



UNIVERSITY OF CENTRAL FLORIDA

**International Affairs and Global Strategies**

PO Box 160130  
Orlando, Florida 32816-0130  
USA

Attend, Promote, and Incentivize: Getting Involved in International Education Week

Dear fellow faculty members,

This academic year I am serving as faculty fellow for International Affairs and Global Strategies (IAGS). One of my duties is to help the IAGS team with the comprehensive internationalization of UCF and other global initiatives. I want to extend an invitation for you to participate in the upcoming International Education Week events November 14 – 18, 2016. As a faculty member there are 3 easy things you can do to make sure International Education Week is a success:

**1. Attend**

There are several events of interest to UCF faculty, from a talk on NAFTA given by the consulate of Mexico in Orlando, to art exhibitions, to food tastings--among other cultural activities. The only thing you need to do is check your calendars and plan to attend some International Education Week Events. You can visit [iew.ucf.edu](http://iew.ucf.edu) to view the full list of events.

**2. Promote**

Tell your students, fellow faculty and staff, and other community members about International Education Week. Show a list of the events before class or send a note about it to your students. Share this link of the events on any social media sites you are affiliated with: [iew.ucf.edu](http://iew.ucf.edu)

**3. Incentivize**

Incentivize students to participate in the International Education Week events by giving them extra credit for attending. The process is simple, just click on the following Qualtrics link ([http://ucf.qualtrics.com//SE/?SID=SV\\_8II1ST1IjvywBF3](http://ucf.qualtrics.com//SE/?SID=SV_8II1ST1IjvywBF3)) and fill the form with the course number, section number (for each of the courses you want to give extra credit), along with your name and email address. The only thing you need to tell your students is to make sure to swipe their student IDs on the various card readers available from IAGS staff at each event. Their attendance will be automatically uploaded to your course Webcourses grade book as a column titled `intweek_16`. You can decide on the amount of extra credit points to give students

and, similar to scanned exam grades, the grades will be automatically uploaded, but you will have full control on when and how you publish the scores.

This is a great opportunity for you as faculty to instill global knowledge to your coursework and to encourage students to participate in UCF's global community.

If you have any questions feel free to send an email to: [iagsevents@ucf.edu](mailto:iagsevents@ucf.edu)

Sincerely,

Fernando Rivera, Ph.D.  
Faculty Fellow, International Affairs and Global Strategies

