



Team International Student Outreach

2016-2017

TISO JOB DESCRIPTION

Team International Student Outreach (TISOs) are a select group of Otis students, international and non-international, undergraduate and graduate, who serve as student leaders. The role of a TISO is multi-faceted. TISOs serve as cross-cultural group leaders during International Student Orientation, and continue to support new international students throughout the academic year. TISOs represent the Center for International Education by developing, and participating in international programming, and hosting international visitors on campus.

TISO MISSION

Our mission is to create a supportive community of students, internationals and domestic; that feels like a family here at Otis, thereby, breaking cultural barriers, by promoting friendships through open communication, and fun group events.

TISO PACT

As a TISO we will work to make connections, be equally responsible for the work, and support each other as a team.

DELIVERABLES

- Participating in Fall International Student Orientation and O-Week August 25th – 26th. Responsibilities may include checking-in students, setting up facilities, leading ice breakers with a small group, giving a campus tour, staffing a resource table, hosting programs and workshops, greeting, and assisting students and parents with questions
- Developing and facilitating a minimum of 1 international education activity each semester
- Support programs organized by the Center for International Education, and Campus Activities
- Staff spring International Student Orientation (one day in mid-January)
- Attend bi-monthly (fortnightly) TISOs meetings. As a team, we will meet every two weeks (**Date to be Determined**) to review the progress of our deliverables, address questions/ concerns, develop/expand upon ideas as they pertain to TISO.

BUDGET (Money to be used for activities)

Fall - \$800

Spring - \$800

Total - \$1,600

**This is the budget form last year, and it is a subject to change for the upcoming year*

CAB & Club Collaboration

TISO will foster fellowship among students; provide a link between international students and Otis students; and promote international and intercultural awareness through social and educational activities. TISOs will collaborate and support CAB, and current on campus clubs with their activities that international students adapt to U.S. life and culture, and promote different cultures among the school. At the same time, foster fellowship among students.

Deliverables

- Work with Student Activities to foster relationships with on campus organizations

Cultural Case Studies

Experience as Cultural Interpreters: Simply observe with your five senses and note mentally or on paper Questions to ask of one's self are

- What are my observations?
- What do I focus on? What do I disregard?
- Am I making judgments? What are they?
- How does my cultural lens or background inform my interpretations of this culture? How might people see me? Who might I be in their eyes?

Understanding Culture: Universal, Cultural, or Personal

- **Universal** refers to ways in which all humans are the same.
- **Cultural** refers to customs, beliefs, appearances, etc. a particular group has in common and how they are different from other groups.
- **Personal** refers to the ways each of us differs from everyone else, including those in our own group.

Examples:

Running from a dangerous animal (**universal**)

Praying at sunrise (**cultural**)

Eating regularly (**universal**)

Eating with a fork (**cultural**)

Liking Chocolate (**personal**)

Feeling sad at the death of you mother (**universal**)

Wearing black for 30 days after the death of you mother (**cultural**)

Not liking wearing black for 30 days after the death of you mother (**personal**)

FALL 2016: Important Dates (planned CIE events)

Aug. 12-14: TISO Retreat

Aug. 22: Foundation Student Registration

Aug. 23: Transfer Student Registration

Aug. 25: F-1 Student Orientation. Location – TBD.

Sept. 28: Travel Study Fair (date subject to change)

Nov. 9: Cultural Luncheon (date subject to change)

Nov. 12: Culture Walk (date subject to change)

UPCOMING FALL 2016 CIE EVENTS

ABOUT: New Student Registration

On Aug 22nd and 23rd approximately 70 students on an F-1 visa will arrive at Otis. We will be teaming up with Registration and working with Rebekah Kim, Associate Director of Admissions to register these students. Lunch will be provided. We will need at least two TISOs per day.

Schedule

- 8am – Meeting place TBD
- 12pm – Lunch
- 2pm – Registration Closes

Dress Attire

- Wear your TISO shirt
- Comfortable Pants
- Comfortable Shoes.

