

## Travel Correspondent Contract

Phone: 706.507.8545

[StudyAbroad@ColumbusState.edu](mailto:StudyAbroad@ColumbusState.edu)



This program is specifically designed for students during their study abroad programs who wish to gain a better understanding of their experience and share their adventures with other CSU students through service. At CGE, we believe that all students should have the chance to participate in a study abroad program during your college career.

As a study abroad participant, you are in a unique position, in that you can help us tell other students at CSU about study abroad. Many students still think that study abroad is too expensive or only suited for language majors, as you may have thought at one time as well. We need your help in making sure that all students know the truth about study abroad: it is for everyone!

In an effort to reach out to students, your goal is to showcase the accessibility of study abroad to your peers, as well as highlight the benefits of study abroad from an academic, professional and/or personal perspective. When possible, you should capture CSU students abroad demonstrating school spirit (via video/photo). For example, photos that include students wearing CSU apparel is encouraged. The product of your participation in this program will be a reflection and representation of the University; and thus, the product must uphold the University conduct code and standards. The CGE will review all submissions to ensure it is appropriate and of the quality needed to uphold CSU.

If you receive a CGE Grant, you are expected to complete 5 service hours within a year. If you receive a CGE Scholarship, you are expected to complete 5 service hours within a year. Each one of the options below will count as 5 service hours if it meets the requirements outlined. For example, if you receive both the Grant & Scholarship, you can select two options from below or any combination of volunteering for events (Fairs, Orientations, Winterfest, Discovery Days, International Education Week) and also an option below. Some student may opt to complete the 10 service hours if they receive both the Grant & Scholarship directly through volunteering at events.

### General Requirements

- Students must be participating in a CSU approved study abroad program.
- Participant must be willing to share all rights to photos and video footage with CSU.
- Participant must fulfill a minimum requirement of photos, social media, and/or blog posts, based upon the length of their program. (Not applicable for video).
- Participant receives 5 hours of service towards service requirements for CSU study abroad funding awards **per project completed below.**

### Video Journalists

Video correspondents must use their own camera during their study abroad travels. The correspondent is responsible for video documenting their programs activities, including travel, course excursions, etc. We recommend interviewing participants towards the end of the program to gain their impressions from students. The correspondent is responsible the footage to CSU upon completion of their program. All video footage will be subject to use by University Relations in marketing materials produced by the University.

### Photo Journalists

Photo journalists utilize their own camera during the study abroad program. Students are responsible for submitting high-resolution images of their photos upon their return and creating an online photo journal. Your photos will be highlighted on the CSU website, CSU publications or other marketing pieces by the [University Relations](#) office. Photos must be high-resolution images suitable for printing/marketing. They must be uploaded on a public platform like Wix, Shutterfly, Flickr, etc. *If your photos contain program participants, please check with the CGE to ensure everyone agreed to the Photo Release Waiver prior to final submission of images.*

Minimum number of quality photos to receive credit:

- 1 week program: 25 photos
- 2-3 week program: 50 photos
- 4 week program: 75 photos
- 8 week+ program: 100 photos

Examples of a good photo journal:

<https://kcole44.wixsite.com/csuinmexico2018/photos>  
[https://photos.shutterfly.com/story\\_invite/650feaf0-78c5-45e9-a909-5c564817507e?cid=SHARALLI&branch\\_match\\_id=657564957574557470](https://photos.shutterfly.com/story_invite/650feaf0-78c5-45e9-a909-5c564817507e?cid=SHARALLI&branch_match_id=657564957574557470)

### **Social Media Take-Overs**

Students interested in participating in an Instagram Take-Over will be required to post each day (Monday-Friday) on the following topics with the proper hashtags. #MotivationMonday: introduce yourself and a quote about travel, #TastetheWorldTuesday: favorite international food and description, #WorldTravelingWednesday: favorite place during your time abroad OR where you want to visit, #ThrowbackThursday: interesting history fact about country or favorite memory, #FriendlyFriday: post a picture with a local or someone else on your study abroad. You will also be required to also come up with 5 articles (news, blog, interesting event), videos, and/or pictures to have posted on our Study Abroad Facebook. This is often done after your return to the US but can be completed while abroad if interested. *Please email [studyabroad@columbusstate.edu](mailto:studyabroad@columbusstate.edu) to schedule the week to complete the take-over.*

### **Momentum Undergraduate Research Journal**

Interested students can write an APA formatted 4-5 page paper highlighting how their study abroad affected their lives academically, professionally, and personally. The deadline for Fall submissions is November 1<sup>st</sup> and Spring is March 1<sup>st</sup>. Please submit all papers to [momentum@columbusstate.edu](mailto:momentum@columbusstate.edu). Only if the review committee chooses your submission will you receive credit for all 5 volunteer hours. Otherwise, you will only receive 2.5 hours toward your required amount for the semester.

### **Bloggers**

Online bloggers will regularly provide descriptive posts of their activities, studies, adventures and thoughts while abroad. Blogs will be linked to the CSU website, and select entries may be highlighted by University Relations or the Center for Global Engagement in marketing publications.

Minimum number of blog posts to receive credit:

- 1 week program: 5 posts
- 2-3 week program: 10 posts
- 4 week program: 15 posts
- 8 week+ program: 30 posts

Recommended blog platforms include:

<http://wordpress.org/>  
<http://www.tumblr.com/>  
[www.blogger.com](http://www.blogger.com)  
[www.blog.com](http://www.blog.com)

Example of a good blog post:

<http://blogs.iesabroad.org/kcrawfo1ithaca-edu/five-senses-in-amsterdam/>

View previous study abroad blogs from CSU students here:

<https://juliahinsoninireland.blogspot.com/>  
<https://ataleoftwotuesdays.wordpress.com/>

## CGE Contract Agreement

Thank you for your participation in the Travel Correspondent program. Please sign the contract after you have read and fully understand the requirements listed above. You can mark 2 options below if you received both the CGE grant and scholarship and want to complete your 10 service hours without volunteering at events.

I will complete my contract by submitting one of the following according to the requirements listed above within **one year** of returning otherwise a hold will be placed on my student account and I will have to return any CGE Grant/Scholarship funds that were distributed to me:

- Video Journal
- Photo Journal
- Blog
- Social Media Take-Over
- Momentum Undergraduate Research Journal Write-Up

I, \_\_\_\_\_, accept the responsibilities of the Travel Correspondent position & agree to the conditions above.

If I fail to complete the service outlined within one year of my program's return, I \_\_\_\_\_, understand that I must repay all Scholarship or Grant funds received in conjunction with my study abroad program.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)