The Global Learning Fee Committee has just approved funding for STARS student assistants to aid program directors with study abroad programs. Here are the details:

- Funding is for one student per study abroad program.
- Funding is for a total of $500 for one student. This is a taxable amount.
- Only KSU students who have paid the global learning fees are eligible.
- Program Directors choose the student. You can choose early and ask the student to assist you before the program starts, or later and ask the student to assist while on the program abroad. There are no additional forms needed to choose a student. You can edit the responsibilities in the contract to suit your particular program if needed.
- Students must fill out the attached STARS 2010 contract and return an original signed hard copy to Maggie Scott in the Office of International Programs and Services, Room 202D in order to receive the award. There is additional paperwork once this form is turned in to Maggie.

### Responsibilities

1. To assist the program director in arranging pre-departure orientations. This will include preparation, sharing, and collection of study tour and orientation materials.
2. To liaise with director and thus become as familiar as possible with program schedules and planned activities, and help coordinate the same.
3. To provide prompt, accurate, courteous services to fellow students who may be seeking study tour-related information.
4. To assist in program recruitment efforts as needed. This may include classroom presentations.
5. To assist the program director with other pre-departure and on-site duties as assigned.

### Expectations/Conduct

1. To demonstrate exemplary conduct as stipulated by conduct guidelines for all study abroad students.
2. To be courteous to fellow students and participating faculty who may need assistance.

### Stipend

$500 to be paid prior to May 31, 2010. Note that this will be considered as a taxable income.