

Guidelines for Conducting Information Sessions

How Many Information Sessions Should I Hold and When?

We recommend you schedule two 50-minute sessions in the fall term and two 50-minute sessions in the winter term for a summer program. They should alternate times and days of the week to accommodate student schedules. When are your students on campus? Schedule around them.

Where can I hold information sessions?

Education Abroad can reserve a room for you on the 6th floor of **KMC (Karl Miller Center)**, space permitting. Please contact the Graduate Assistant or the Education Abroad Advisor responsible for your program for help with this, if we have not contacted you already.

Alternatively, if it makes sense to hold the information session **in your department space** (this works especially well if your department has a dedicated space for your majors or minors) please reserve this and let us know the room and time so we can (1) be in attendance and (2) add it to the website and other promotional materials. Keep in mind you can always hold them online via GoogleMeet, Skype, etc.

Who Promotes the Info Sessions?

Education Abroad will:

1. Post the info session on your brochure page located at VikingsAbroad.pdx.edu
2. Add a link to a sign-up sheet so students can indicate interest in your program and be reminded (by Ed Abroad) prior to the event
3. Post the event to Syndication (www.pdx.edu events page)

The Faculty Leader should:

1. Circulate the Info Session to their department listserv, student newsletter, department social media sites, D2L sites of relevant courses, etc.
2. Submit it to [Virtual Viking](#) at least 1 week prior to the event
3. [Add it to your signature](#), along with a link to the brochure page

Review the Learning Content “Marketing your Program” in your VikingsAbroad.pdx.edu proposal to see suggestions for success! It is primarily your responsibility to drive attendance to info sessions!

Who Runs the Info Sessions?

Education Abroad will coordinate a representative, either the Graduate Assistant or the Advisor for your program. In some cases, where schedules require it, we may have an alternative Ed Abroad staff member join you, or send a digital version of the session. Education Abroad will generally join for the first 20-30 minutes but can stay the whole session if needed or requested (schedules permitting).

You should be in attendance for the entire session. In the cases where programs are being co-lead by multiple program leaders, one program leader is expected to be in attendance.

Information Session Structure

First 20 minutes: Education Abroad

To Bring:

- Sign-in sheets
- Scholarship flyers (double-sided Ketchison & Travel Award, Gilman if program is eligible)
- Any upcoming workshops (Financial Aid 101, Travel 101, or other)
- EA Rep business card

Intro to Ed Abroad & Program Overview

- Introduction to yourself the Ed Abroad Office
- Demonstrate how to make an Ed Abroad Advising Appointment
- Directions to Ed Abroad 101 online
- Program Fee & Cost Breakdown

Funding

- Scholarships
- Financial Aid
- Veterans Benefits
- Pell Grant Recipients

Policies & Fees

- Application Fee
- Billing & Registration schedule
- Deadline & Selection Process

Additional Resources

- Travel 101
- Financial Aid for Study Abroad
- STA Travel & other Travel Resources

Information Session Structure

Second 20 minutes: Program Leader

To Bring:

- Sign-in sheets (if EA rep isn't in attendance)
- Syllabus & Itinerary if drafted
- Optional, but helpful: PowerPoint with images of the location, if you are working with a provider, ask them to provide videos or images of the site for your use!

Introduction:

- Introduce yourself, what department you teach in and where your office is located.
- How can students get in contact with you if they have questions?

Location

- Why was the location chosen?
- How does the location add to the course you have developed?

Course & Credit

- What credit will students earn on this program?
- What degree requirements does the course count towards?
- Can students substitute this course for others?
- What can students do if they have already taken this course?
- Does this course count towards a minor?
- Is it elective or core?
- Does it count towards UNST requirements?
- Are there language requirements, or recommendations, required for students to fully participate?

Don't know the answers to these questions? They need to talk to their Academic Advisor about the credit! Follow-up with the Academic Advisors of your department for clarification.

Syllabus & Itinerary

- What type of setting will students be studying in?
- Will students be in classrooms or conducting site visits?
- Will students have free time to explore on their own?
- What topics will be covered in this course?
- What type of housing will students be living in?

Pre- and Post-Program Coursework

- Will students be required to attend pre-departure sessions?
- Will the final deliverable be completed during the program or after students return?

Considerations

- Does your program have any strenuous activities students should be aware of when considering the program?