

GLP HANDBOOK



Your Guide to the
**Global Leadership
Program**
at



2011-2012

From the Chancellor

Having been actively engaged in international affairs for a major portion of my professional career, I can attest firsthand to the importance of internationalization as a driving force in today's world. Indeed its significance in higher education is underscored by its inclusion in UNCG's strategic plan as one of five strategic directions for the next five years.

UNCG's Global Leadership Program is a pioneering innovation in international education. In a constantly shifting and intricate global society, the Program will be an essential complement to your educational experience. Today's employers want graduates who have done more than just attend university: they are recruiting and retaining people who have proven their potential for a leadership position and possess the knowledge and skills to function internationally.

While initiative, creativity, and communication are all important skills developed in the pursuit of your academic degree, the Global Leadership Program offers you the opportunity to build your intercultural awareness, global leadership skills, and understanding of the responsibilities that attend global citizenship. These added skills will be invaluable assets that will provide you with a competitive edge in today's globalized environment.

The Global Leadership Program (GLP) is designed for all degree-seeking students enrolled at UNCG, undergraduate and graduate. As a participant in the Program, you will:

- take part in workshop-based Colloquia that equip you with an awareness of international issues as well as practical skills in cross-cultural understanding, communication and leadership;
- attend functions where distinguished speakers from academia and local and international agencies and companies share their expertise and insight;
- design your own program of international leadership activities spanning study abroad, internships, volunteering, professional development and more.

I enthusiastically recommend UNCG's Global Leadership Program to you. Not only will it be a great learning experience, but it can also serve as a passport to an exciting career in today's interconnected world.

Linda P. Brady

*Chancellor of The University of North Carolina at Greensboro
2009*

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OVERVIEW

Mission Statement

As educated citizens, UNCG graduates will increasingly be working in international and global contexts. Against the background of internationalization and globalization—the world as a collection of interacting yet individual nation-states with distinct socio-political, financial, and cultural identities and as an increasingly integrated amalgam of planet-wide economies, technologies, and environments—they they will need to understand, adapt to and practice concepts that could only have been imagined ten years ago. Leadership, citizenship and cross-cultural understanding have taken on new meanings and have become essential knowledge for the successful citizen in our twenty-first-century globalized world.

The Global Leadership Program (GLP) offers a trans-disciplinary co-curriculum that promotes and recognizes international and global leadership, experience, and understanding. Open to all degree-seeking, domestic and international undergraduate and graduate students at UNCG, the GLP is relevant to students from any discipline, whether they are in the humanities, arts, sciences, or professional schools, and it complements UNCG's ongoing commitment to internationalization and the cultivation of skills, knowledge, and dispositions that attend to that commitment.

The core concepts of cultural understanding, experiential learning and skills training embodied in the GLP will differentiate you as an individual prepared to assume a role as a global citizen. Engagement in the GLP involves:

- **5 Colloquia:** Participation in **5** workshop-based **Colloquia** on international and/or global issues, including 3 Core (required) Colloquia: Cross-Cultural Understanding, Leadership Within a Global Context, and Beyond Borders: Becoming a Global Citizen;
- **Events:** Regular attendance and networking at **International or Global Events**—e.g., lectures, films, concerts, festivals, presentations: *minimum average of 2 per semester*;
- **Experiences:** Engagement in a range of **International or Global Experiential Opportunities** at UNCG and abroad: *minimum 200 points*;
- **E-Portfolio:** Presentation of an **End-of-Program Electronic Portfolio** serving as a record of the above achievements that can be shared with prospective employers and advanced academic degree programs.

The GLP adds value to your UNCG degree by providing:

- a framework for integrating study abroad and other internationally- or globally-focused experiences into personal, academic, and professional growth;
- an enhanced intercultural understanding;
- leadership-skills development within an international and global context;
- opportunities for increased global awareness and socially responsible citizenship;
- interaction with distinguished scholars and inspiring professionals;
- a network of peers striving for personal and professional development with an international and global focus.

Program Goals

Upon successful completion of the Global Leadership Program, participants should possess a set of skills that enhance their development as leaders and, more importantly, as engaged world citizens with an appreciation of the importance of intercultural understanding reinforced by having applied these principles in their own international experiences.

GLP Steering Committee

Dr. Roberto E. Campo, Steering Committee Chair; Director, International & Global Studies Program; Professor of French: recampo@uncg.edu (preferred) or (336) 334-5557

Dr. Cathy Hamilton, Director, Office of Leadership & Service Learning
chhamilt@uncg.edu or (336) 256-0538

Dr. Jerry Pubantz, Dean, Lloyd International Honors College
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Dr. Penelope Pynes, Associate Provost for International Programs
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Dr. Jonathan Tudge, Professor, Department of Human Development & Family Studies
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ENROLLMENT

Enrollment Process

To enroll in the GLP follow one of two simple steps:

- 1) Attend an Interest Session where you will learn about the GLP mission, Program opportunities, and how to meet its requirements. (You may also meet with a member of the GLP Steering Committee or the Program Assistant to receive the same orientation.)
- 2) Register your interest by completing the online form on the GLP website: www.uncg.edu/ipg/glp or email glp@uncg.edu. Your enrollment will be confirmed with an email, so please check your inbox regularly. This email will contain details of a **Welcome Reception** which you are invited to attend, typically held in the first week of the semester. The Welcome Reception is a social function where you can network with fellow participants and with UNCG staff and faculty.

