



**University Prep  
Global Link Handbook**



# Global Link Handbook

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## ABOUT GLOBAL LINK

Global Link is University Prep's innovative global education program that challenges selected students to experience real life in other parts of the world through cultural immersion and self-driven exploration.

The Global Link experience is quite different from that of a typical travel program that one might experience as a tourist. Global Link focuses on developing relationships rather than on specific countries and the program aims to build students' capacity to cultivate and sustain meaningful global connections. Through extensive pre-departure training and a substantive in-country curriculum, students learn the personal and cross-cultural skills needed to immerse themselves in the world of their host-community counterparts.

As representatives of University Prep overseas, students will hone their ambassadorial skills by highlighting their individuality and demonstrating their collective respect for, and ongoing curiosity about, our multicultural world. Global Link also provides opportunities for students to bring that world back home. Upon their return, students share their experiences with University Prep and the Seattle-area international community through projects and presentations.

Global Link is a three-part experience:

1. Before You Go, the Global Leadership class and community-specific meetings prepare students for what they will encounter and experience when they arrive in their host community.
2. Being There consists of approximately two weeks spent in-country, a time for making friends, sharing customs and culture, and working on Bring It Back projects.
3. Bring It Back wraps up the Global Link program as students share their experiences with the community at home through a variety of presentations, performances, and final productions.

## An Academic Program

Global Link is an in-house, academic program that provides opportunities for University Prep students to put the global education that they receive in the classroom into practice in the international community and in turn to bring what they learn overseas back into the classroom. Students who apply for Global Link are often inspired to go overseas by current world issues, events that they have learned about in history, books that they have discussed with their peers, and the personal experiences of family, friends, and teachers. The Global Link program allows students to immerse themselves in a new environment and community, opening their minds to new perspectives and enriching their critical thinking around global issues. Part of Global Link's pre-departure training is the Global Leadership class that builds students' skills in general cultural competency and ambassadorial leadership. Through Global Link, students are able to find opportunities to integrate their experience, study, and research more seamlessly into their other classes.

### *Standards and Expectations*

Global Link participants must attend all Global Link meetings and school on time. They must maintain good school attendance and favorable academic standing, and adhere to community expectations. Failure to meet these requirements will jeopardize participation in the program.

All Global Link participants, along with their parents/guardians, must sign the Global Link Standards of Personal Conduct and Community Behavior/ Parent Notification of Conditions of Continued Participation and return it to the Director of Global Programs by the date specified for the program year. This document is available on the school website under Inside UPrep – Parents/Families as well as Students/Faculty/Staff.

#### *The Student's Commitment*

Students who sign on to being Global Link delegates commit to creating time in their schedule for the demands of the program. They participate in intensive pre-departure training, work with their group to produce a variety of projects and presentations, and are responsible for educating the University Prep and Seattle area communities upon their return. Students who participate in Global Link build their cross-cultural skills, develop in-depth knowledge about a particular culture, familiarize themselves with a new language, and develop their skills as ambassadors both overseas and at home. The skill set that students gain by participating in Global Link is exceptional and will contribute to each student's ability to be a leader in today's global community.

#### *University Prep's Commitment*

Faculty and staff at University Prep recognize Global Link as an academic program. Time missed in class while overseas is not considered vacation time, but time devoted to the learning objectives of this program. Therefore, faculty will work with Global Link students to assist them in keeping up with their regular academic demands in addition to those of the program. Together, faculty and students will work out a reasonable schedule for any makeup work. Any Global Link student who is experiencing difficulty balancing class work with Global Link work should feel comfortable talking to his or her individual teachers. The Upper School Division Director is also available to assist both students and faculty in reaching an acceptable schedule for makeup work.

## **PROGRAM ELEMENTS**

### *Global Leadership Course*

The Global Leadership course is the foundation of Global Link. The principal objectives of the course are to build students' capacities to respectfully immerse themselves in an unfamiliar culture and to serve as ambassadors. Students will gain an understanding of the stages of cultural adjustment and learn to recognize and cope with culture shock. They will be exposed to situations outside of their comfort zone and be introduced to a number of tools that they can use to face the challenges of cultural immersion. Students will explore their own leadership styles and will be given ample opportunity for dialogue on how they can apply their personal leadership skills to serving as ambassadors of University Prep while overseas and ambassadors for the Global Link program upon their return.

