

## **SYE ABROAD**

### **Role of Experiential Learning Professional & Selection Process**

The Experiential Learning Professional (ELP) team will serve as part of the on-site administration abroad in the SYE Abroad Program coordinated by the USD International Center. ELP team members will be responsible for working with a small group of students assigned to specific academic courses, facilitating the broad learning experience for students in the assigned small group, and helping International Center administration coordinate the program on-site.

The essential purposes and responsibilities of the ELP team include:

- Participate in ELP training (Summer)
- Establish individual connections with each student and foster connections among all members of each small group assigned before, during and after the experience abroad.
- Participate in three required fall seminars (lead small break-out groups when needed)
- Meet individually with each small group member once during fall semester
- Assist students with developing Intercultural Reflection
- Participate in and/or facilitate the following components during the January study abroad experience:
  - Lead reflection discussion sessions weekly for all students in assigned small group
  - Assist with coordination as well as attend weekly experiential learning activities
  - Attend, monitor, and assist with coordination of day trips and weekend excursion
  - Evaluate students performance in experiential learning components (reflection discussions, excursions, assigned reflection papers, etc.), which will be factored into grades for all academic courses offered abroad
  - Coordinate and lead activities the spring semester following the experience to re-connect students in the assigned small group, reflect on the experience and transition back to USD, and identify future goals to build on the experience
  - Support the International Center with program promotion
  - Assist on-site as needed for daily logistics, emergencies, etc.

Below is a timeline of expectations and responsibilities for all selected ELP team members:

## **Pre-experience Abroad**

Spring: Kick off reception/meeting in May (12:15pm – 2pm)

Summer: Participate in ELP training and email communication to students in assigned small group

Fall:

1. Fall Seminars -- ELP team will be expected to participate in all three seminars. The time frame for the seminars will be during dead hours (and possibly one Saturday) and each seminar will be approximately 2 hours in length.
2. ELP Training Sessions – approximately 3 throughout the Fall semester
3. Meet with each student in your small group individually (approximately 15 minutes each)

## **Experience Abroad**

January:

- Lead reflection discussion sessions weekly for all students in assigned small group
- Assist with coordination and attend weekly experiential learning activities
- Attend, monitor, and assist with coordination of course activities, day trips and weekend excursion
- Evaluate students performance in experiential learning components (reflection discussions, excursions, assignments, etc.), which will be factored into grades for all academic courses offered abroad
- Attend staff meetings with onsite staff (e.g., ELP team, International Center staff, faculty, and/or local contacts) as designated
- Assist with daily logistics and emergencies abroad as needed

## **Post-experience Abroad**

Spring:

- Plan and attend SYE Abroad Reunion (February)
- Participate in 1 – 2 wrap up debriefing sessions to further reflect on/”unpack” the experience.

### **Costs covered for co-curricular staff:**

- Airfare
- Housing
- Course related activities
- Daily per diem for meals and incidentals
- Day trips and weekend trip
- International cell phone (for emergencies and program needs)

Any additional expenses beyond the above items are not covered.

## **Invitation and Selection Process for Experiential Learning Professionals (ELP)**

A call for interest with an application will be sent to all full-time staff and administrators. *Employees who work directly in advising or supporting undergraduate students will be given priority.* Anyone interested in participating will be required to submit an application by the deadline.

Applications will be reviewed by the SYE Abroad coordinating team. The SYE Abroad coordinating team will contact selected candidates for interviews. Placement recommendations and final candidate names will be submitted to heads of areas involved for final approval. Selected applicants will be notified in April.

## **SYE Abroad Experiential Learning Professional – Applicant Criteria**

Below are the criteria for the Experiential Learning Professional position:

1. Full-time, benefits based employee (staff or administrator)
2. Actively engaged in direct advising of undergraduate students
3. Experience supervising, leading or coordinating student-centered activities/programs
4. Ability to lead small group reflection sessions
5. Comfortable living in a community amongst undergraduate students
6. Willingness to address student conduct issues that impact community and which violate the USD Student Code of Rights and Responsibilities.
7. Strong interpersonal communication skills

## **Guest Policy for Experiential Learning Staff (ELP)**

Due to the unique and 24/7 nature of the Experiential Learning component of the SYE Abroad program, guests are not allowed to participate in the program.

## **Group Flight Requirement for Experiential Learning Staff (ELP)**

The USD International Center organizes a group flight option for all students. ELP's are required to participate in the group flight to assist with the student group. The group flight is based out of San Diego and, therefore, will depart from and return to San Diego.

## **Enrollment Disclaimer**

Please note that all ELP group assignments are based on student enrollment in each SYE Abroad location. While we will do our best to keep group size equal among staff, flexibility will be needed as group assignments may change. In the event that enrollment drops below the required minimum per group, assignments will have to be renegotiated.