Enrollment Conditions

You must complete the GLP before you graduate. Your enrollment is valid for the period that you remain a degree-seeking student at UNCG.

If you change majors, you simply need to update your personal information by sending an email with your full name and any changes in your program and duration of study to **glp@uncg.edu**.

Please note that the GLP is available to **undergraduate and graduate** students. If you start the Program as an undergraduate you are permitted to complete it as a graduate student at UNCG, provided you commence graduate study immediately after your undergraduate degree.

If you are unable to continue GLP activities for a semester (or more), please provide a brief explanation by contacting the Program Assistant at **glp@uncg.edu**. A member of the GLP Steering Committee or the Program Assistant will contact you about ways to meet your remaining obligations. If you travel overseas to complete a component, you will automatically remain enrolled until you resume active participation upon your return to UNCG. Should you decide to discontinue in the Program, kindly send a message to that effect to **glp@uncg.edu**.

The Intercultural Development Inventory (IDI)

All enrolled GLP participants will be asked to undertake the Intercultural Development Inventory (IDI) at the **start** and **conclusion** of their participation in the Program. The IDI is a survey that measures an individual's awareness of and sensitivity to cultural differences. It is a 50 question individual pencil-answer survey which consists of statements reflecting attitudes toward cultural difference. It takes 30 minutes to complete and is administered by a trained UNCG International Programs Center staff member.

When the results are compiled, the IDI generates an individual and group profile that corresponds to a particular stage of intercultural development, ranging from ethnocentrism (where one's own culture is experienced as central to reality) to ethno-relativism (in which one's own culture is experienced in the context of other cultures).

You will receive your individual results **each time** you undertake the IDI, as well as an average for the groups in which you were tested. By undertaking the IDI as you **enter** and **complete** the Program, you will gain useful insight into your cross-cultural understanding and whether this changes as a result of participating in the Global Leadership Program. For more information on the IDI, please contact a GLP contact in the International Programs Center or the Program Assistant at **glp@uncg.edu**.

(NOTE: The results of your participation in the IDI will not be on your UNCG transcript or affect your UNCG studies. Before taking the IDI you will be given a Research Agreement to read, and if you agree, sign. This Agreement discloses more details about how we will use, store and publish the IDI results.)

COLLOQUIA

Participating in “Colloquia” (meaning interactive workshops, seminars, round tables, or discussions) will introduce you to a range of international and global issues and provide you with a set of generic skills you can use in your personal, academic, and professional life. You can expect to hear interesting presentations of a topic, participate in lively discussions and debates, take part in group activities, and undertake individual reflection on how the Colloquium relates to you. Each Colloquium will typically last 1.5-3 hours.

Requirements

Participants must engage in **5 Colloquia** to fulfill the requirements of the GLP. The **3 Core Colloquia** are *compulsory* for all; engagement in 2 “elective” colloquia of special interest to you and completed at any time during your enrollment in the Program will fulfill the requirement. ***Participants are welcome, indeed strongly encouraged, to attend additional elective colloquia*** provided there is space for them to attend.

- You must pre-register to attend the Colloquia of your choice by emailing the Program Assistant at **glp@uncg.edu**.
- Your attendance will be recorded by the convener running the Colloquium. Note: ***you are expect to remain for the entire session.***
- If the above requirements are met, then your participation will be credited towards your progress in the Program.

Core Colloquia

There are 3 Core Colloquia that all participants must attend:

- Cross-Cultural Understanding
- Leadership Within a Global Context
- Beyond Borders: Becoming a Global Citizen

It is recommended that you take the Core Colloquia at or near the start of your participation in the Program because they put the GLP into context, providing an excellent groundwork for appreciating the other Colloquia, activities, and experiences in which you will be engaged.

Elective Colloquia

Participants must engage in **2 Elective Colloquia** over the course of their enrollment in the GLP. The schedule for each semester will be listed on the GLP website under “Upcoming Opportunities” and on the GLP Blackboard site.

Colloquium Attendance Form & Reflections

Participants should complete a **GLP Colloquium Participation Form** (downloadable from the GLP website) for ***each*** colloquium they attend. Besides the name and date of the colloquium, the motive for attending, and the name of the colloquium leader (with signature), ***it is especially important to offer reflective comments on the experience.*** These forms and reflections will be submitted in the e-

Portfolio at the end of the Program. **Tips on Reflective Writing** are provided at the end of the Handbook.

>> Your Next Steps...

Select the Colloquia that interest you, check that you are able to attend at the scheduled dates and times, and pre-register for each Colloquium by emailing the Program Assistant at **glp@uncg.edu**. We do not guarantee to offer every Colloquium each semester, and there will be limited places available in each session. If you cannot attend, cancel with us as soon as you can. This opens up a space in that Colloquium for someone else who can attend. **NOTE: As part of your leadership training, it is your responsibility to maintain an up-to-date and accurate record of your attendance at all GLP Colloquia.** You are encouraged to use the “**GLP Tracking Sheet**” located at the end of this handbook (and linked on the GLP website and the GLP Blackboard site) for this purpose. You should also maintain a well organized folder (hardcopy and electronic) containing all relevant evidence of your participation (including handouts, notes and personal reflections, etc.). Your Tracking Sheet and evidence will be particularly useful as you prepare your GLP e-Portfolio, and you should share copies of it with GLP leaders any time you meet with them to discuss your progress.

