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Part I: Becoming a Global Perspectives Certificate Faculty Mentor

**Step One:** Complete the [Faculty Mentor Interest Form](#). The GPC Coordinator will send an email requesting approval to your Department Head.

**Step Two:** The Department Head must email the GPC Coordinator to approve both the request and your maximum number of Active Mentees.

**Step Three:** Once the GPC Coordinator receives department approval, you will receive an email confirming your active status as a GPC Faculty Mentor. This will include your access to our GPC Moodle Site and your name will be added to our GPC Faculty Mentors page on the GPC website.

To verify you have access to the GPC Moodle Site, please log on to Moodle, click on the Projects tab, and check if the “Global Perspectives Certificate” is one of your options.
Part II: The Faculty Mentor Process

Step One: When a student is ready to complete the final project, they must choose a Faculty Mentor. We highly encourage students to approach their prospective mentor directly and share information about the GPC and ask if the faculty is interested and available to serve in this role.

- If the faculty member is NEW to the GPC, the faculty member will need to complete the Faculty Mentor Interest Form and wait for confirmation before serving as a Faculty Mentor for their student mentee.
- If the faculty member is a CURRENT Faculty Mentor, the student will submit a formal request for a Faculty Mentor online.

Step Two: The GPC Coordinator will send an email to the Faculty Mentor requesting confirmation whether the Faculty Mentor is available to work with the student. The Faculty Mentor will need to accept or decline the request via email.

- If the Faculty Mentor says NO, the GPC Coordinator will contact the student and let them know they will need to identify a new mentor.
- If the Faculty Mentor says YES, the GPC Coordinator will confirm with the student they may move forward with their requested Faculty Mentor.

Step Three: Once the Faculty Mentor says YES, they will need to log in to Moodle and verify they have access to the GPC Moodle Site. If they do not have access, please contact the GPC Coordinator at global-perspectives@ncsu.edu to request access or report access issues.

Step Four: Students will upload their final project content onto the Moodle. Faculty Mentors will review and grade three (3) items:

1. Final Project Proposal
2. Completed Final Project
3. Public Presentation Information*

*If students select to present their final project, Faculty Mentors must be able to attend the presentation or have the student video-record the event to complete their evaluation

Step Five: Once Faculty Mentors have reviewed and graded their students’ final project based on the GPC Final Project evaluation rubric, Faculty Mentors will need to submit the rubric to the GPC. Final Project rubrics may be submitted in one of the following ways:

1. As a Moodle Assignment – print Final Project Rubric.pdf, circle the appropriate response per criteria, include feedback, scan the document, and upload onto Moodle. The assignment is listed as “FACULTY MENTORS ONLY: Final Project Rubric Submission”, and is available through both the Assignments link, and on the Final Project section on our Moodle site
2. As an email attachment – send the completed rubric and feedback as an email attachment to global-perspectives@ncsu.edu
3. Through campus mail – send the completed rubric and feedback through campus mail to Campus Box 7105, Atte: GPC; and follow up via email to global-perspectives@ncsu.edu to let us know it is on its way
4. As a Google Form – through the following link: Final Project Evaluation Form
Part III: Completing the Final Project

Semester Timeline

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<th>August – September (January – February)</th>
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<tr>
<td>• Student identifies Faculty Mentor. The student will reach out to the Faculty Mentor asking if they are available to work with the student.</td>
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<td>• Student completes the Faculty Mentor Request Form</td>
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<td>• Faculty Mentors should be selected and confirmed by October 1 (March 1).</td>
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<td>• <strong>Notes for Faculty Mentors</strong></td>
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<th>October (March)</th>
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<td>• The student will arrange a meeting with their Faculty Mentor to discuss their final project proposal. The student should be prepared with some responses to the required questions to be addressed in the final project.</td>
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<td>• The student will identify possible venues for public presentation and begin to make appropriate arrangements</td>
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<td>• <strong>Notes for Faculty Mentors</strong></td>
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### November (April)

- Student finalizes arrangements for public presentation (applicable to all final projects except for final project papers)
- November 1 (April 1), or earlier: Students submit their final project to their Faculty Mentor to review via Moodle
- Student presents to the larger public
- **Notes for Faculty Mentors**
  - Faculty Mentors are encouraged to confirm the presentation time/date/location in case of any last minute changes.
  - Faculty Mentors may request students to submit final projects via email in addition to submitting them via Moodle.
  - Faculty Mentors will need to assess Final Projects using the GPC Final Project rubric. Completed rubrics will need to be submitted to the GPC by the last day of class, and a copy should be provided to the student with feedback.
  - Presentations should be held on or prior to the last week of classes.

