

# STUDY ABROAD SERVICE HOURS

As part of your study abroad scholarship requirements, you must complete study abroad service hours. If awarded the Guadalupe and Lilia Martinez International Fellows Scholarship, you must complete 15 hours. If awarded the International Education Fee Scholarship, you must complete 10 hours. If awarded both, you must complete 25 hours. These hours must be related to study abroad and approved by the Office of International Engagement (IE) prior to completion. All study abroad service hours must be completed before graduation.

## **Study Abroad Service Hours Hold**

A Study Abroad Service Hours Hold will be placed on your account until all required hours have been completed and submitted according to the IE process. This hold will prevent you from obtaining a transcript, registering for courses, and picking up your diploma. Under no circumstances will your hold be waived/removed post-graduation if hours are pending completion.

If you are unsure of the amount of hours you are required to complete, refer to your award letter email.

## **How to Earn Hours**

Below is a list of things you could do to earn hours:

- Post photos to Instagram using #txamiuabroad or @txamiuabroad – *Limit 1 post per month = 1 hour*
- Post photos to the IE Facebook page (TAMU Study Abroad) – *Limit 1 post per month = 1 hour*
- Post on Twitter using #txamiuabroad or @txamiuabroad – *Limit 1 post per month = 1 hour*
- Instagram Challenges (varies monthly) – *Limit 1 post per month = 1 hour*
- Assist in IE approved events
- Become an International Student Mentor
- Assist in the IE office

To register for updates on study abroad service hour opportunities, view the REMIND flyer attached for instructions.

When attending IE approved events, you must wear a study abroad t-shirt and bring your Study Abroad Service Hours Log (attached).

## **Maintaining Hours Log**

Once at an event:

1. Locate an IE representative for task assignment.
2. Sign-in on your log and receive verification initials from the IE representative.
3. Complete assigned tasks.
4. Sign-out on your log and receive verification initials from an IE representative.
5. Calculate total hours completed for that event.

Once posting on social media:

1. List date of post.
2. Under OIE Event, list social media network.
3. Leave Time In and Time Out blank.
4. Calculate total hours completed for that post.

All of your required hours should be listed on your log. The Study Abroad Service Hours Log must be submitted to IE when seeking approval on submitted hours on Trailblazers. After hours have been approved, the log will be returned to you. Unless you have completed your hours, the log will be kept by IE.

## **How to Submit Hours on Trailblazers**

You are required to submit all study abroad hours via Trailblazers (<https://tamiu.campuslabs.com/engage/>). For example: If you posted a picture on Instagram, you must submit them on Trailblazers for approval. Please find attached the instructions for submitting your hours.