



## Application Form – Staff Representative for Global Engagement

In collaboration with the Isabella Cannon Global Education Center, the Staff Advisory Council facilitates the Global Engagement Program (GEP) for Elon University staff. This program focuses on providing staff with an opportunity to participate in a global engagement program (Study Abroad or Study USA). Programs vary in length from 8 days to three weeks. Staff members can expect to expand their global perspectives and make connections with students, faculty, and staff during global engagement experiences. Staff will not be required to take vacation days for this experience as it is part of professional development.

Please read the expectations carefully and understand that each course/program is unique in terms of the staff representative's experience.

Please be prepared to:

- Attend pre-departure meetings/classes
  - Minimum of three in the fall for a winter term course but as many as possible is ideal
- Attend meetings and workshops when requested by the Global Education Center (GEC).
- Participate in the program (8 - 21 days in length depending on program itinerary).

Full time staff members (who have been employed at Elon at least 5 years) are eligible to apply for this program. The answers collected on this application will be used for informational purposes to determine a pool of candidates. Social media may be viewed during the approval process.

### Program Purpose

The Global Engagement Program (GEP) provides Elon University staff employees with opportunities to expand their global perspectives and make connections with faculty, staff, and students during global engagement experiences.

### Application Process

Only applications submitted to the Staff Advisory Council by the deadline of May 1, 2023 will be accepted. **Please mail to Alexa Lowey, 2580 Campus Box or email to [sac@elon.edu](mailto:sac@elon.edu).**

- Two participants are chosen from each classification by lottery. Participant names are forwarded to the Global Education Center (GEC) and GEC staff matches participants with their course.
- Staff classifications are listed below:
  - Administrative
    - Any staff member who receives compensation through an annual letter of agreement or "contract" (without faculty rank)
  - Office/Support
    - Any staff member who receives compensation through an hourly "time sheet" and reports to an area other than the Facilities Management
  - Facilities Management
    - Any staff member who receives compensation through an hourly "time sheet" and reports to the Facilities Management
- Priority is given to those who have not previously participated in the Global Engagement Program.

### Timeline

- **March 9, 2023** – applications are available
- **May 1, 2023** – applications are due to Staff Advisory Council
- **May 3, 2021** – participants are selected via lottery and notified of selection
- **Summer 2023** – participants are matched to their program by the Global Education Center (GEC)
- **Fall 2023** – participants work with GEC to finalize arrangements and attend pre-departure courses



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### Frequently Asked Questions

1. **Q: I don't currently have a passport.**

A: The GEC will assist you in completing your passport application and Elon will pay for your passport photos and the processing fee.

2. **Q: Do I have to take vacation time to participate?**

A: Once employee and supervisor agree about participation, the staff representative will not have to take vacation time for the approved period.

3. **Q: How will I pay for my meals, tips, and any other incidentals?**

A: Like any accompanying program leader, staff members receive a per diem, in advance of travel. A per diem is an allowance for daily expenses that cannot be pre-paid. The Global Education Center determines the per diem amount based on the program location and duration of stay.

4. **Q: How much spending money should I plan to have?**

A: Since all meals, travel and accommodations are covered, additional expenses might include activities pursued during program free time, snacks outside of mealtimes, and the purchase of souvenirs.

5. **Q: When will exact dates be set?**

A: Airline arrangements can fluctuate (flights are cancelled, or schedules are significantly modified). For this reason, program dates are not solidified until a few months before program travel.

6. **Q: How will I enter this on my time sheet?**

A: This is to be worked out between employee and supervisor, upon selection. No vacation or sick time is to be used while away from campus on the course.

Hourly staff members that enter their time in OnTrack using Web Time Entry should complete and submit the timesheet that is active on the last day of work before course departure. For any days on that timesheet that will occur while away from campus while on the course, enter regularly scheduled hours in the “Hours Worked” box. For timesheets that will be active while the staff member is away from campus while on the course, the supervisor should enter regularly scheduled hours in the “Hours Worked” box for each day and sign the timesheet.