### December (May)

- Last day of class: deadline for Faculty Mentor to submit their completed Final Project rubric to the GPC Coordinator
- **Notes for Faculty Mentors**
  - There are multiple ways in which a Faculty Mentor may submit their completed rubric. They include:
    - **As a Moodle Assignment** – Faculty Mentors may print the GPC Final Project rubric, circle the appropriate response per criteria, include feedback, scan the document, and upload onto Moodle. The assignment is listed as “FACULTY MENTORS ONLY: Final Project Rubric Submission”, and is available through the Assignments link, and on the Final Project Section on our Moodle Site.
    - **As an email attachment** – send the completed rubric and feedback as an email to global-perspectives@ncsu.edu
    - **Through campus mail** - send the completed rubric and feedback through campus mail to Campus Box 7105, Atte: GPC; AND follow up via email to global-perspectives@ncsu.edu to let us know that it is on its way.
    - **As a Google Form** – through the following link: Final Project Evaluation Form

### Additional Notes

- We recommend using the timeline above for final projects. If the timeline does not work for you or your mentee, the student must email us at global-perspectives@ncsu.edu with reasons why an exception is necessary and to coordinate an alternate timeline, in coordination with you.
- Students are responsible for scheduling all meetings and presentations. They need to meet with you at least once before presenting their project.
- Most students complete the GPC the semester they graduate, but they are able to finish earlier if they wish.
- The last day of class is the final deadline for completing all GPC requirements.
Final Project Criteria

Questions students must answer in the GPC Final Project:

1. How do the international experiences you have gained while pursuing the Global Perspectives Certificate complement and enhance your studies and life here at NC State?

2. What were your perceptions about cultural values and norms in other countries before you began your international experiences? How have they changed as you finish the Certificate? Please include both general ideas and specific examples.

3. Why do you think it is important for students to “internationalize” their studies and everyday lives? How will you continue to do so in the future?

4. Reflect on your experiences abroad, coursework, co-curricular and volunteer activities. What are the “linear themes” you have learned that connect these opportunities? How have they helped you understand the interconnectedness of the world and global affairs?

5. How have the experiences and insights you have gained changed the way you see your own role in this global society?
   - Students are allowed to use a class project as a foundation for their GPC final project, but it must be adapted to include the GPC final project prompts and applicable to the grading rubric.
   - To discourage students from creating a superficial summary of their experiences, projects should demonstrate an overarching theme or thread which connects the student’s experiences and ideas.

GPC Grading Rubric

- The rubric was developed by the Global Perspectives Board, which consists of a faculty or administrator from each College. It is available here, and can be downloaded through the GPC website.
- Please evaluate each student using the rubric provided and provide feedback to your mentee for each of the six criteria listed.
- Completed rubrics may be submitted in multiple formats; as a Moodle Assignment, email attachment, campus mail, or through Google Form. Additional instructions are available on page 5 of this document.
- Students cannot be awarded the GPC unless the Coordinator receives the rubric on or by the last day of class.

Public Presentations

- In addition to presenting for their Faculty Mentor, students are required to present their project to the public in some way, and provide the Program Coordinator with confirmation of their presentation. Faculty Mentors may attend the public presentation or schedule a separate presentation.
- The goal of the public presentation is to help raise awareness of the GPC around campus and give students the opportunity to share their experiences with a wider audience.
- Public presentation venues could include student clubs and organizations, residence halls, classrooms, etc. We also recommend the annual study abroad fairs (held in late September/ early October) as an appropriate venue for presentations. Alternatively, students can present their projects online as part of a newsletter, blog, etc.
- The student is responsible for arranging this presentation, and as a Faculty Mentor, you are not required, but are encouraged, to participate.
Part IV: Financial Awards

• When five of your Mentees successfully complete the GPC, you are eligible for a financial award of $1000.
• These funds are not in the form of direct compensation.
• They will be transferred to support your university-related professional development.
• These activities could include travel expenses, international conferences, or internationally-themed local conferences. We recommend the Workshop on Intercultural Skills Enhancement (WISE) held annually at Wake Forest University.
• You will receive an email notifying you of your eligibility for the award. These are sent out in the fall semester, at the beginning of the fiscal year.
• You must notify your departmental bookkeeper/representative of the funds you are eligible to receive and pass along the contact information so that the funds transfer process can occur.

Thank you for your support of the Global Perspectives Certificate

Please email global-perspectives@ncsu.edu with any feedback, questions, or concerns.