I. Earning and using a Delaware Diplomats Scholarship

Overview

1. Full-time, matriculated, University of Delaware students in their freshman, sophomore or junior year can apply. A note to juniors: if accepted the period for earning a scholarship will be from the end of September until April 20 for most winter 2019 programs.

2. Participation in the Delaware Diplomats Program is determined through a competitive application and selection process. Acceptance is not guaranteed.

3. Once accepted to the program, all Delaware Diplomats must register with IGS before they can start earning badges. During registration, students are required to take an online assessment, which they will take again at the end of the program.

4. Delaware Diplomats have up to two academic years to earn their scholarship. Earning stops at the application deadline of the UD Study abroad program to which the scholarship will be applied. For example, if a program deadline is April 20, participants cannot earn credit after April 20.

5. Scholarship funds earned in the 2017-2018 academic year may be redeemed starting with study abroad programs offered in winter session 2019.

6. Important dates: September 29 - acceptance decisions announced; October 4th and 5th - program orientation; 1st Wednesday of every month - monthly Delaware Diplomats meeting.

7. Delaware Diplomats must use the checkbox on the study abroad application form to indicate that they have earned a scholarship. Delaware Diplomat Scholarships are automatically applied after checking this box and failure to check this will result in the loss of funding.

Earning your Scholarship

1. Delaware Diplomats earn funds by attending IGS approved events. Participants will be provided with a calendar of approved events and new approved events will be added throughout the year. Examples of qualifying events include: International Coffee Hour, cultural celebrations, IGS speakers, and Center for Global and Area Studies lectures.
2. Students are required to provide proof of attendance. Students must upload a substantive reflection of 250-500 words and a high-quality photo to the Sakai website. No exceptions will be made if you do not submit a photo.

3. Students earn $500 for every 5 qualifying events with reflection and photo submitted. The first 5 events must be completed within the first 60 days of becoming a Delaware Diplomat.

4. Students may continue to earn scholarship funds up until the IGS study abroad or internship application deadline.

5. Students must remain in good standing with the program until the time of acceptance into a UD study abroad program in order to receive their award.

6. To remain in good standing students must attend one event per month during Fall and Spring semesters and submit reflections within 1 week of event attendance. Students are also required to attend monthly Delaware Diplomats meetings and are responsible for telling the program advisers if unable to attend. Students who do not remain in good standing will be removed from the program.

7. The expectation of the program is engagement beyond attendance. Scholars are expected to be engaged in the event they attend.

8. Once accepted into the program, all Delaware Diplomats are required to join the English Language Institute’s American Host Partner program, which pairs domestic students with international students. 3 of 15 events attended must be meet-ups with a Diplomat’s American Host Program Partner. Details for joining will be discussed during program orientation. The sign-up is managed by ELI and can be found here: goo.gl/cSAqWT

Funding Breakdown

Scholarship funding is distributed based on the number of events attended. Each 5 events is worth $500 of scholarship funding. The maximum amount of scholarship money is $1500.

<table>
<thead>
<tr>
<th># of Events</th>
<th>Scholarship Funding</th>
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<tbody>
<tr>
<td>5</td>
<td>$500</td>
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<tr>
<td>10</td>
<td>$1000</td>
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<tr>
<td>15</td>
<td>$1500</td>
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Using the Scholarship

1. Delaware Diplomats are responsible for applying to and being accepted to a UD study abroad or UD internship abroad program. Acceptance to a program is not guaranteed.

2. To redeem a scholarship Delaware Diplomats must be in good standing and use the checkbox on the study abroad application form to indicate that they have earned a scholarship. Scholarships will be automatically applied to the first study abroad program. *Failure to self-identify as a Delaware Diplomat will result in the loss of funding.*

3. When Delaware Diplomats earn the maximum scholarship or complete two academic years in the program, they will be required to fill out an online assessment and other forms as part of their official exit from the program. *Failure to fill out exiting paperwork could jeopardize Delaware Diplomat funding.*

4. All students, including Delaware Diplomats, accepted to UD study abroad or UD internship abroad programs are considered for IGS need-based scholarship awards.

5. If students receive an IGS Study Abroad Scholarship or Delaware Diplomat Scholarship and are dismissed from their program due to improper conduct, or if a student withdraws from the program and program funds have been expended on their behalf, the student will be required to repay their scholarship award in full.

6. Delaware Diplomats are required to submit at least one post to the IGS Global Blog during their study abroad program following IGS prompts.

7. Delaware Diplomats are required to send IGS their two best photos depicting what they learned about the local culture at their study abroad location.

8. Delaware Diplomats are expected to attend 1-2 IGS events upon returning from their study abroad program. Students should be prepared to talk about their study abroad experience.

II. Delaware Diplomats Events Policy
Basic Requirements

To qualify, events must meet the following criteria:

1. Free and available to all students (exceptions may be made for certain Residence Hall events).
2. On-Campus or easily accessible from campus.
3. Globally themed or enhances cross-cultural understanding.

How to Find Approved Events

Approved events will be posted in the google calendar (the link can be found on the homepage of the Delaware Diplomats Sakai site). The advisors will also regularly inform the Diplomats of upcoming approved events. If an advisor has not specifically approved or shared an event, always double check before attending/submitting your assignment.

How to Propose a New Event

The Delaware Diplomats advisors will do their best to update the Diplomats calendar regularly, but sometimes we may miss some events. If you find an event you would like to attend, you can submit it to an advisor for approval. **You must propose new events at least 48 hours before the event occurs.** This is to give all the Diplomats the same opportunity to attend newly added events. Before proposing an event, please check to see if it is already posted on the Sakai site.

To propose a new event, you must email one of the advisors with the following information: title, date, location, sponsoring department/organization, and brief description. Advisors are unlikely to approve an event if they do not have sufficient information to understand what it is.

Registered Student Organizations

For the purpose of the scholarship, **most RSO meetings will not qualify for event credit.** For an RSO activity to be considered you must check with advisor and the event MUST meet the following criteria:

1. Special one-time educational or cultural events that are open to non-members and advertised widely on campus. Must still meet the basic requirements for events.
2. Events are co-sponsored by a global campus department, such as IGS or the English Language Institute.
Interest Meetings

Most interest meetings or informational sessions will not count for credit. However, to highlight some programs, select interest meetings will qualify. Those meetings will be posted on the Delaware Diplomats’ Google calendar.

Breadth Requirement

There is not a breadth requirement, only a breadth suggestion. You can attend any mix of events you choose. However, you are still expected to write unique and thoughtful reflections for each event. If you are running out of things to write, consider attending a wider array of events.

Creating & Planning New Events

The University of Delaware believes in the capacity of its student body to create ideas for events on campus that foster global citizenship, cultural diversity, and awareness of the issues that face the world. To this end, you can earn double event credit for planning an event that would help foster understanding between the diverse array of cultures and people living on campus.

To plan an event for double credit, you need to:
1. Propose the event to an advisor to verify it will qualify. Diplomat planned events should meet the same criteria as other approved events (see above).
2. Plan and advertise the event.
3. For the first event credit, document and reflect on the event the same way you do other events.
4. For the second event credit, upload a copy of the advertising you did (screenshot of email or facebook event, poster, etc). It should be clear that you made a good faith effort to promote the event to other students.

Although all Diplomats can earn 1 event credit for attending, a maximum of 3 Diplomats can earn a second event credit for planning (exceptions possible for large-scale events). If you are a member of an RSO that is planning an event, please check with an advisor to see if it your role will qualify for double credit.