Staff members that enter their time in OnTrack using Monthly Leave Entry need to complete their timesheet as normal before they depart for the course or after they return if they return before the submission deadline passes.

7. **Q: Will I be the only adult, besides the professor, on the program?**

A: Most programs have two “co-leaders.” This means that the staff representative will typically be a third, non-student traveler on the program. Most programs also have local, on-site guides to help the program complete their itinerary/activities.

8. **Q: Will I need a special type of phone? How can I stay in contact with home?**

A: No phone is required but you may want to add a temporary international plan to your account to stay in contact with home. Phone arrangement options vary by program location.

9. **Q: Do I need to get special insurance?**

A: The Global Education Center purchases and automatically enrolls all students, faculty, and staff participants in a travel insurance policy through iNext, an outside insurance provider, prior to the winter program.



## Application Form – Staff Representative for Global Engagement Frequently Asked Questions

10. **Q: What if I have a particular course with which I want to match? What if I want to be moved to a different course after I've been matched?**

A: The Global Education Center examines many different factors when matching staff participants with available courses, including but not limited to, course availability, faculty experience, previous staff participant travel experience, language requirements, and physical expectations. Approaching the whole experience with an open mind is the best way to make the most of this opportunity.

11. **Q: Will I be excluded because I have traveled internationally before?**

A: Previous international travel does not preclude you from being selected to participate but it is helpful to the GEC to know when matching experiences.

12. **Q: What should I expect in terms of physical requirements, course content, language expectations, safety, etc. while I'm away?**

A: Being abroad will expose you to all kinds of new and exciting experiences. Though this is a time of broadening your horizons, you should always exercise caution to be as safe as possible while away. Each course is different and comes with its own set of expectations and opportunities. Your faculty leaders and GEC staff can help you prepare and answer your questions.

13. **Q: Will I be performing duties for my position while away from campus?**

A: This is to be worked out between employee and supervisor, upon selection. However, this program is intended to be a fully immersive experience so every effort should be made to have minimal to no work requirements while participating, including checking, and responding to email.

### **Risk and COVID-19 Considerations for 2023-2024**

Due to the COVID-19 global pandemic, Elon has had to cancel Winter Term global engagement courses in the past. Although no programs were cancelled due to COVID-19 in winter term 2023, the ongoing and changing pandemic situation programs cancellations remain a possibility. Please consult your doctor or other appropriate health officials and, if applicable, acquire the necessary immunizations or preventative treatments required by the U.S. Center for Disease Control and Prevention and the government of the host country(ies) for the areas you are visiting. Please consult with your doctor regarding your personal medical needs.

**Voluntary Participation:** Staff members participating in the GEP understand that their participation is voluntary and not required by Elon. By participating, staff members should understand the risks associated and make their own investigation to determine if participation is right for them. Elon makes every effort to ensure the safety and well-being of everyone participating in the programs we sponsor. However, there are unique risks specific to participating in a global engagement program and these risks are due to factors beyond the control of the University.



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Applicant’s Name:

Applicant’s Title:

Applicant’s Department:

1. Have you been employed at Elon University at least five years?

Yes       No

2. Have you ever traveled internationally?

Yes       No

If yes, please list:

2. Which classification do you represent?

Administrative     Office/Support     Facilities Management

4. Why are you interested in participating in the Global Engagement Program? (200 words or less)

5. Given the fluidity of the COVID-19 global pandemic and other risks related to travel, I understand that this application and any subsequent approval to participate does not guarantee that I will be able to participate. I understand that a fundamental principle of study abroad is that all participants have an obligation to protect themselves,, their travel companions and the communities in which they are guests by following the laws, rules, and norms set forth by the governments, people, and by Elon.       Yes       No

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

Please obtain the following signatures prior to application submittal to ensure that your absence during the above period is approved.

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Director signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President signature \_\_\_\_\_ Date \_\_\_\_\_