LECTURES & EVENTS

Numerous lectures, film series, concerts, and special activities with an international and/or global focus take place on campus every semester and are routinely advertised on the **UNCG International Events Calendar** (linked at the IGS Program website), the **GLP website**, and/or the **GLP Organization** site on Blackboard. They provide an excellent opportunity for GLP participants to enhance their understanding of other countries, the world, and leadership skills of all types. Typically, these occasions will also afford networking opportunities where you can meet event leaders, other GLP participants, UNCG faculty, students with a particular interest in international and global issues, and members of the community.

Requirements

Attendance at these events is *expected*, as they are advantageous to the development of your awareness of wider issues outside the Colloquia topics and your networking skills. Participants must attend **an average of at least 2 lectures/events per semester** for each year they are enrolled in the Program. To keep track of the events you attend over the course of your participation in the Program, you are encouraged to list them on the **GLP Tracking Sheet**, found on the GLP website.

Lecture/Event Attendance Form and Reflections

As evidence of your attendance at each lecture or event, complete the **GLP Lecture/Event Attendance form**, downloadable from the GLP website. Be sure to provide the name and date of the lecture or event as well as the name and signature of the person presiding (whenever possible^{*}). You are also encouraged to obtain copies of documents that may be associated with these lectures or events (e.g., flyers, programs, handouts, tickets, etc.). All evidence, **but especially the Attendance**

form, must be converted (i.e., scanned) into an electronic format that can be included, along with other useful contextual information you may wish to supply, in your e-Portfolio at the end of the Program.

A principal part of the Lecture/Event Attendance form is the “**Reflective comments**” section. For this, you will write a **short statement** (10-20 lines long) describing the nature of the attended lecture or event along with an account of why you selected it and, especially, how it relates to your academic, personal, and professional life. Where appropriate, you may also discuss how the experience enhances your leadership skills. For more on how to write the reflections, see the “**Tips on Reflective Writing**” at the end of the Handbook. Like the Attendance form itself, this account must be included with the corresponding form in your GLP e-Portfolio.

* In the event you are unable to provide the name or signature of a presiding individual, other forms of evidence of attendance may be provided (e.g., event tickets, original event flyers or handouts, etc.). Questions related to these alternatives should be addressed to the Program Assistant or a member of the GLP Steering Committee.

Schedule

These lectures and events will be held on campus (or locally) and usually in the late afternoon or evening. Please check the **UNCG International Events Calendar** linked off the **IGS Program website, the GLP website, and/or Blackboard** for a comprehensive schedule of the opportunities for each semester. Participants will often receive reminders of the most important occasions via email, as well. Should you have questions about which lectures or events are eligible for GLP credit or how to provide documentation, contact the Program Assistant at **glp@uncg.edu** or a member of the GLP Steering Committee.

>> Your Next Steps...

Check the **UNCG International Events Calendar**, the GLP website, or Blackboard for a schedule of lectures and events and check that you are able to attend at the listed dates and times. Again, ***it is your responsibility to maintain a current and accurate record of your attendance at all international/global lectures and events*** by completing the **Lecture/Event Attendance form** and maintaining a running list of them on the **GLP Tracking Sheet**, downloadable from the GLP website.

EXPERIENTIAL CREDIT

The Global Leadership Program awards points for academic, leadership, and cultural experiences with an international and/or global component such as studying abroad, undertaking an internship with an international/global significance, or involving yourself in the planning and presentation of international/global events, to name a few. By engaging in a range of experiences, you will gain a practical understanding of our global environment while developing as a student, person, and future professional.

Requirements

To fulfill the requirements of the GLP, **participants must earn a minimum of 200 points of experiential credit**. While there are no compulsory experiential activities, you should always seek those that most benefit you academically, personally, and professionally.

Credit Points

The following point breakdown is intended only as a **guide**. Actual point values may vary depending on circumstances; and **not all “experiences” worthy of credit have been represented in this list**. A final assessment of points will be rendered by the GLP Steering Committee. Participants should keep a running record of all experiences by completing the **GLP Tracking Sheet**, downloadable from the GLP website.

100 points

- **Semester or year of study abroad or exchange** at a UNCG partner university or other approved institution

80 points

- **UNCG faculty-led short-term overseas program of 6 weeks or more** and earning **at least 6 sh of course credit**
- **Other short-term program of 6 weeks or more** at an approved overseas institution and earning **at least 6 sh of course credit**
- International- or global-related **internship**, abroad or in the US, consisting of **at least 240 hours** of placement
- **Principal responsibility** for the organization and presentation of an **international conference** or event

60 points

- **UNCG faculty-led short-term overseas program of 3-5½ weeks** and earning **at least 6 sh of course credit**
- **Other short-term program of 3-5½ weeks** at an approved overseas institution and earning **at least 6 sh of course credit**
- International- or global-related **internship, abroad or in the US**, consisting of **120-239 hours** of placement
- **Volunteer- or work-related experience abroad** (without accompanying academic program) of **at least 160 hours (or 4 weeks)** (e.g., church-sponsored mission work)

