

UC International Grant One-Pager-Workshop: **Tips and Must-Do's in Summary**

1. Your **Rationale** should be personal and explain how YOU specifically will benefit from your particular study abroad experience. Give specifics in your rationale. Talk about where you are going, what program you are going with, what you will be doing there and why all of these things benefit your academic experience and you as a person. You can talk about your background (ethnicity, childhood, life experience) if it relates directly to why you want to go to this destination and how this experience abroad will be a positive one for you. Write your Rationale assuming that the committee reading your application does not know anything about your program and why you are going. Explain this to them. (If English is not your first language, you can mention this in your rationale. Be sure to have a native English speaker read your draft and help with grammar and structure.)
2. Your **Outreach Project** should be specific as well. Do not use words like "I may do this...", "I might do this...", "I'm thinking of doing..." Be definite and clear: "I am going to...", "I will do..." And say where, when, and who you will be working with. We know these details may change when you return, but give us definite location, dates, and names anyway.

There are lots of outreach projects you could do: a presentation in a classroom, to a student organization, or at an event on campus, a written or video blog online, a flyer or brochure to promote this study abroad program for next year, a table on campus or at a specific event to share your experience or study abroad in general. There are lots of different things you can do for an Outreach Project. Whatever your project is, make sure you explain it in detail (If you're speaking - what about? If it's a Powerpoint - what does it contain? If a video, what will it include?). And how are you going to gather the content for this presentation? (Are you taking a camera with you for photos while abroad? Are you taking a video camera? Is this allowed? Are you journaling and using that information to share with students in your presentation/flyer/blog?) Make sure the project is practical and realistic.

3. Your **Outreach Supervisor** must be directly connected and related to your Outreach Project. For example, if you decide to do a presentation in front of a classroom, you must ask the instructor/professor of that classroom if you can have permission to do so, and therefore the professor of that classroom should be your Outreach Supervisor. Students will often make their faculty program leader their supervisor and sometimes this is not correct. For example, your faculty leader cannot be your Outreach Supervisor if your project is posting a blog on UC International's website. He/she cannot give you permission to post on our website. Therefore, a correct Outreach Supervisor for this type of project would be someone from UC International. The Supervisor should ALWAYS be the person you will work with on your project once you return from abroad and the person who can give you permission to do your project. When you choose your Outreach Supervisor, be sure to speak to them first and ask them if this is okay to select them. Also, share your Outreach Project with them so they can confirm that they are the right person to oversee your project. It is also very important to have their name and email spelled correctly.
4. Lastly, make sure your Rationale and Outreach are first written as a **draft in a Microsoft Word document**. This will allow you to use spell and grammar check. It will also allow you to save as you write. Sometimes the online application system times you out or there can be a system error which will log you out of the online application and you can lose everything you have written. Have at least one other person read your MS Word draft and make any corrections needed. When you have finalized your Rationale and Outreach drafts, save them and then have them ready when you go to apply online. Then you can **copy and paste from the MS Word document into the online application**. Read it one last time to make sure everything copied and pasted correctly into the online application. Once you hit "submit" it is final. You cannot retrieve your application and make changes. I recommend you **submit your final draft through the online application system at LEAST 1 week prior to the deadline**, just in case there are any issues with the online system. This way we can correct any problems before it is too late for you to apply.