Global Leadership is a 5-credit course with the weekly classes divided between course activities and community-specific meetings. After the students have returned, time in the Global Leadership class will be spent on the Bring It Back element of the program. Students will learn how to talk about their experience with others in a culturally sensitive and honest way, and to integrate that experience into their everyday lives and future goals. They will also spend time on group presentations and individual projects to be shared with the University Prep community.





### *Community-specific Training*

Students will spend approximately 10 hours with their Global Link group exploring and learning about their specific host community. Students will learn about the language, food, history, gender roles, and other cultural traditions of the country they will visit. Community-specific training will be coordinated by Global Link Trip Leaders and will include guest speakers and other first-hand exposure to the culture of their program.

### *Amazing Race and BaFa BaFa*

The Global Link Amazing Race is a scavenger hunt throughout the Seattle area, which leads students and their leaders to places where they can meet host-community nationals and gain more knowledge about the culture they will experience overseas. The Amazing Race is also an opportunity for the students to work as a team and begin to understand their group dynamic in preparation for their time in-country. Students are required to bring their passports as training for travel, and they will also learn how to manage public transportation.

In addition to the off-campus visit, students will also participate in the BaFa BaFa cultural simulation game. Students will gain insight into how to observe and integrate into a culture distinct from their own and will be asked to reflect on the personal challenges they may face with cultural immersion.

### *In-Country Program*

Global Link's in-country program is designed to completely immerse the students in their host country's culture and to cultivate international relationships. Global Link works in collaboration with our host-community counterparts work to create a curriculum that meets the needs of University Prep and their host community. While in-country, each Global Link group will meet daily to discuss their experiences. Trip Leaders will assign journal entries and cross-cultural exercises that provide the structure for these meetings. The details of the in-country program will continue to evolve throughout the program as students work on their individual and group projects and in response to the needs of their in-country counterparts.

### *Host Families*

All Global Link students will live with host families while overseas. Host families are selected by host-community coordinators in accordance to University Prep's host-family protocol (see Host-Family Protocol). Students are matched with host families who have children attending the school or who are a part of the community youth group in-country. University Prep students shadow their hosts at school and spend time with their families during meals and free time. The host family provides the students a true immersion experience, allowing them to learn first hand about the language, food, customs, and lifestyles of the new culture.

### *Productions of Knowledge*

Throughout Global Link, students will work together to design and create a variety of projects that share their experience with the UPrep community. These 'productions of knowledge' utilize a variety of media - from the written word to videos and shorts films to visual art installations - and challenge students to observe, to ask questions, to consider a variety of perspectives, to reconsider assumptions and biases, to tell impactful and audience-appropriate stories, and to explore the links between their host-community and their home in Seattle.

### ***Bring It Back***

The final part of Global Link is “Bring It Back”, where students share their experiences, lessons, and their productions of knowledge. Bring It Back is centered on an assembly where each Global Link group will prepare a performance to share at an all-school flex period. In the past, groups have performed traditional dances and songs or demonstrated cultural games. Beyond the cultural performances, Bring It Back activities include an Upper School presentation in Founders, class talks with Middle School classrooms, and a Family Celebration Night.

Bring It Back reminds students that they are global delegates responsible for not only representing UPrep, Seattle, and the United States while overseas, but that they are also responsible for introducing what they have learned overseas to those at home who have not had the opportunity for cultural immersion. Bring It Back is also a time for students to learn how to talk about their experience with others in both a culturally sensitive and honest way, and to integrate their experience into their everyday lives and future goals.

## **ADMISSIONS**

The Global Link admissions process begins in the spring semester, the academic year before a student will participate in the program. All University Prep Upper School students interested in applying for Global Link should visit or contact the Global Programs Office to receive an application. Announcements will be made in Upper School assembly, Schoology, and through the all school email when the applications are available.