40 points

- **UNCG faculty-led short-term overseas program of 1-2½ weeks** and earning **at least 3 sh of course credit**
- **Other short-term program of 1-2½ weeks** at an approved overseas institution and earning **at least 3 sh of course credit**
- **Delivering a paper, giving a poster presentation, or participating as a respondent** on a panel at an international **symposium or conference** held abroad or in the US
- Serving on the **executive committee or board** of an international student club or organization on-campus for a **minimum of one semester**
- International- or global-related **internship, abroad or in the US**, consisting of **80-119 hours** of placement
- **Volunteer- or work-related experience abroad** (without accompanying academic program) of **80-159 hours (or 2-3½ weeks)**
- **Volunteer- or work-related experience in the USA** for an international organization of at least **100 hours (or 2½ weeks)**

20 points

- Undertaking a **GLP-approved class of study at the 400-level or above** with a **significant** international and/or global component*
- Assisting **substantively** in the organization of an **international activity or event** on-campus
- Serving as a **peer advisor for international students** on-campus (as an International Student 'PAL' Program)

10 points

- **Attendance** at an **international/global symposium or conference** in the US
- **Helping** at a combination of international/global activities. Note: "Helping" may include ushering, assisting in event setup and/or cleanup, distributing event brochures and information, assisting with craft activities, working at an event information table, etc. Participants may receive credit for **up to 4 separate activities** for a **maximum of 40 points** toward their Experiential requirement. Proof of help rendered is required.

* You may count only one academic class from the 400 level or above towards the GLP. This limitation is designed to level the playing field for majors in all disciplines. A list of pre-approved courses is being developed as the Program progresses. Please inquire for an updated list or email with your class suggestion.

Conditions

Points will only be credited for a particular experience one time. Any experience that falls into 2 point categories will be awarded the higher points only.

Retroactive Points

Participants with experiences completed ***within one year*** before beginning the Program (but while enrolled at UNCG in a recognized undergraduate or graduate degree program) may receive retroactive experiential points with approval from the GLP Steering Committee. Complete and submit the Retroactive Experiential Credit Form located on the GLP website. You may also contact the Program Assistant at glp@uncg.edu for additional information.

Recording Points

Activities must be complete for participants to apply for credit. Where possible, participants should inquire whether an activity they plan to undertake is eligible for credit before they undertake the activity. Any doubts about the point value of your intended activity should be addressed before you begin that activity, so contact the a member of the GLP Steering Committee or the Program Assistant with any questions you may have.

Once you have completed an eligible activity, record it on the **GLP Tracking Sheet** and assemble all appropriate related documentation in a separate GLP documents folder (for use in the preparation of the e-Portfolio). You are also encouraged to share this record periodically with a member of the GLP Steering Committee to confirm the status of your progress in the Program.

Petitioning for Points

Any participant undertaking an international/global experience that is not covered by one of the points descriptions may petition for that activity to be credited towards the GLP. ***The petition should include a clear explanation of how the activity enhances the participant's global leadership.*** The GLP Steering Committee will review and rule on these petitions. It is at the discretion of the Steering Committee as to when and how regularly petitions will be considered.

Academic Credit vs. Experiential Credit

Academic Credit is when you receive credit towards your degree requirements, e.g., for previous study, for completing the course requirements, or for having a class taken on exchange counted towards your degree. This is different from Experiential Credit, a term we use in relation to the GLP. Experiential credit means points obtained by undertaking “experiences” and awarded towards the GLP only (not toward your academic study or degree).

Reflections

As for all aspects of your involvement in the GLP, it is important to reflect on the significance of your extra-curricular experiences. It is ***especially important that you relate these experiences to your academic, personal, and professional life and in a way that will be useful as you project your dedication to global leadership to others, now and in the future.*** For convenience, it is recommended (but not required) that you complete a **GLP Experiential Participation Form**, located at the end of the Handbook, for this purpose. Otherwise, see the **Tips on Reflective Writing**, likewise

located at the end of the Handbook. Reflection statements should also be included in your e-Portfolio, along with related documentation of what you have done, such as photos, event programs, and letters of recommendation.

>> Your Next Steps...

Consider any international/global experiential activities that you completed as a UNCG student since you entered the Program (or within one year of enrollment, in the case of retroactive credit) as contributing towards your GLP. As noted previously, ***it is your responsibility to maintain a current and accurate record of all experiential activities on the “GLP Tracking Sheet.”***

Explore the wide array of opportunities available on and off campus (and overseas) that can contribute to your experiential requirements, and narrow these down to a list that interests you. Begin planning when you will undertake these activities. If you are looking for a particular experience, or need some ideas, take a look at some of the possibilities indicated below and on the suggestion list provided on the GLP website. You can also talk to any member of the GLP Steering Committee about your interests and aspirations. To make an appointment, email the Program Assistant at glp@uncg.edu.

Ideas for Experiential Credit

The following list contains opportunities available domestically and internationally that might contribute to your GLP Experiential Credit. **Note:** Not all of these suggestions are pre-approved for GLP credit.

Members of the GLP Steering Committee and the Program Assistant are available to speak with you about your interests and what relevant opportunities may be available on-campus, in America, and overseas. The Committee and Assistant keep track of events, both locally and overseas, that may be of interest to UNCG students, and can direct you to more information in your field of interest.