Deliverables

- **Assist Registration with new student check-in**

ABOUT: An F-1 Student Orientation

On Aug. 25th Otis College of Art & Design will provide an F-1 Student Orientation (**ISO**) for all new international students. This orientation will familiarize new students with U.S. immigration requirements, Otis programs and services, adjusting to life in Los Angeles, and learn about life at Otis from current students. Breakfast and lunch will be provided. All TISOs are expected to participate.

Deliverables

- Assist with Check-in and Welcome
- Facilitate a roundtable discussion during the Breakout Session
- Assist Phoenix with an Ice Breaker
- Clean-up and take down

Schedule

- 7:30am – Set-up
- 8:00am – Staff meeting
- 8:30am - Name Tags, Check-in, Breakfast
- 9:00am – Welcome & Icebreaker
- 9:35am – F-1 Visa Presentation
- 10:45am – Break
- 10:55am – Community Breakout Session
- 12:00pm – Staff and TISO Introductions
- 12:30pm – Lunch

Dress Attire

- Wear your TISO shirt
- Comfortable Pants
- Comfortable Shoes.

ABOUT: International Student Reception

On September 6th CIE will host an International Student Reception at the Center for International Education. This will be an opportunity for the students and the staff to meet each other while doing some fun activities and having some snacks. There will be two sessions to help accommodate students' schedules, and we will need the help of at least three TISOs per session.

Deliverables

- Assist with set-up and take down of the event
- Engage with the students creating a fun and friendly atmosphere

Schedule

- 11:00am – Set-up
- 11:15am – Welcome the students
- 12:15pm – Wrap it up & clean up

- 2:45pm – Set-up
- 3:00pm – Welcome the students
- 3:45pm – Wrap it up & clean up

Dress Attire

- Wear your TISO shirt

ABOUT: Travel Study Fair

On September 28th CIE will host an opportunity for Otis students to discover available Travel Study opportunities. The event will consist of food tastings from around the globe, music, and information about travel programming. We will need the help of at least five TISOs.

Deliverables

- Assist with set-up and take down of the event

Schedule

- 10:15am – Set up
- 11am – Fair Starts
- 1pm – Fair Ends

Dress Attire

- Wear your TISO shirt
- Comfortable Pants
- Comfortable Shoes.

ABOUT: Cultural Communication Luncheon

On November 9th CIE will collaborate with LA Commons to host a cultural communication luncheon for up to 30 students. The workshop will take place on-campus with the goal of enhancing the students' cultural knowledge in an interactive format that includes food and other cultural touchstones. This experience is to be followed by a tour for 15 people of the neighborhood where the targeted group has a significant presence, enabling students to contextualize their learning.

Deliverables

- Assist with set-up and take down of the event
- Assist with promotion of the event
- Develop Flyer

Schedule

- 10am – Set up
- 11:15am – Luncheon begins
- 12:30pm – Luncheon ends

Dress Attire

- Wear your TISO shirt
- Comfortable Pants
- Comfortable Shoes.

ABOUT: Cultural Walk

On November 12th CIE will collaborate with LA Commons to host a tour for 15 people of the neighborhood where the targeted group has a significant presence, enabling students to contextualize their learning.

Deliverables

- Assist with promotion of the event
- Develop Flyer
- Participate in the event

Schedule

- 11:00am – 3pm – set up

Dress Attire

- Wear your TISO shirt
- Comfortable Pants
- Comfortable Shoes.

PREPARATION AND EVALUATION OF CIE EVENTS 2015-2016

This information will help you plan events for next year by showing what worked, what didn't, how much it cost, and what resources we used.

F-1 Student Orientation

Evaluation

Name of Event: F-1 Student Orientation	Date of Event: 8/31/2015
Location(s) of Event: Westchester Park	Event Budget/Actual: ~\$2,000

1. What were your event goals/objectives?

The goal of the orientation was to familiarize new students with the U.S. immigration requirements, Otis programs and services, adjusting to life in Los Angeles and at Otis from current students.