### ***Application and Interview***

On the application, students will be asked to give some biographical data and answer a few short-answer questions that speak to their motivations and interests in the Global Link program. They will also need a letter of recommendation from an adult outside of the University Prep community who is not a member of their immediate family. Also included in the application is a permission form to be signed by the student, his/her parent/guardian, and his/her advisor. Finally, all applying students must request the Global Leadership course as their top choice for one of their second semester electives. Completed applications are to be returned to the Global Programs Office and will be reviewed by the Global Link Leaders Committee.

After the committee reviews the applications, students will be invited for an interview with the Global Link Leaders Committee - which consists of all of the Global Link leaders in the given program year. The interview gives the committee the opportunity to get to know the student and the student an opportunity to share information that was not included in his or her application and to ask questions.

### ***Invitation***

After the interviews are completed, the Global Link Leaders Committee will decide to invite students to join the Global Link program. This decision is based on a student’s demonstration that they can communicate well and respect lifestyles, beliefs and values different from their own, practice flexibility, use good judgment, and adapt to situations that may be uncomfortable or unexpected. They must express the ability to be self-reflective and to modify their behavior and thinking in order to maintain healthy and safe relationships with others in their group and with their host country counterparts. Students’ ability to represent University Prep





overseas, their academic standing, attendance, and adherence to community expectations will also be taken into consideration.

### *Letter of Intent*

Once invited to join the program, students will be asked to complete and turn-in a signed Global Link Letter of Intent. Students who participate in Global Link are making a commitment to University Prep as well as to their host-community counterparts. Students selected are committing to being international delegates for our school and should understand that the Director of Global Programs and each of the Global Link leaders are devoting time and resources to the participation of each Global Link student. Furthermore, host country counterparts are also putting a significant amount of resources into the development of in-country programming and host family coordination. Thus, the Letter of Intent is a demonstration of commitment to the Global Link Program and requires the signatures of the student, their parents/guardians, and their University Prep advisor.

Should an extenuating circumstance, such as a medical or family emergency, arise after a student has signed the Letter of Intent, the appropriate concessions will be made and Global Link fees may not be refundable. Each circumstance will be reviewed on a case-by-case basis by the Director of Global Programs. This document is available on the school website under Inside UPrep – Parents/Families as well as Students/Faculty/Staff.

## **PROGRAM FEES AND FINANCIAL AID**

### *Financial Assistance and Payments*

The payment schedule and cost of the Global Link program will be determined for each program year. Students should not be discouraged from applying to the program because of finances. All University Prep students eligible to apply for Global Link are eligible to apply for a Global Link Grant, and every student interested in receiving a grant must fill out a Global Link Grant application.

### *Global Link Grants*

All Global Link participants may apply for a Global Link Grant. Each student will receive a grant application in their Global Link Acceptance Packet, which must be returned to the Director of Financial Aid by the date specified in the program year. All students applying for a grant must submit a Global Link Grant application, including students who are on financial aid. The Office of Financial Aid will process the grants, and awards will be based on need. All recipients of Global Link Grants will receive their award letter and payment schedule from the Office of Financial Aid.

### *Global Link Fee*

Global Link fees will be paid in three equal installments in October, November and February. Students will receive a detailed payment schedule including the total cost of the program and due dates in their acceptance letter.

The Global Link fee covers ALL program expenses including pre-departure materials, leaders' travel, travel money for food in route, in-country programming, in-country spending money, and Bring It Back materials.

Students who are not applying for a Global Link Grant will pay one third of the total program cost for each installment and will give their checks payable to University Prep to the Director of Global Programs.

Students applying for a Global Link Grant will be notified by the Office of Financial Aid about the amount of their grant and the amount of the payments due for each installment. Students receiving a grant should give each of their checks payable to University Prep to the Director of Financial Aid.