Exchange & Study Abroad

- **UNCG's Student Exchange Program**
 - <http://www.uncg.edu/ipg/>

Internships

- **Abroad 'Internships' Directory**
 - <http://www.transitionsabroad.com/listings/work/internships/index.shtml>
- **Abroad 'Internships' Program**
 - <http://www.transitionsabroad.com/Volunteer>
- **Cross Cultural Solutions - Internship Abroad**
 - <http://www.crossculturalsolutions.org>
- **Global Crossroad 'Internship Abroad' Program**
 - http://www.globalcrossroad.com/internship_abroad.php
- **Intern Abroad Directory**
 - <http://www.internabroad.com>
- **Internships at UNCG**
 - <http://csc.dept.uncg.edu/internships/students/>
- **Nations Internships**
 - <http://www.un.org/esa/socdev/unyin/internships.htm>

Service Learning

- **International Partnerships for Service-Learning**
 - <http://www.ipsl.org/>

Volunteering

- **UNCG Leadership and Volunteer Program**
 - <http://olsl.uncg.edu>
- **Volunteering & Development Abroad**
 - **Bridge Volunteers:** <http://www.bridgevolunteers.org/>
 - **CIEE 'Volunteer' Program:** <http://www.ciee.org/volunteer>
 - **Cross Cultural Solutions:** <http://www.crossculturalsolutions.org>
 - **Global Crossroad 'Volunteer Abroad' Program:** <http://www.globalcrossroad.com>
 - **i-to-i:** <http://www.i-to-i.com>
 - **Projects Abroad:** <http://www.projects-abroad.org/>
 - **Transitions Abroad 'Volunteers' Program:** <http://www.transitionsabroad.com>
 - **United Nations Volunteers:** <http://www.unv.org>
 - **Volunteer Abroad Directory:** <http://www.volunteerabroad.com>

Work Abroad

- **CIEE 'Teach Abroad' Program**
 - <http://www.ciee.org/teach.aspx>
- **JET Program**
 - <http://www.jetprogramme.org/index.html>
- **PeaceWork**
 - <http://www.peacework.org/>
- **Transitions Abroad 'Work & Teach Abroad' Programs**
 - <http://www.transitionsabroad.com>
- **Travel Teach**
 - <http://www.travelteach.com>

E-PORTFOLIO DEVELOPMENT

Why an E-Portfolio?

During your participation in the Global Leadership Program you will develop an electronic portfolio—“e-Portfolio” or “e-Port”—of your experiences and learning. **Presentation of the e-Portfolio is a requirement for successful completion of the Program.**

As a young professional you will find that “work” is a very different concept to you and today’s employers than to your parents and people from previous generations. Gone are the days when most people enjoyed a “job for life,” working in the same organization for 25 years or more. Today we live in a “knowledge economy.” In our postindustrial world, “knowledge” is at least as valued as “products” (i.e., the “recipe” is now at least as important as the “cake”), and this perspective is illustrated by what we perceive to hold value in our society: education, intellectual property, networks of people (human

capital), technology, and communications (access to more information). The value of knowing how to do something is equal to, or greater than, that of producing it.

Likewise our world has become an “information society,” with increasing amounts of information flowing across a range of technologies and modes of communication. As individuals, we now filter our information sources to make sure only information of the highest priority and relevance reaches us. Information has become empowering and has changed the way we work—internationally, virtually, around-the-clock, creatively, and collaboratively.

As individuals operating in this new and dynamic environment, we must increasingly consider ourselves as marketable and knowledge-rich entities. Instead of thinking of ourselves as pawns of employment, we must proactively shape and direct our own development. It is the only way to pursue knowledge important and interesting to us as individuals, and to differentiate ourselves as “assets” for the work experiences we also pursue.

This new employment and social trend has resulted in varying definitions from scholars and researchers. Perhaps the most useful term for our purposes was coined by Professor Charles Handy who introduced the “**portfolio worker**” in the “The Age of Unreason.” For *portfolio workers*, says Handy, work takes place across a variety of projects, both social and economic, and income derives from a variety of sources, not just salaries. Already the “portfolio worker” has entered the mission statement of freelancers and business proprietors globally, but it has a meaning that can be applied to everyone.

So as a professional in today’s world you can also expect to be a “portfolio worker.” At any one time you might be working across a range of activities. Even now, as a student, you might also be an employee, an entrepreneur, a volunteer, a hobbyist, even a parent.

As part of your participation in the Global Leadership Program, you will develop an actual electronically-based portfolio to document your discoveries and record your experiences. It can be a website, a multipart Word document, a multimedia presentation: something that reflects your personal style, talents, and abilities while capturing the range of all you have gained as a GLP participant. This portfolio will be useful in applications for jobs and advanced academic degree programs, as well as for yourself, as a very personal record of your achievements.