2. Were these goals accomplished? Why/Why not?

These goals were accomplished through an F-1 Visa Presentation, booklets that contained information from the presentation, and a Resource Roundup in which staff members were divided among groups of students and each member presented a topic and allowed students to ask questions afterwards. These goals were mostly accomplished, however not all students remained engaged throughout the presentation. The interactive nature of the Resource Roundup was especially effective.

3. What problems did you encounter? How was it resolved?

There were some minor problems.

-There were no restrooms on site and the Porta Potties from the previous day were taken away. We had to remind the students to use the restroom on campus during each break

-The F-1 Visa Presentation ended about a half an hour earlier than anticipated. We resolved this issue by elongating the break that followed it, and we included another icebreaker activity before moving on to the next scheduled activity.

-It was hard to get students to rotate tables at the end of every presentation block during the Resource Roundup, so we had the staff members rotate instead.

-Not a lot of students showed up for the Hollywood Tour Bus, so we had to cancel one of the buses, and we had everyone on the same bus instead.

-There was a lot of traffic when we went on the bus tour, and so we had to cut the first stop by 10 minutes, and the second one by 20 minutes in order to make it back to campus on time.

4. Did you have enough volunteers to execute the event?

We had the help of four TISO members and one O Leader, and that was enough volunteers to execute the event.

5. How could you better prepare in the future?

We prepared well for the orientation, and it was successful. In the future we should think of ways to make the orientation more fun and engaging for the international students (you can see suggestions under question 7). If we're having

another activity where we're collaborating with the Student Activities, we should go over the plan more closely and make sure we're on the same page because there was some confusion when boarding on the bus.

6. Are you going to continue this event? Why/Why not?

Yes, because the F-1 students learn a lot of necessary information from this orientation, and they get to get to know their peers and staff.

7. What changes would you recommend for the future?

In the future it might be better to change the order of the activities so that the icebreakers are first, and they're followed with the Resource Roundup, and we can finish with the F-1 Visa Presentation so that the students are more engaged and open by the time of the presentation, and so that they don't leave until signing the contract which is given out after the presentation. In addition, it might be better to have a shorter or more local fun activity instead of the Hollywood Tour, because a lot of the students were too tired to go on the bus tour. If we want to keep the bus tour, it might be a good idea to have it on a separate day in the morning to avoid traffic and to have more stops around LA. Also if there is an activity like the bus tour after the orientation, make sure that we have enough time for lunch in between the orientation and the activity because we ended up only having 10 minutes for lunch. After attending LA Pier with Darren, we decided that we like the idea of using TISOs to act out important interactions like speaking to a landlord or using public transport.

8. List all names and contacts of event resources.

Simon –Daily Café

Michael Luna organized the Hollywood Bus Tour

Subway

Travel Study Fair Preparation

Basic Information

Event Name:	Travel Study Fair
Event Abstract:	On September 29 th – 30 th CIE will host an opportunity for Otis students to discover available Travel Study opportunities. The event will consist of food tastings from around the globe, music, and information about travel programming.
Event Objective(s)	Inform students about their Travel Study opportunities
Event Date/Time:	September 29 th – 30 th , 11am-12:30pm (+ an hour of set-up, 30 mins of take-down)

Event Location:	Outside between the Ahmanson building and Galef
Speakers or Special Guests:	Faculty Leaders and a musician
Expected Attendance:	~60 people
Physical Needs	
Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.? If so, what do you need? How many do you need?	1 table for check-in, 1 table for each country represented, 1 table for fin aid, 1 table for semester exchange programs, 1 table for food, ask Mike for tablecloth for each table, 2 chairs per table
How would you like to have them arranged?	I sent out a diagram to the facilities setting the tables up in the area between Ahmanson and Galef in a way that doesn't obstruct the fire lane with tables on both sides of the fire lane.
Will you be serving food or beverages?	We'll be serving appetizers
Do you expect any guests with special dietary needs?	Have vegetarian options
Will you use an outside vendor?	We'll use Simon from Otis Cafe
Will you need any audio/visual equipment?	Yes, we will ask Mark to assist us with set-up for the music.
If so, what equipment will you need?	A mic and a PA
Will you need Internet or phone service in the room?	No

