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**Global Studies handbook for students and advisers**

**2016**

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**Names to Know in the Global Studies Department**

**Dr. John Chuchiak**

Ms. Dane Wallace – Advisor

Dr. Judith Martin - Advisor

Mr. Scott Handley – Advisor for Honors College

**Why Choose Global Studies?**

In 1995, Missouri State University adopted a state-wide Public Affairs mission which includes three major components: ethical leadership, cultural competence, and community engagement. The Global Studies Program embraces all three pillars in a unique way and is the poster child for MSU’s Public Affairs Mission. Globalization and the interconnectedness of nations and economies demand that today’s students must be well educated in global issues. Through extensive studies of the effects of globalization in various fields such as: economics, social welfare, government policies, international relations, geography, history, science and technology, human rights, Global Studies majors develop a broad understanding of world-wide issues.

**Cultural Competence**

A broad list of course offerings across disciplines gives students the opportunity to learn about and test multiple perspectives; students are encouraged to seek out opportunities on and off campus to experience different cultures, perspectives and view points. (ex.: involvement with MSU’s international students and students in the ELI). Global Studies majors participate extensively in Study Away programs which are typically linked to an international service learning experience or internship.

**Ethical Leadership and Community Engagement**

Through community engagement initiatives (national and international), Global Studies majors participate in volunteer and service learning programs offered through the University or national programs, as well as church-based missionary programs, and community-based organizations, at a very high rate. Through service to the local and global community, Global Studies students learn how to not only effectively work with others, but also adopt leadership and networking skills that make a positive impact on the lives of others and on their future careers.

Global Studies Majors develop a knowledge and understanding in some of the following areas (depending on their focus within the major and their selected minor(s) :

* awareness of key issues in social change, economic development and international relations
* an understanding of economic, political, cultural and ecological global realities
* knowledge of past issues and events and the ability to apply this knowledge, in conjunction with contemporary issues, when planning for and anticipating future needs and trends
* an awareness of the diversity and complexity of global environments
* knowledge of culture and practices of world communities
* effective communication skills in a wide range of situations

**What You Need to Know as a First Time Global Studies Advisee since you just transferred to MSU or just declared this major:**

**How to Prepare for Your First Advising Session?**

1. Check your advising notes and make sure the correct advisor, program and major are listed.

If the correct advisor is not listed, go to advising center or the Honors College (University Hall) to make the necessary changes. Make sure the changes are in place before meeting with your advisor.

1. Use the advising center website to familiarize yourself with the most basic and general issues: <http://www.missouristate.edu/advising/default.htm>
2. Look at the following resources:
   1. “Suggestions from a former professional student: <http://www.missouristate.edu/assets/advising/Suggestions_From_A_Former_Professional_Student.pdf>
   2. General advising FAQ : <http://www.missouristate.edu/advising/FAQs.htm>
3. FAQ’s for Global Studies Majors (<http://globalstudies.missouristate.edu/FAQ.htm>)
4. Familiarize yourself with your degree audit and use your advising session to ask questions about it.

**How to Prepare for Subsequent Advising Sessions:**

1. Consult your degree audit on a regular basis so you can complete your work on your graduation plan. Don’t forget to include what type of Study Away Program you want to participate in.

**Best Practices for Consulting Your Degree Audit:**

* List the classes you still need to complete:
  + 1. General Education
    2. B.A.
    3. Major
    4. Minor
    5. University requirements
* Create columns for each area so you can total up the classes. Divide by the number of classes you want to take each semester, bingo, you have your approximate graduation date.

1. Visit the Study Away office to discuss possibilities and how and when courses will transfer
2. Complete the graduation draft before meeting with your advisor.

**For students transferring in from a 2-year school like Ozarks Technical College, please contact Dr. Madeleine Hooper at** [**MHooper@missouristate.edu**](mailto:MHooper@missouristate.edu) **or call 417.836.5122 or 417.836.6371 to schedule an advising appointment.  This degree is almost like an individualized major insofar as there are lots of choices and courses may count twice in different areas. Please consult attached advising sheet which lists General Education courses that count towards the GBL major. It is equally important to tackle the 18 hour language requirement as soon as possible: Languages best suited are Spanish, Chinese, Arabic and French*.***

**Global Studies Degree Checklist**

**This is a helpful form and should be brought to your Advising sessions.**

For complete information check catalog: <http://www.missouristate.edu/registrar/catalog/prog_Global_Studies_Major.htm>

