education abroad. We want you to share your education abroad story in a way that will make other students think, "Hey, maybe I can do that too!"

Mentor job duties include:

- Generate interest in PCC EAO programs across campuses
- Collaborate with the EAO to distribute information to students
- Outreach to students during promotional activities, including fairs, presentations, panels, tabling, etc.
- Share personal education abroad experience and stories with students, in-person and online
- Direct students to connect with the EAO

Mentor Activity Process

Mentor communicates with EAO to discuss activity ideas and additional support needed

EAO adds activity details to Peer Mentor Program Spreadsheet and calendar

Mentor completes activity

Mentor completes monthly self-reflection

EAO confirms activity has been successfully completed



Keep in mind the difference between mentor vs. advisor. Your job is to talk about your education abroad experience and encourage students to learn more about education abroad. It is not your job to advise students on which program they should apply for, how they should apply for scholarships, how they should obtain passports, etc. Direct students with these types of inquiries to the EAO.

On a related note, **it's okay to not know the answer to a student's question.** Help the student find the answer and, if you can't find it, email the EAO and cc the student.

Mentor Activity Examples

Below are some examples of acceptable mentor activities. If you come up with another type of activity we haven't thought of, let us know – we want you to creatively express yourself as a mentor and will work with you to make it happen. Also, we highly encourage mentors to work together in their efforts.

Outreach	Reflection
<p><i>Focus on marketing, recruiting, connecting with students, being visible around PCC</i></p> <ul style="list-style-type: none"> ● Preview Day activities ● International Education Week: November 12-16, 2018 ● Presentations in classes, student groups, clubs, etc. ● Study abroad fairs ● Tabling ● Create a flyer to hang around campus ● Create social media posts for EAO accounts ● Update the EAO board in Terrell Hall ● Chalking/writing on classroom whiteboards <p><i>Use this space to jot down activity ideas:</i></p>	<p><i>Focus on your personal experiences, personal development, sharing experience with students</i></p> <ul style="list-style-type: none"> ● Write a blog post for the EAO Diversity and Identity website ● Create a video for the EAO website ● Create a photo essay for the EAO website ● Write a letter to the editor or opinion piece about education abroad to a news organization of your choice ● Assist with pre-departure orientation activities ● Assist with re-entry programming activities <p><i>Use this space to jot down activity ideas:</i></p>

Communication

Talking About Education Abroad

When students return from an experience abroad, they often have conversations that start like this:

“Hey, how was your trip?”

“It was awesome!”

We don’t doubt that your education abroad program was awesome, but what does “awesome” really mean? “Awesome” doesn’t describe how you felt, what you learned, or how you’ve changed. It’s a good word to describe the experience as a whole, but it probably doesn’t even scratch the surface of what your education abroad experience means to you.

As a mentor, you should be able to talk about your education abroad experience in a way that goes beyond “awesome.” Before you talk to students about education abroad, take a few moments to think about your answers to these questions:

- Why did I study/work abroad?
- What did I learn about myself, my culture, and the world from studying/working abroad?
- How has studying/working abroad changed me?
- What do I wish I had known before studying/working abroad?
- Why do I want to be an education abroad peer mentor?

Your answers to these questions will help you talk about your education abroad experience in a cohesive and informative manner.

When talking to students, try to relate your experience to theirs. Learn about why the student is interested in education abroad or what he/she thinks might be achieved from studying or working abroad. You already know some of the benefits of education abroad (examples are listed below), so be sure to mention them when talking to students.

- Learn about yourself and your own culture
- Learn about other cultures, beliefs, perspectives, and customs
- Gain guidance and direction on career and academic paths
- Learn a language or improve language skills
- Finish your degree on time with a higher GPA
 - Studies show that study abroad is a “high impact practice” which has a significant and positive impact on rates of degree completion and grades
- Travel and see the world
- Personal growth: Gain self-confidence, maturity, empathy, etc.
- Take a course and learn on-location
- Discover new interests

Presentations and Public Speaking

You may do some presentations and public speaking while you are an education abroad mentor. Below are some presentation and public speaking tips:

- **Speak slowly and clearly.** Don't chew gum or mints while presenting. Slow down, take a breath, and have a sip of water if you need to.
- **Maintain eye contact.** If you're speaking with a student one-on-one on campus or at an event, maintaining eye contact shows you're interested. If you're presenting to a class, look around your audience rather than at the screen.
- **Avoid jargon without explanations.** You know what a "third-party provider organization" is now, but a student who has never thought about studying abroad might not. To avoid confusion, explain the term or don't use it.
- **Leave time for questions and answers.** Try not to abruptly end the presentation or conversation. Keep track of time throughout.
- **Come prepared.** Especially with presentations, know the material on the slides and know what you need to say about it. Carry note cards if you need to.
- **Bring a buddy.** If you're nervous presenting alone, feel free to co-present with another mentor.
- **Keep your slides neat.** If you're doing a PowerPoint presentation, avoid too much text on the slides. Your audience is probably either ignoring you to read the text, or ignoring the text to listen to you.

Frequently Asked Questions

Below are some questions you may be asked during your work as a mentor. Remember, if you don't know the answer to a question, help the student to find the answer and/or direct the student to the EAO.

Where is the education abroad office?

The Education Abroad Office is located in Terrell Hall 116 on Cascade Campus. However, EAO staff are often on other campuses for events (check the website and Facebook page for the latest schedule). EAO staff are also happy to meet students on other campuses for advising appointments. Our office is open from 9am to 5pm, Monday through Friday, however because our advisors serve students on all campuses, we recommend scheduling an appointment to guarantee that an advisor is present when someone comes to the office.

How do I contact the education abroad office?

There are several ways to contact the EAO:

- Phone: 971-722-7117
- Email: studyabroad@pcc.edu
- Facebook: <https://www.facebook.com/PCCEdAbroad/>
- Website: pcc.edu/studyabroad
- Drop-in advising: CA Terrell Hall 116

Do I need to speak a foreign language to study abroad?

It depends on the program. There are many programs available that do not have a language requirement. Some programs will feature language study abroad, and others will conduct courses entirely in English. There are also many programs that require a background in a certain language or are focused on language learning. For more information, please refer to the specific program webpages.

How much does it cost?

Costs and inclusions will vary from program to program. PCC 2019 faculty-led programs are approximately \$2,000-\$5,000, plus tuition. Airfare, passport/visa fees, and spending money are not typically included in the program cost. Housing, excursions and activities, some meals, in-country transportation, pre-departure and on-site orientations, international insurance, on-site support services, and 24/7 emergency support are typically included in the program cost. For cost information, please refer to the specific program webpages.

Can I use my financial aid for study abroad?

Yes! In general, students enrolled in a degree program at PCC can apply federal financial aid to any program that offers PCC credit, or that offers PSU credit through our co-admission agreement with PSU.

Specifics will depend on the program and the individual student's financial aid situation. Students should speak with an education abroad advisor and a financial aid advisor to learn more about using financial aid to study abroad.

Are there scholarships available study abroad?

Yes! There are many study abroad scholarships available for all types of programs. Keep in mind that scholarship deadlines are often much earlier than program application deadlines, so start planning early. You should attend a general education abroad information session at least a year prior to your intended education abroad term if you plan to apply for scholarships (see the website or Facebook for events). In addition, any [PCC Foundation Scholarships](#) you are eligible for can be used for a PCC Education Abroad program. Detailed scholarship information can be found on the website (<https://www.pcc.edu/education-abroad/students/funding/>).

Did you receive a scholarship or have a successful fundraising campaign? If so, we would appreciate you sharing your experience. Please check in with the Education Abroad Office if you any questions about a fundraising activity.

Do I need a certain GPA to study abroad?

Some programs have minimum GPA requirements. For PCC faculty-led programs, students must be in good academic standing (a requirement of which is a cumulative GPA of at least 2.0). Other programs, such as PSU programs, may have GPA requirements. For more detailed information, please refer to the specific program webpages.

What are the requirements?

Requirements vary by program. Many programs have a GPA or academic standing requirement (see above). For PCC faculty-led programs, the requirements are as follows:

- Must have taken the prerequisites for the course(s) included in the program (the same prerequisites as if the course was being taught on a PCC campus)
- Must be 18 years of age or older by the program start date
- Must be in good academic and disciplinary standing
- Attend a First Steps session

Some non-PCC programs may also require letters of recommendation, academic references, official college transcripts, and additional pre-requisites. For more information, please refer to the specific program webpages.

When should I start planning to study abroad?