Some characteristics of the “*portfolio worker*” you **might** like to capture in your portfolio are:

- Awareness of external environmental issues and trends that will affect your personal and career development—issues and trends like globalization, intercultural awareness, the movement towards knowledge-based work, etc;
- Tools to operate in these new environments, consisting of both generic skills (e.g., creativity and initiative) and professional competencies (e.g., project management and business etiquette) as well as your abilities to manage your own learning and responses to these emerging professional environments; and

- Reflection on your own performance (e.g., understanding how to apply prior learning to new experiences, recognizing what future experiences are needed to grow and develop, setting goals, and applying what you reflect on to your advantage)—whether in marketing yourself as a professional, in gaining admission into prestigious advanced academic degree programs, or gaining insights into your personal values and self-understanding.

Required Minimum Contents (in the order listed below)

- A. Your **resumé** (contact UNCG’s Career Services Center for assistance).
- B. A **personal statement** of your short- and long-term personal, academic, and/or professional goals.
- C. Records of each of the **5 Colloquia** you attended with substantive reflections on their significance in your development as a global citizen and their application to your short- and long-term goals.
- D. A full listing of the international/global **lectures and events** you attended while a GLP participant along with brief statements about the focus of each experience and reflections on their relevance to your interests and aspirations. (Note: Participants are encouraged to include scanned event publicity flyers, brochures, handouts, etc. as documentation and to enhance the overall presentation.)
- E. A full listing of the various activities completed for **experiential credit**, along with a reflection statement on their overall (or specific) significance in your academic, personal, and professional life. A selection of photos and other “realia” collected during these experiences may be added to enhance your presentation.
- F. A statement about your **IDI results** and their relevance to your growth as a global citizen.
- G. Any **other documents** pertinent to your participation in the Program: e.g., copies of speeches and presentations you have given, letters of recognition, certificates earned for meritorious accomplishments at work, in your studies, as a leader, in the world of sports, etc.

Useful Resources for Developing Career-Focused Portfolios

- **What is a Career Portfolio?**
 - <http://careercenter.missouristate.edu/PortfolioDevelopment.htm>
 - <http://www.careercc.com/links/search.cgi?query=portfolio>
- **What goes in my Career Portfolio?**
 - http://www.colby-sawyer.edu/campus-life/career/search_prep/portfolios.html
 - http://www.collegeview.com/articles/CV/careers/preparing_early.html
 - http://www.quintcareers.com/job_search_portfolio.html

For assistance with career advice, resume preparation, interview skills and job-hunting strategies, you are encouraged to visit **UNCG's Career Services Center**, located in #1, EUC, or visit their website at <http://csc.dept.uncg.edu/>

>> Your Next Steps...

While assembling your e-Portfolio, ***you are strongly encouraged to consult a member of the GLP Steering Committee and/or the Program Assistant for advice on content selection, formatting, and presentation.*** To ensure that the Steering Committee has adequate time to review the final product and report Program completion to the Registrar, “graduating” participants should ***submit it at least 6 weeks prior to the end of the semester.*** Instructions will then be provided regarding opportunities to share the e-Portfolio with other GLP participants and the campus at large.

Sample Completion Plan

Creating a plan for your participation in the GLP ensures that you leave enough time to complete all requirements before you graduate. ***Recognition that you have completed the Program will ONLY appear on your academic transcript if you meet ALL requirements before graduation.***

The following plans are offered as **SAMPLES ONLY**—you are welcome and encouraged to participate in as many Colloquia, lectures, events, and experiential credit activities in a semester as you desire. Note: The Experiential Credit requirement is the one that needs to be planned most carefully to ensure you have time to meet it.

Most students with 3-5 year degrees would study abroad during their 2nd or 3rd year. Please see Student Exchange Program staff to discuss the best time for you to go on exchange.

4 years left to go

Semester	Colloquia	Distinguished Speaker Series	Experiential Credit
1	1 Core	2	
2	1 Core	2	
3	1 Core	2	
4	1 Elective	Absent on Exchange	Semester on Exchange 100 pts
Summer			Deliver paper at an international conference 40 pts
5	1 Elective	2	
6		2	
Summer			Overseas Short Course 4 weeks 60 pts
7		2	
8		2	Relevant unit of study (400 level or above) 20 pts

3 years left to go

Semester	Colloquia	Distinguished Speaker Series	Experiential Credit
1	1 Core	2	20 hours volunteering (towards 100hrs)
2	1 Core	2	20 hours volunteering (towards 100hrs)
3	1 Core	2	20 hours volunteering (towards 100hrs)
4	Absent on Exchange	Absent on Exchange	Semester on Exchange 100pts
Summer			Deliver paper at an international conference 40pts
5	1 Elective	2	20 hours volunteering (towards 100hrs)
6	1 Elective	2	Relevant unit of study (400 level or above) 20 pts Final 20 hours volunteering (towards 100hrs) 40pts

2 years left to go (you'll need to plan carefully)

Semester	Colloquia	Distinguished Speaker Series	Experiential Credit
1	2 Cores	2	25 hours volunteering (towards 100hrs)
Winter			25 hours volunteering (towards 100hrs)
2	1 Core	2	Serving on executive committee of an international
Summer			180 hours International Internship 60 pts
3	1 Elective	2	25 hours volunteering (towards 100hrs)
Winter			Overseas Short Course 4 weeks 40 pts
4	1 Elective	2	Relevant unit of study (400 level or above) 20 pts Final 25 hours volunteering (towards

1 year left to go (challenging, but not impossible)

Semester	Colloquia	Distinguished Speaker Series	Experiential Credit
1	2 Cores 1 Elective	2	Serving on executive committee of an international student organization for one semester 40 pts
Winter			Deliver paper at an international conference 40pts Overseas Short Course 4 weeks 60pts
2	1 Core 1 Elective	2	Relevant unit of study (400 level or above) 20 pts 100 hours of volunteer work/internship for an international organization in the USA 40 pts

► The key is to get as many 40-60 point activities as possible so you meet the experiential credit requirement faster.