***Student name and M number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. ***GEN ED***  * UHC 110 or GEP 101 * COM 115 * ENG 110 * Writing II * MTH * 7-9 hours in Natural World * 12 hours in Breadth of Knowledge Hum. Cult * 12 hours in Public Affairs  1. ***MAJOR***  * GBL 250 * 4 basic courses * 5 courses in focus area * 5 courses in regional studies  1. ***Foreign Language***  * 18 hours  1. ***MINOR***  * 18 hours (typical) 9 hours can double count w. MAJOR  1. ***B.A. REQUIREMENTS***  * 2 Fine Arts (can double count w. Major but not w. Gen Ed) * HST 103 (can double count w. Gen Ed) * HST 104 (can double count w. Gen Ed) * PHI (can double count w. Gen Ed and Major)  1. ***MSU REQUIREMENTS***  * Watch for 40 hours of Upper Division courses ((300 level courses or higher) | | | Considerations:  Classes that count for GEN ED and Major: ANT 100, ECO 155, GRY 100, MUS 239, REL 210,SOC 150.  Classes that count for BA-Fine Arts and Major: ART 272, 273, 274, some ENG and MCL classes.  Some **foreign language** classes can count for Regional Studies or even Focus Areas (discuss w. your adviser): ex: FRN 313 can count for Regional Studies—Africa, SPN 325 for Regional Studies—Europe, SPN 326 for Regional Studies—Latin America.  **GBL 499**: This course has broad guidelines and reflect specific interests of the student. To enroll in this course, the student has to propose an internship and research paper about it with the help of her/his adviser. At that point, the number of credit hours will be discussed (1-6). The proposal will then be submitted to Director of GBL for final approval. Once approved, a section of GBL will be opened for the student to enroll in.  See page…..  Get INVOLVED: You can get involved in numerous student organizations, many with an “international” or “diversity” component.  <https://missouristate.collegiatelink.net/organizations>  For more information, please contact Dane Wallace. [DaneWallace@MissouriState.edu](mailto:DaneWallace@MissouriState.edu)  Honors College: [ScottHandley@missouristate.edu](mailto:ScottHandley@missouristate.edu)  **Phone**: 417-836-6370 or 6371 | | | | |
| Global Studies Proposed 8-Semester Plan | | | | | | |
| Bachelor of Arts | Non-Comprehensive | | | | | | |
|  | | | | | | |
| **First Semester** | | | | **Second Semester** | | |
| **Course** | **Title** | **Hrs.** | | **Course** | **Title** | **Hrs.** |
| GEP 101 | First Year Foundations | 2 | | GBL/BA | Language Requirement (102) | 3 |
| ENG 110 | Writing I | 3 | | Sciences with lab |  | 4 |
| GBL/BA | Language Requirement (101) | 3 | | PLS 101 | American Democracy/Citizenship | 3 |
| COM 115 | Public Speaking | 3 | | Major | (Regional Studies) | 3 |
| MTH 130 or higher |  | 3 | | BA/Major (focus area) | PHI 342 | 3 |
| GBL 250 |  | 3 | |  |  |  |
|  | **Total Hours** | **17** | |  | **Total Hours** | **16** |
| **Third Semester** | | | | **Fourth Semester** | | |
| **Course** | **Title** | **Hrs.** | | **Course** | **Title** | **Hrs.** |
| GBL/BA | Language Requirement (201) | 3 | | GBL/BA | Language Requirement (202) | 3 |
| ECO 155 | Macro Economics | 3 | | MUS 239 | Intro to World Music | 3 |
| SOC 150 | Intro to Sociology | 3 | | Minor |  | 3 |
| HST 103 | World History | 3 | | Sciences |  | 3 |
| Regional Studies |  | 3 | | Writing II |  | 3 |
| HIT 121 or 121 | US History |  | |  |  |  |
|  | **Total Hours** | **15** | |  | **Total Hours** | **15** |
| **Fifth Semester** | | | | **Sixth Semester** | | |
| **Course** | **Title** | **Hrs.** | | **Course** | **Title** | **Hrs.** |
| Study Away | Divide between Language (6-9) | 15 | | ANT 100 | World Cultures or REL 210- Paths of World Religion | 3 |
|  | Focus Area (6-9) |  | | Regional Studies |  | 6 |
|  | Regional Studies (3) |  | | Minor |  | 6 |
|  |  |  | |  |  |  |
|  | **Total Hours** | **15** | |  | **Total Hours** | **15** |
| **Seventh Semester** | | | | **Eighth Semester** | | |
| **Course** | **Title** | **Hrs.** | | **Course** | **Title** | **Hrs.** |
| GEN ED | Public Issues | 3 | | Major | Focus Area | 6 |
| HST 104 | World History | 3 | | Major | Regional Studies | 3 |
| B.A. | Fine Arts Requirement | 3 | | B.A. | Fine Arts Requirement | 3 |
| Minor |  | 6 | | Minor | (counting 3 hours double) | 3(+3) |
|  |  |  | |  |  |  |
|  | **Total Hours** | **15** | |  | **Total Hours** | **15** |