## **TRAVEL AND IN-COUNTRY LOGISTICS**

### *Documentation Required for Travel*

In addition to the Letter of Intent and Global Link Standards of Personal Conduct and Community Behavior/Parent Notification of Conditions of Continued Participation, all Global Link participants will need the following documentation:

- **Passport:** All Global Link students will need a valid passport for travel and must give a copy to the Global Programs Office by the date specified for the program year.
- **Emergency Contact and Health Information Form:** All Global Link parents/guardians must complete and sign a form providing a health history, medication information, and a medical release for their participating student, as well as emergency contact information during Spring Break. This document is available on the school website under Inside UPrep – Parents/Families as well as Students/Faculty/Staff.
- **Field Trip Consent, Release and Indemnification Agreement:** All Global Link parents/guardians must sign and turn in a Field Trip Consent, Release and Indemnification Agreement to the Global Programs Office by the date specified for the program year. This document is available on the school website under Inside UPrep – Parents/Families as well as Students/Faculty/Staff.
- **Planned Absence Form:** All Global Link students, their teachers, and their parents must sign and turn in a Planned Absence Form to the Division Director’s Assistant by the date specified for the program year. This form is available in the Main Office.
- **Authorization for Foreign Travel:** All Global Link parents/guardians must sign an Authorization for Foreign Travel Form in the presence of a notary. The notarized form should be turned in to the Global Programs Office by the date specified for the program year. If you need assistance finding a notary, please contact the Director of Global Programs. This document is available on the school website under Inside UPrep – Parents/Families.

### *Travel Arrangements*

All ticketing for Global Link travel will be arranged by University Prep through the Director of Global Programs. By signing the Letter of Intent and the University Prep Global Link Standards of Personal Conduct and Community Behavior, Global Link students and parents understand that they will be responsible for the full cost of the airline ticket. All ticketing for Global Link will be done as a group, and to ensure safety and security, all students will travel with the group both to their destination and back. University Prep will not book special travel itineraries for individual students. No changes will be made to the tickets purchased by University Prep.





### *Communication and “Unplugged”*

The Director of Global Programs will serve as the link between the University Prep community, including the students’ families and friends, and the Global Link students. The director will be in daily contact with each Global Link group and will have the most accurate contact information to reach students while overseas and be available twenty-four hours a day in case of emergency. Furthermore, each Global Link group will send semi-regular email updates to the director that will be distributed to each student’s family and the University Prep faculty and staff.

To achieve true cultural immersion and to maintain a clear line of communication in the unlikely event of an emergency, we expect Global Link students to be fully engaged in the daily life of their host-community and to remain ‘unplugged’ whilst overseas. The expectation is that students will refrain from using personal email, posting or accessing social media platforms, making or receiving text messages, phone calls and/or video chats. Students may take their devices on Global Link but do so understanding and agreeing to these expectations.

Smart-phones and modern communication devices are extremely powerful tools for documenting experiences and capturing artifacts that tell the story of an experience such as Global Link. Phones are no longer just phones; they are cameras, video diaries, voice recorders, and entertainment centers. Students may use their devices to document their experiences, but they may not use them or any device to communicate or contact anyone during Global Link. Students who do not meet these expectations whilst overseas will meet with their Trip Leaders to decide the best course of action, which include confiscation of the device for the duration of the trip.

### *Overseas Spending Money*

The Global Link Program fee includes overseas spending money and students should not bring any extra money from home. This program is an opportunity for students to fully immerse in a new culture and build relationships with their host families. Our in-country curriculum includes visits to locations that support the program’s academic theme and student projects, as well as significant time getting to know host families and other host-community nationals. While we support students purchasing a small souvenir for themselves and their immediate family, in-country programming does not include much time for shopping. Each country has budgeted sufficient spending money, which students will receive from their leaders in-country to purchase gifts as well as participate in activities with their host families. By providing each student participating in a given program with an equal amount of spending money, Global Link supports University Prep’s mission of an inclusive community in which all students have access to the same resources. The carrying of large sums of money is inconsistent with University Prep’s philosophy and also poses a security risk.

## **SAFETY AND SECURITY**

Safety and security are the top priority for Global Link. Every Global Link leader is CPR and first aid certified. Global Link pre-departure training includes safety and security sessions and we work with our host-community counterparts to develop a safety plan specific to each country. There is also a home-base staff at University Prep ready to respond while the students and leaders are overseas. Many international organizations, such as the Peace Corps, have found that the

most successful way to ensure safety while overseas is to truly become a part of the international community you are visiting. In addition to the extensive safety planning done before travel, Global Link students build relationships with host-community nationals providing them with a network of support and care conducive to a safe environment while overseas.