► *Remember:* Participants with experiences completed within one year before beginning the Program (but while enrolled at UNCG in a recognized undergraduate or graduate degree program) may receive retroactive experiential points with approval from the GLP Steering Committee.

>> Your Next Steps...

A **GLP Tracking Sheet** is located at the back of this guide and is downloadable from the GLP website. **Use it to keep a current and accurate record of all GLP-related activities.** By doing so and carefully planning which activities you will undertake from semester to semester, you will succeed in remaining on track for completing the Program.

Completing the Program

As an integral part of your leadership development, you are responsible for keeping track of your progress in the Global Leadership Program. It is particularly important to keep good documentation of any activities completed for experiential credit. When you have a semester left in the Program, we suggest that you meet with a member of the GLP Steering Committee or the Program Assistant to discuss your remaining requirements, including the e-Portfolio. This preliminary consultation is essential to confirm that you are indeed on track to complete all Program requirements.

When you think you have met all requirements, please advise the Program Assistant. If you are due to **graduate within two months** of completing the GLP, it is **imperative** that you notify the Assistant so arrangements can be made to have the Program listed on your academic transcript.

We will also invite you to attend an Award Ceremony. These ceremonies are typically held once a semester. There, you will be congratulated on your achievements, receive a certificate acknowledging your fulfillment of all Program requirements, and have an opportunity to share your e-Portfolio with family, friends, and the UNCG community.

Remember: Your successful completion of the Global Leadership Program will also be recorded on your UNCG transcript when you graduate.

Contact Information

Program Assistant: Non-urgent and general inquiries may be emailed to the Program Assistant at glp@uncg.edu. Participants needing more immediate assistance are advised to contact the Administrative Assistant for the International and Global Studies Program, **Ms. Yvonne Matlosz**, via email at yimatlos@uncg.edu or by phone at (336) 334-5560 (M-F, 10-2). More specific inquiries and Program advising may be directed to the Chair of the GLP Steering Committee, **Dr. Roberto Campo**, at recampo@uncg.edu. Participants desiring an in-person meeting with any of the above are asked to schedule an appointment.

GLP-Related Websites: Participants are encouraged to visit the websites below for additional information on international-, global-, and leadership-related matters.

Global Leadership Program: <http://www.uncg.edu/ipg/glp.html>

International and Global Studies: <http://www.uncg.edu/igs/>

Lloyd International Honors College: <http://honorscollege.uncg.edu/>

Office of Leadership & Service-Learning: <http://olsl.uncg.edu/>

Career Services Center: <http://csc.dept.uncg.edu/>



Participant Worksheets and Forms

My Global Leadership Goals

Experiences	I need to do some research on this	I need to ask UNGG about this	I need to know how it relates to me	I'd like to do this again	I've done this recently
Study at an overseas university					
Attending an international event					
Doing a short course of interest					
Learning a new language					

Skills	I need to learn what this is	I need to learn how to do this	I need to do this better	I need real-world practice	I'm already competent
Leadership					
Cross-Cultural Communication					
Group Work					
Professional Writing					
Professional Presentations					
Critical Thinking					
Initiative & Entrepreneurship					

Awareness	I need to learn what this is	I need to learn more about it	I need to know how it relates to me	I could use some different perspectives	I understand this and how it relates to me
Global Citizenship					
Other Cultures					
Other Religions					
Politics in America and Abroad					
International Law & Human Rights					
Globalization					



GLP Tracking Sheet

Track your progress in the Global Leadership Program (GLP). GLP takes an average of two years to complete. 200 points must be accumulated before graduation from the program.

Required Workshops/Events	Title	Date Attended	
Colloquium 1	Cross-Cultural Understanding		
Colloquium 2	Leadership Within a Global Context		
Colloquium 3	Beyond Borders: Becoming a Global Citizen		
Colloquium 4 (Elective)			
Colloquium 5 (Elective)			
International/global lectures and events Students must attend an average of two events/lectures per semester while enrolled in the program. EXAMPLE* 2 years = 8 lectures/events			
Eportfolio presentation includes completion of an e-Portfolio (electronic portfolio) documenting records of participation in the above, statement of results for the IDI results, a résumé and a personal goals statement. See pages 14-16 of the GLP Handbook for more details			
Experiential Activity (*See samples)	Title	Points Approved	Dates Attended
		Total Points Approved	
Contact glp@uncg.edu with questions or to make an appointment			

I understand that I am required to keep track of my progress through the program so I can document my status at any point during the term.

x _____ (signature of student)

Sample Experiential Points

100 points

- Semester or year of exchange or study abroad at a UNCG partner university or other approved institution

80 points

- UNCG University led short term overseas program of 6 weeks or more
- Short course at an approved overseas institution of 6 weeks or more
- International internship program of 240 hours of placement or more
- Principal responsibility for the organization and presentation of an international conference or event