Will you need someone to help you run the equipment?	Yes, Mark
Will your event attract media requiring a, platform or special seating?	No

Evaluation

Name of Event: Travel Study Fair	Date of Event: 9/29 & 9/30
Location of Event: The area outside between Ahmanson and Galef	Event Budget/Actual: ~\$500

1. What were your event goals/objectives?

Promote Travel Study Programs

2. Were these goals accomplished? Why/Why not?

Yes, we got an increase in student applications following the fair.

3. What problems did you encounter? How was it resolved?

It was very windy, so we had to use a lot of tape. Students would try to just go straight for the food, so we had them get a mark on their hand when they talk to a table to be able to get food. The musician forgot to come the first day of the fair, so Phoenix played music from his laptop. We were given cordless, chargeable batteries that died half way through the fair. Next time only use the speakers that plug in. On the second day there were very little students possibly because there was a lecture scheduled at the same time that doesn't normally happen at that time. In the future doublecheck if there are any other events happening at this time.

4. Did you have enough volunteers to execute the event?

Yes, I had about four TISOs both days. But they weren't available for set-up both days, and so set-up was a little tough.

5. How could you better prepare in the future?

Don't use the wooden sign holders if you have the fair in the same location. Don't use them where it's windy. Have one or two extra tables. Make sure that nothing else is happening on the day of the fair.

6. Are you going to continue this event? Why/Why not?

Yes, it does help a lot with promotion.

7. List all names and contacts of event resources.

Michael Luna provided table clothes.

Facilities provided tables and chairs.

Simon provided food.

Michael Archileta was the musician.

Fox Hills printed the brochures.

Foundation provided the sign holders.

We invited Peace Corps to have a table at the fair as well.

Tea Cart Preparation

Basic Information

Event Name:	Tea Cart
Event Abstract:	A tea cart with 3 different Korean teas will be pushed around the campus.
Event Objective(s)	The tea cart will provide a study break to students while also getting the word out about TISO and increasing multicultural awareness.
Event Date/Time:	10/21 at 3pm
Event Location:	Meet at the Cafe

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	A cart which we borrowed from Simon
Will you be serving food or beverages?	Tea that Angie bought from a Korean market. We purchased hot water and cups from Simon.

Guests

How will your guests learn of the event?	The event was announced in the newsletter, but it doesn't need much promotion because it attracts people on its own.
--	--

Evaluation

Name of Event: Tea Cart	Date of Event: 10/21
Location(s) of Event: The Otis Cafe	Event Budget/Actual: \$70

1. What were your event goals/objectives?

Provide a study break, introduce teas from different cultures, get a word out about TISO.

2. Were these goals accomplished? Why/Why not?

Yes, Angie printed out info for all of the teas she was serving, and was able to educate the students about the teas.

3. What problems did you encounter? How was it resolved?

The cart wasn't stable enough to push it around campus so the girls had to stay in the café. It wasn't an issue because there was enough foot traffic in the café.

4. Did you have enough volunteers to execute the event?

Yes, we had two TISOs, and that was enough.

5. How could you better prepare in the future?

Prepare a brief flier or handouts that talk about the tea backgrounds. The description that Angie found online was a paragraph long and it was too long for most students to read.

6. Are you going to continue this event? Why/Why not?

I would like to. It was a successful event.

7. What changes would you recommend for the future?

Prepare fliers ahead of time. Look for a more stable cart.