Tips for success:

**\***Have some previous foreign language experience so you can place into higher level courses (take the placement test, it’s free) and get 18 hours in one language more quickly.

**\***Pick General Education and BA-Fine Arts classes that also count for major

**Transfer Degree Guide**

**for OTC or any 2-year College students**

**GLOBAL STUDIES – Bachelor of Arts**

***The following is a guide to graduation with a bachelor’s degree in GLOBAL STUDIES by completing two years at OTC or at any 2-year college, and two years at MSU.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 1 and Year 2 at OTC or any community college** | | | | |
| Complete your OTC **Associate of Arts degree**. With the AA you will have met MSU’s general education requirements. Select your courses with the assistance of your OTC advisor and include the following OTC courses, as they will transfer and fulfill part of your MSU major requirements.   |  |  | | --- | --- | | 1. **OTC course** | **MSU equivalent** | | 1. ECO 270 | ECO 155 | | 1. GRY 101 | GRY 100 | | 1. SOC 101 | SOC 150 | | 1. PLS 201 2. MUS 101 3. PHL take at MUS 4. 12 hours **SAME** foreign language (101, 102, 201, 202) 5. HST 105 6. HST 106 7. PHL 101 or 105 8. Choose two: ENG 220 or 225 or 240 or 245 9. or MUS 105 or THR 101 (or check Fine Arts Requirement in MSU catalogue for additional choices) | PLS 232  MUS 239  PHI 342  12 hours **SAME** foreign language  HST 103  HST 104  PHI 110 or 115  ENG 350 or 351 or 340 or 341  or MSU 241 or THE 101 | | | | | |
| **Year 3 and Year 4 at MSU** | | | |
| **First fall semester** | **Hours** | **First spring semester** | **Hours** |
| GBL 250 | 3 | Regional Studies | 3 |
| Regional Studies | 3 | Regional Studies | 3 |
| Focus Area  Minor | 3  3 | Focus Area  Minor | 3  3 |
| Foreign Language | 3 | Foreign Language | 3 |
| **Total hours** | **15** | **Total hours** | **15** |
| **Second fall semester** | **Hours** | **Second spring semester** | **Hours** |
| Study Away | 12-15 | Regional Studies | 3-6 |
| (Focus Area—3-6) |  | Focus Area | 3-6 |
| (Regional Studies—3-6) |  | Minor | 3-6 |
| (Minor—3-6) |  |  |  |
| **Total hours** | **15** | **Total hours** | **15** |

**Important notes about this MSU major**

* 2-year college students seeking a MSU Bachelor of Arts in Global Studies degree are strongly encouraged to contact the MSU transfer advisor early in their coursework. There are many choices and courses that may count twice in different areas. Students are encouraged to start their languages early in their college coursework. Languages best suited are Spanish, Chinese, Arabic and French. This information is provided as a guide and students are required to fulfill MSU graduation requirements.

**Important resources for GLOBAL STUDIES majors:** [**http://missouristate.edu/transfer/**](http://missouristate.edu/transfer/)

**Frequently Asked Questions**

### **What jobs can I get with the major? How does MSU support my job search?**

The federal government (CIA, FBI, State & Defense Department)/Military/International Governmental Organizations (United Nations, International Monetary Foundation, World Bank, etc.)/Multinational businesses/International Non-Governmental Organizations (Red Cross, Amnesty International, environmental organizations, humanitarian organizations)/ the Peace Corps/International media organizations/Interpreting and translation services/schools.

Take advantage of the opportunities the **MSU CAREER CENTER** offers every semester, it’s an amazing resource and an important step towards finding a job. See p. 13 and 14.

### **I am a transfer student, what resources are available? What do I need to pay attention to?**

### **MSU transfer adviser:**Dr. Madeleine Hooper, Director GBL: [mhooper@missouristate.edu](mailto:mhooper@missouristate.edu)

Honors College is administrative unit: call: 417-836-

### The 18 hour language requirement (in one language) and the BA requirements. It helps to be in touch with an adviser before you transfer to select courses that will count towards the major.