60 points

- UNCG University led short term overseas program of less than 6 weeks (earning a minimum of 6 sh of course credit)
- Other short term program at an approved overseas institution of less than 6 weeks (earning a minimum of 6 sh of course credit)
- Volunteer/work abroad experience (paid or unpaid) without accompanying academic program of 4 weeks or more (e.g., church sponsored mission work)
- 120 hours or more of volunteer work/internship for an international organization in the US

40 points

- Delivering a paper, giving a poster presentation, or participating on a panel at an international symposium or conference
- Serving on the executive committee or board of an international student club or organization on campus for a minimum of one semester
- 100 hours of volunteer work/internship for an international organization in the USA

20 points

- Undertaking a GLP approved class of study 400level or above with a significant international and/or global component*
- Assisting substantively in the organization of an international activity or event on campus
- Serving as a peer advisor for international students on campus (as an International Student 'PAL' Program)

10 points

- Attendance at an international/global symposium or conference in the US
- Helping out at a combination of international/global activities. Note: "Helping out" may include ushering, assisting in event setup and/or cleanup, distributing event brochures and information, assisting with craft activities, working at an event information table, etc. Participants may receive credit for up to 4 separate activities for a maximum of 40 points toward their experiential requirement. Proof of help rendered is required.

How to petition for Experiential and Retroactive Points Participants with experiences completed **within one year** before beginning the Program (but while enrolled at UNCG in a recognized undergraduate or graduate degree program) may receive retroactive experiential points with approval from the GLP Steering Committee. If you have a global experience that doesn't fit in the sample experiential points categories or if you have questions about points on any global experience, you may contact the GLP Steering Committee for approval. Go to <http://www.uncg.edu/ipg/glpexperientialcredit.html> and fill out the form completely. On the form, include dates of the experience, how much time was involved, your rationale of how the experience has shaped you as a global leader and the number of experiential credit points you are requesting (see sample above). The GLP program coordinator will contact you after your form has been reviewed by the committee.

Tips on Reflective Writing

Reflecting on Specific Experiences: **What?**

Part I: Overview of “big picture” – what have I done since the last reflection session?

Part II: Hone in on 2 or 3 key experiences to focus the reflection on - What were the most significant or reflection-worthy experiences?

- Where was I?
- Who else was there?
- When did this experience take place?
- What was said?
- What did I/others do?
- Why were we there?

Reflecting on Specific Experiences: **So What?**

- How did this experience make me *feel* (positively and/or negatively)? How did I handle my emotional reactions? Do I believe I should have felt differently than I did?
- What **assumptions or expectations** did I bring to the situation (including my assumptions about other persons involved) and how did they affect my actions? To what extent did they prove true? If they did not prove true, why was there a discrepancy?
- How have **past experiences** influenced the manner in which I acted or responded to this situation? Am I comfortable with the influence past experiences has on me?
- What personal **strengths / weaknesses** of mine did the situation reveal? In what ways did they affect the situation, positively and negatively? What might I do to build on strengths/ overcome weaknesses?
- Why did I, or did I not, experience **difficulty working/interacting with other people**? What might I do differently next time to minimize such difficulties?
- What personal **skills** did I draw on in handling this situation? What personal skills would I like to have had in order to have handled it better and how might I develop them?
- How did this situation reveal my own **attitudes or biases**, toward other people, toward the organization in question, etc.? Do I need to make any changes?
- Did I **reinforce or challenge** an assumption or social system by the way I acted? How does this experience highlight the relationship between and larger systems?
- What **privilege** did I/others bring to this situation? What are the sources of such privilege? How am I, or others, disempowered by lack of privilege?

Reflecting on Specific Experiences: **Now What?**

- What **changes** does this experience suggest are needed: within my group, within the organization, within our society more generally? How can these changes be accomplished: with individual action or collective action / working within the system or challenging the system / etc.?
- How does this experience help me to better understand **my vision, mission, and goals**? What does it reveal to me about the relationship between the organization involved and those it serves? What does it suggest about how this relationship might be improved?
- In what ways will I use this learning, what goals shall I set in accordance with what I have learned in order to improve myself and / or the quality of my learning and / or the quality of my future?

Adapted from Northwest Service Academy, Metro Center, Portland, OR www.northwestserviceacademy.org and the UNCG Service-Learning and Reflection Manual

GLP Colloquium Participation Form

Student Name

Student ID#

Name of Colloquium

Date

Motive For Attending

Leader of Colloquium

Signature

Date

Reflective Comments: Indicate what the Colloquium was about and describe at least 4 important things you learned by participating in it.

GLP Lecture/Event Attendance Form

Student Name

Student ID#

Name of Lecture/Event

Date

Reason For Attending

Leader of Lecture/Event

Signature

Date

Reflective Comments: Briefly indicate what the event was about and at least 3 important things you learned by attending it.

GLP Experiential Participation Form

Student Name

Student ID#

Name of Activity

Date

Nature of Participation

Leader of Activity**Signature****Date**

Reflective Comments: Briefly indicate what the activity entailed. How specifically did you contribute to it and describe at least 3 important things you gained from doing so (e.g., in knowledge of other cultures, in leadership skills, in your role as a global citizen, in self-understanding).