8. List all names and contacts of event resources.

We didn't use any outside contacts. Angie, a TISO bought the teas, and Simon provided the cart, water, and cups.

Halloween Movie Night

Basic Information

Event Name:	Halloween Movie Night
Event Abstract:	A showing of a scary Iranian movie called "A Girl Walks Home Alone At Night."
Event Objective(s)	Provide a Halloween event while also introducing the Iranian theme for the year.
Event Date/Time:	10/28 @8pm
Event Location:	The square lawn area in front of the Galef building.
Expected Attendance:	30-50 people
What other events are scheduled on campus at this time?	Game Night at Housing. (We found out about it the day of).

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	We asked for 2 tables for the vendors but they didn't end up needing them. We also requested lights for the vendors but they also didn't need it. We didn't ask for any chairs because we asked the students to bring blankets.
Will you be serving food or beverages?	We served churros, popcorn, and water.
Will you use an outside vendor?	Mike Luna ordered a popcorn and churros vendor.
Will you need any audio/visual equipment?	Mike Luna ordered an inflatable screen through FunFlicks.

Will you need someone to help you run the equipment?	The guy that works for FunFlicks set everything up himself.
Guests	
How will your guests learn of the event?	Email, Facebook, posters, word of mouth.

Evaluation

Name of Event: Halloween Movie Night	Date of Event: 10/28
Location(s) of Event: The lawn in front of Galef.	Event Budget/Actual: It was paid for by CAB, but my estimation is ~\$800

1. What were your event goals/objectives?

Provide a Halloween activity that attracts international and domestic students and that gets students interested in the Iranian culture since it is our theme for the year.

2. Were these goals accomplished? Why/Why not?

These goals were accomplished. We had a good turnout of about 40 people. I heard a lot of great feedback from the students.

3. What problems did you encounter? How was it resolved?

It was hard to find an international movie that Otis has the rights to and that is available at the library. We were going to watch "A Girl Walks Home Alone At Night" through Kanopy (a website that has movies that Otis can stream online), but after testing it I realized that it wasn't good enough quality to be projected on a big screen. I ended up renting the movie from Cinefile, and Mike Luna purchased the rights for it.

4. Did you have enough volunteers to execute the event?

Yes, Phoenix came to help me around 6:30pm and his help was enough.

5. How could you better prepare in the future?

Watch the movie ahead of time. There were some parts of the movie that made us a little nervous when we were showing it in public. There were some drug scenes and a little bit of nudity which we decided was okay for a college screening.

6. Are you going to continue this event? Why/Why not?

As long as we have the budget for it, I would like to continue this event.

7. What changes would you recommend for the future?

Think more about positioning the popcorn and churro cart closer to the screen in a way that it doesn't block it but also doesn't make it too easy for students that aren't watching the movie to get food. The way we had it set up they were placed behind the viewing area, and a lot of students that weren't watching the movie formed long lines for food.

8. List all names and contacts of event resources.

FunFlicks

Mike Luna knows the name of the popcorn vendor.

Halloween Mask Making Booth

Basic Information

Event Name:	Halloween Dance
Event Abstract:	A mask making booth hosted by TISO where students can make masks, taste Korean candy, and read about monsters from different cultures.
Event Objective(s)	Support CAB with the Halloween Dance while also getting the word out about TISO and providing a fun and educational resource.
Event Date/Time:	10/30 @ 6:30pm
Event Location:	The area in between Ahmanson and Galef.

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	CAB provided us with a table and 2 chairs.
Will you be serving food or beverages?	Korean candy

Guests

How will your guests learn of the event?	CAB promoted the event.
--	-------------------------

Evaluation

Name of Event: Halloween Mask Making Booth	Date of Event: 10/30
Location(s) of Event: Area between Ahmanson and Galef	Event Budget/Actual: \$100

1. What were your event goals/objectives?

Help out CAB in order to inspire collaboration among students groups and clubs on campus.

2. Were these goals accomplished? Why/Why not?

Yes, CAB was thankful for our help.