In general, students should begin planning at least one year before they intend to study abroad, especially if they intend to apply for scholarships. Planning ahead gives students time to consider all of their options, apply for scholarships, take prerequisite courses, and make travel arrangements.

What courses can I take?

Students can take courses in a wide variety of subject areas, depending on the program. For Summer 2019, PCC faculty-led programs are offering courses in math, engineering, business, political science, health, and Japanese culture. PSU options offer courses in many areas of study, including language, history, literature, international development, and more. For more information, please refer to the specific program webpages.

Can I get credit for the courses I take?

Yes! For PCC faculty-led programs, students will earn 3-9 credits upon successful completion of the program.

Where can I find more information about the programs?

You can find more information about the programs on the website (pcc.edu/studyabroad) and by contacting the EAO (see above). For PCC faculty-led programs, if you have questions about the course content and program activities, you can also reach out to the specific faculty member (see Appendix A for faculty email addresses). You can also come to an education abroad information session or open advising session (see website and Facebook page for event list).

What if I want to go somewhere that PCC faculty-led programs don't go?

If your learning goals are location-specific, you have a few options beyond PCC faculty-led programs. Co-admission with PSU allows students to participate in more than 200 study abroad programs all over the world.

Fully-funded summer programs, such as the UK Fulbright Summer Institutes and the Critical Language Scholarship Program, are also located in various locations, including England, Scotland, China, South Korea, Tanzania, and more.

Independent study is also an option for motivated students who are more comfortable traveling independently. Students must work with an instructor who is willing to supervise the independent study and with the EAO.

Can I work or intern abroad?

Yes! Students interested in completing a co-op or internship abroad should talk to an Education Abroad advisor as well as their relevant Internship Specialist (see the PCC's Co-operative Education page, <https://www.pcc.edu/resources/careers/internships/> to get started). Please see the EAO website for more information.

**How do I apply?**

Applications for the 2019 faculty-led programs will open on October 1, 2018. To apply, students will create an online profile and complete the online application, which involves three short answer questions.

When is the application deadline?

For faculty-led programs, the application deadline is February 15, 2019. For other programs, please see the specific program webpage.

What's the big deal about study abroad?

We'll let you develop your own answer to this question! Think about what your education abroad experience means to you and how it has changed you or will change you.

Appendix A: 2019 Faculty-Led Study Abroad Programs

Business Communication (BA 205) in Chile (Capstone)

Instructor: Carolina Selva (carolina.selva@pcc.edu) (SE)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/business-in-chile/>

Peace and Conflict Studies (PS/SOC 211) in Japan and South Korea (Standalone)

Instructor: Doug Byrd (douglas.byrd@pcc.edu) (RC)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/peace-and-conflict-studies-in-japan-and-south-korea/>

Women's Health and Stress & Human Health (HE 212 + 242) in India (Hybrid)

Instructor: Lisa Regan-Vienop (lisa.reganvienop15@pcc.edu) (RC) & Ena Rierson (erierson@pcc.edu) (SE)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/health-in-india/>

Math Literacy II and Statistics I (MTH 98 + 243) (Hybrid)

Instructor: Kaiwen Amrein (cathy.amrein@pcc.edu) (SE) & Emiliano Vega (emiliano.vega@pcc.edu) (CA)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/math-in-england/>

Japanese Culture (JPN 260A) in Japan (Capstone)

Instructor: Takako Yamaguchi (tyamaguc@pcc.edu) (SY)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/japanese-culture-in-japan/>

Engineering Fundamentals (ENGR 101) in Japan (Capstone)

Instructor: Greg Gerstner (greg.gerstner@pcc.edu) (SY)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/engineering-in-japan/>

Ecology: Field Biology (BI 200B) in Australia (Standalone)

Instructor: Ed DeGrauw (edegrauw@pcc.edu) (SY)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/ecology-in-australia/>



Film Studies: Directors in Spain (Capstone)

Instructor: Tara Foster (tara.foster1@pcc.edu) (CA)

Website: <https://www.pcc.edu/education-abroad/programs/faculty-led-programs/film-studies-in-spain/>

Stand Alone: The entire course is taught abroad

Hybrid: Portions of the course are taught both abroad and at PCC

Capstone: A culminating project or experience which supports the learning outcomes of a term course taken at PCC. Students in the course can opt for the abroad component.

***Please note:** program information, including dates and fees, may change.

Notes