General transfer info at: <http://www.missouristate.edu/transfer/>

### **Can I do an internship or Independent Studies and have it counted towards the Major?**

### Yes, suitable internships (with the Red Cross or Habitat for Humanities, for example) can be used to earn credit towards the Major if approved by the Director of the GBL major. The course best suited is GBL 499. In consultation with advisor and approval of Director, it will be determined for which area (focus area, regional studies) course should count. The same is true for Independent Studies courses that are completed under the supervision of a faculty member and entail independent research on a topic relevant to the Major.

### **Can I double major and have several minors?**

### Yes, this is not a comprehensive major, therefore you can have as many majors and minors as you can handle. Minimally you need at least one minor in addition to your major. If you double major you don’t need a minor.

### **When should I study away?**

### Anytime, but discuss with your advisor when and which country to pick. A lot will depend on your language proficiency and professional interests. Also check: <http://international.missouristate.edu/studyaway/>

### **What clubs can I join?**

### MSU has over 30 clubs with an “international” or “diversity” component, including Model U.N

### **Can I enroll as a freshman?**

You can start taking courses towards the major during your first year in college, provided that you have fulfilled any prerequisite requirements for these courses. We urge you to select an advisor right away to make sure you pick the right courses and are on the right track for a timely graduation.

**Can I focus on a specific region?**

Every student pursuing a Global Studies major will have to take one course each on five regions (Africa, Asia, Europe, Latin America and the Caribbean, and the Middle East). You will, therefore, get exposure to information about all of these regions. To focus more specifically on a region, the following area studies minors in Asia, Latin America and the Middle East complement the GBL major.

**\***Get an advisor ASAP to work on your major and your Public Affairs experience

**\***Be mindful that MSU has a 40 hour Upper Division course requirement (only 300-level or higher count)

**Template for a Good Internship Proposal**

Internship proposals clearly define the roles and goals of internships. They outline the details and expectations of the student, university, and company. It's important to write and develop your internship so that you make the most of your work experience. Do you know what you need to include?

**Internship Proposal Outline**

**Student:**    
**Department / Course Number:** GBL 499  
**Term Year:**    
**Desired Credit Hours:** 1-6  
**Company:** Company Name, Address, Phone  
**Internship Supervisor:**    
**Faculty Advisor:**    
**Internship Duration:** 

**Introduction**

This section should include a paragraph outlining the company and what they do.

**Goals and Objectives**

This is your opportunity to explain what you want to do during the internship. Describe what you want to learn and achieve. You can write this in paragraph form or use bullet points to highlight the specific things you want to accomplish.

**Assignments Checklist and Student Responsibilities**

This will be determined by your university's requirements for completion of the internship. It refers to assignments from your professors that must be completed to receive internship credit, such as papers, logs, journals, evaluations, etc.

This outlines the exact requirements from the university in regards to hours, reporting, paper requirements, timelines, etc.

**Summary**

A brief summation of how the internship will benefit you. It is also your chance to include any additional tidbits that you feel necessary.

When you break the internship proposal down, it's not too complicated. Take it piece by piece and you'll have your internship proposal written and completed in no time.

**GBL major Yearly Calendar**

**August**

* Prepare for opening of semester
* Admin. Asst. returns
* Director returns
* Complete scheduling of spring classes: GBL 250 sections
* Bear Crew Move In
* House Calls
* Letter campaign for high school counselors
* GBL website up-dates

**September**

* Order stationery as needed for recruitment
* Send email notice to students with spring registration instructions and typed list of classes for spring.
* Advising appointments

**October**

* Outreach to students with poor mid-term advisory grades
* Advising appointments

**November**

* Registration for spring semester classes begins
* Continue advising appointments

**December**

* Continue recruitment; news update to prospective students
* Course scheduling for fall semester: sections of GBL 250
* Notes to seniors: graduate school, Linked In
* Commencement

**January**

* Grades and academic actions
* Check enrollment for spring

**February**

* Send email notice to students with fall registration instructions and typed list of classes for fall
* Advising appointments

**March**

* Outreach to students with poor mid-term advisory grades
* Advising appointments

**April**

* Registration for summer and fall classes

**May**

* Grades and academic actions
* Notes to seniors: graduate school, Linked In
* Commencement

**June, July, August**

* Advising appointments are handled by Honors College Office