***At University Prep***

The Director of Global Programs will be available twenty-four hours a day while Global Link students are overseas. In addition to the Director of Global Programs, there will be a safety team consisting of the Upper School Division Director, the Main Office Coordinator, and the Associate Director of Global Programs. Every member of the home-base safety team will carry a safety and security binder with the necessary information for handling an emergency involving a Global Link student.

***Safety Plans***

Global Link leaders work with their host-community counterparts to develop a safety and security plan specific to their country. Each plan includes contact information for their host-community school, the nearest police station, the nearest hospital, and the U.S. Embassy or Consulate. The plan also determines a daily check in with the Director of Global Programs as well as the best way for the Director of Global Programs to contact leaders in case of an emergency situation at home. Finally, the plan lays out the steps each group will take in case of an emergency at their host-community school or a large-scale emergency situation that requires that students be evacuated from their city or country.

***Pre-Departure Training***

Leaders and students review their safety and security plans during pre-departure training. The training includes working through various scenarios together and developing consistent safety procedures with which each member of the group becomes familiar. Safety procedures are country specific and rely on the information provided by our host-community counterparts. As mentioned above, the key element of Global Link’s safety and security training is for the students to become integrated into their host community because their hosts will not only protect them, but they will also always have the most accurate and reliable information in the event of an emergency. Furthermore, all students are trained to contact their leaders immediately in the event of an emergency; if they are not able to contact their leaders, each student will be equipped with the information and the means to contact the Director of Global Programs and the home-base U Prep staff twenty-four hours a day in Seattle.

***In-Country Safety and Security***

- **Medical Insurance:** The Director of Global Programs will register each student for worldwide medical insurance prior to departure. Global Link leaders will carry a copy of the student’s medical and insurance information. This plan will cover any and all medical needs of the student while overseas. Global Link leaders will also provide stickers and cards to students with information on University Prep’s emergency medivac insurance in case of a severe emergency.
- **Registration with the U.S. Embassy:** Each student and leader will be registered with the U.S. Embassy in their host country.
- **Safety Cards:** Each student and leader will carry a safety and security card





with them at all times. The card will include the contact information for their school, the nearest hospital, the local police, the U.S. Embassy, cell phone or satellite phone numbers for each leader, as well as contact numbers for the Director of Global Programs.

- **Local Safety Plans:** Once the Global Link group arrives in-country, participants will review the local safety plans in the community in which they are living.
- **Nightly Check-ins:** Global Link leaders will check in with each student nightly by calling the host family's home or by in-person visits. Host families will also have all the information necessary to contact Global Link leaders twenty-four hours a day.

#### *Emergency Procedures*

In the event of an emergency while overseas, leaders/students will contact the Director of Global Programs or another member of the home-base team immediately. The Director of Global Programs will then contact University Prep families and other appropriate members of the University Prep community as necessary.

In the event of a family emergency at home, University Prep families will contact the Director of Global Programs who will put them in touch with their student. The Director of Global Programs and the home-base safety team will always have the most current and reliable information for contacting students and leaders while overseas and they will be familiar with the safety plan of each country.

To ensure the most effective and efficient communication, parents/guardians and students must communicate with the Director of Global Programs or the home-base team rather than attempting to contact each other directly as that may lead to heightened anxiety due to language barriers and technical communication challenges.

#### *Host-Family Protocol*

All Global Link host families have children who attend the school or the community youth group overseas, and the school or community leader who is serving as our host-community counterpart will screen each family. We have asked that each host family meet the following criteria:

1. Have appropriate housing in a safe and secure neighborhood
2. Have an individual bed for the University Prep student
3. Provide meals for the University Prep student
4. Provide adult supervision of the student at all times
5. Be a family in which all members living in the house are law-abiding
6. Provide safe transportation to school or the community center

In addition to meeting the above criteria, host families will provide Global Link leaders and the Director of Global Programs with their contact number(s) and address, as well as the names and ages of everyone living in the house. Our host-community counterparts will meet with each host family prior to our arrival to brief them on their responsibilities as hosts and on cross-cultural sensitivity. Global Link leaders will share program policies and expectations with the host families. Depending on the country, Global Link leaders will set a curfew and a check-in time with each student.

