Instructions on How to Complete the Co-Curricular Global Registry – SHPEd Abroad in Costa Rica Summer 2013

Below is a copy of the Co-Curricular Global Registry Questionnaire you will find inside your M-Compass application. Please follow these instructions when completing and submitting this registration questionnaire.

Instructions:
Please complete the following questionnaire to register your international experience. (*) Indicates the question is required.

1. Global Experience Type (*)
Select the option that best describes your planned global experience.

1. Select “Student Org Trip” from the drop down menu.

2. Global Experience Start Date
Is your project / employment / conference / elective Start Date different than the arrival date you provided? If yes, enter your project / employment / conference / elective start date using the format MM/DD/YYYY.

2. If NO, skip question and go to the next. If YES, enter 05/04/2013 in the box as the official start date of the experience.

3. Global Experience End Date
Is your project / employment / conference / elective End Date different from the departure date that you provided? If yes, enter your project / employment / conference / elective end date using the format MM/DD/YYYY.

3. If NO, skip question and go to the next. If YES, enter 05/11/2013 in the box as the official end date of the experience.
4. Host Name (*)
Provide the name of your foreign employer (company name), host institution, hospital, organization or conference provider.

5. Placement Agency
If you arranged your global experience through a placement agency, provide the name of the organization.

6. Host Contact Information
Provide the name and information for a contact person at your host institution or placement agency. Include the contact name, phone number and email address.

7. Associated UM Department (*)
Is your global experience associated with a UM department or office? If yes, provide the name of the UM department/office.

8. Associated UM Student Organization (*)
Is your global experience associated with a UM student organization? If yes, provide the name of the UM student organization.

9. Organized Group (*)
Are you travelling as part of an UM organized group (as opposed to individualized)?

Please select one

9. Select YES

10. Global Experience Title (*)
Provide your job title, project title, name of international site, or name of conference.

10. In the space provided, please enter:
Engineering: SHPEd Abroad in Costa Rica

11. Global Experience Description
Provide a brief description of your job, project or conference that you will be working on/attending.

11. Please copy and paste the following text in the space provided:
“We will engage in construction programs focus on community improvement. This will include building or repairing homes, adding a classroom or playground area to a school, or structurally improving a daycare center. Projects may focus on beautification or on erecting/improving a physical structure.”

12. Academic Credit (*)
Will you earn academic credit for this experience?

12. Please select NO.

13. Compensation Information
Is this experience paid? If yes, provide the monthly compensation in U.S. dollars. If you prefer not to disclose your compensation, enter "unknown".

13. Select NO.

14. Language
What language(s) will you need for this experience? Select all that apply.

14. From the drop down menu, please select English and Spanish.
15. Additional Language
Provide any language(s) needed for this experience that were not included in the list above.

16. Marketing Information
How did you initially learn about this global experience? Select all that apply.

- Academic Advisor
- Career Fair
- Company Day
- Departmental Referral
- Email

17. Marketing Details
Provide any specific details regarding how you learned about this global experience (name of advisor, type of meeting you attended, etc.).

Once you’ve completed the Questionnaire, please click the **SUBMIT** button to record your responses. If you click on the Save button, your questionnaire will not be submitted nor considered complete.

If you have questions about this registration, please contact **ipe-office@umich.edu** for assistance.

Thank you,
International Programs in Engineering