### **Challenges with Host Families**

Living with a host family can be the most challenging aspect of cultural immersion. Students are encouraged to spend as much time with their family as possible and to have patience as they adjust to their new environment. All Global Link students will bring a gift provided by the program to their family, and sharing the gift as well as pictures and stories from home is a wonderful way to break the ice. As mentioned above, students will also receive training in using tools such as journaling to help them process the challenges of living in a new culture.

Students experiencing difficulty in their host family will speak with their Global Link leaders and get support from their peers. Leaders will work with the student to determine the best course of action for addressing host-family challenges. In matters of cross-cultural communication, the host country family coordinator will be consulted. If it is determined that it is inappropriate for the student to remain with the family, the student will be switched to a new family.

### **GLOBAL LINK TRIP LEADERS**

Global Link Trip Leaders are faculty/staff members who support Global Link students, their families and the Global Link program, and who are interested in helping to enhance and sustain the program. The Director of Global Programs and the Division Directors will announce a call for Global Link leaders each spring for the following academic year.

Global Link leaders understand and agree to uphold and enforce the Global Link philosophy and the Global Link policies and rules. They show strong leadership skills and good judgment. They are creative, self-aware, reliable, stable, and resourceful. Global Link leaders are comfortable with the ambiguous and the unexpected. They stimulate student interest and guide them to attain contextual and cultural understanding of their Global Link experience. They are able to communicate effectively and appropriately with their host-community counterparts and with U.S and foreign dignitaries. They manage well the expectations placed on them by the Director of Global Programs and the Division Directors, overseas partners, host families, students, and parents. When necessary, they are proficient in the language of the host community.

Interested faculty/staff should send an email to the Director of Global Programs that addresses the following:

- What about the Global Link philosophy and programming makes you want to be a leader?
- Why you think you would make a good leader?

Leaders will be selected based on their knowledge and understanding of the Global Link philosophy and guidelines and on their commitment and ability to undertake the work involved in creating and sustaining the Global Link program. Applicants will be invited to a short interview where they will be presented with a series of scenarios. Applicants will be asked to identify the issues raised in the scenario, to present approaches for dealing with the issues, and to discuss the possible consequences of using various approaches. Final selection will be made by the Director of Global Programs and the Division Directors.





### *Leadership Expectations*

First and foremost, Global Link leaders ensure students' safety and well-being. They create and administer the academic program, logistics and budget. Global Link leaders facilitate the learning experience and personal growth of students. They ensure program sustainability.

The responsibilities of a leader begin at the time of selection and continue until Bring It Back and the program assessment are complete. Leaders are expected to fulfill the duties of the program while continuing to meet their responsibilities as University Prep faculty/staff. The most vital task that a Global Link leader must undertake is the development of the program curriculum that will continue to grow and change throughout the program year. To understand how Global Link responsibilities translate into day-to-day realities and specific tasks, consider the following sample of pre-departure, in-country and Bring It Back tasks:

#### Pre-departure

- Participate in delegate selection.
- Attend four (4) Global Link Leader training modules.
- Use the community-specific program guide provided by the Director of Global Programs, and lead community-specific student meetings and parent meetings
- Create a pre-departure calendar and structured forms of communication (i.e., Schoology, Distribution lists, etc.) for all community-specific training and make it accessible to students.
- Create and administer a country budget and maintain an accurate and complete record of expenditures.
- Plan activities and group meetings in conjunction with host-community counterparts.
- Develop a safety and security plan. Practice.
- Plan and participate in Global Link Amazing Race.
- Connect students with Seattle-area representatives from the Global Link destination country and arrange for site visits and guest speakers.

#### In-country

- Visit all students and host families upon arrival to make sure that placements are progressing smoothly.
- Review the safety and security plan.
- Communicate daily with the Director of Global Programs.
- Lead the in-country program.
- Carry out any planned trips, including the details of arranging travel, such as buying tickets and entrance fees, if necessary.
- Meet with students daily. Guide students through ongoing reflection.
- Supervise students' individual and group projects.

#### Bring It Back

- Design and participate in reentry sessions preparing students for life back at school and at home.
- Plan for and participate in Bring It Back activities.
- Submit a leader's report, financial report, and evaluations.
- Plan for and advise the Global Link program leader and student selection for the following year.