3. What problems did you encounter? How was it resolved?

A problem that we encountered was wind. That outside area is not ideal for crafts.

4. Did you have enough volunteers to execute the event?

Most TISOs didn't give a notice that they won't be able to make it, and only one TISO came. I had to stay and help. The two of us was enough.

5. How could you better prepare in the future?

Ask for a spot that is not windy. Purchase fewer materials. We have a lot left over in the Annex. (Note: the monster book is in the blue binder in Darren's office.)

6. Are you going to continue this event? Why/Why not?

Yes, because we should definitely continue collaboration with CAB.

7. What changes would you recommend for the future?

Become more familiar with the booklet, and tell the stories verbally because most students weren't interested in reading. Maybe make a game out of it and give out candy as prizes instead to engage the students more in the cultural aspect of the booth.

Cultural Luncheon

Basic Information

Event Name:	Cultural Luncheon
Event Abstract:	On November 5 th CIE will collaborate with LA Commons to host a cultural communication luncheon for up to 30 students. The workshop will take place on-campus with the goal of enhancing the students' cultural knowledge in an interactive format that includes food and other cultural touchstones. This experience is to be followed by a tour for 15 people of the neighborhood where the targeted group has a significant presence, enabling students to contextualize their learning. The focus of these activities will most likely be Persian culture and the Persian community in Los Angeles.
Event Date/Time:	11/ 5, 11:15am – 12:15pm
Event Location:	The Forum
Speakers or Special Guests:	A speaker (didn't get her name) that was hired by LA Commons to give a presentation about Iranian culture.
Expected Attendance:	40 people

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	9 tables and about 50 chairs.
How would you like to have them arranged?	5 tables forming a "U" by the stage with 10 chairs per table. One table with two chairs next to the wall that you face when you walk into the Forum for check in. And 3 tables lined up to the right for the food.
Will you be serving food or beverages?	Yes, LA Commons made an order from a Persian restaurant.

Do you expect any guests with special dietary needs?	There were vegetarian and vegan options.
Will you need any audio/visual equipment?	Yes, the speaker had a presentation and played music.
Will you need someone to help you run the equipment?	We were able to figure it out on our own.

Preparing the Space

Will you need to have the room cleaned? Before, afterwards, or both?	Cleanup afterwards.
How complicated is your set-up? Will you need to reserve extra time to accommodate for it?	Yes, we needed an hour to get ready.

Guests

How will your guests learn of the event?	Email, facebook, posters, word of mouth.
--	--

Publicity

Will you need to print up flyers or advertising posters?	We printed out fliers for our movie night that is coming up and left them out on the check-in table.
--	--

Evaluation

Name of Event: Cultural Luncheon	Date of Event: 11/5
Location(s) of Event: The Forum	Event Budget/Actual: Darren paid LA Commons to organize everything

1. What were your event goals/objectives?

Enhancing the students' cultural knowledge in an interactive format that includes food and other cultural touchstones. This experience is to be followed by a tour for 15 people of the neighborhood where the targeted group has a significant presence, enabling students to contextualize their learning. The focus of these activities will most likely be **Persian culture and the Persian** community in Los Angeles.

2. Were these goals accomplished? Why/Why not?

The goal was accomplished; however we weren't completely happy with the speaker. The speaker was very informal which turned out to be engaging, but not educational enough. She took a break while everyone was eating, but we were hoping she would continue her presentation at that time.

3. What problems did you encounter? How was it resolved?

The food arrived half an hour late. It actually worked out perfectly because that way everyone got engaged in the presentation and so they weren't able to just eat and leave.

4. Did you have enough volunteers to execute the event?

Yes, I had the help of two TISOs.

5. How could you better prepare in the future?

Have a more thorough communication with Karen Mack. Ask her for a more detailed plan and express our expectations to her more clearly. Specifically that we want something really well planned out and educational.

6. Are you going to continue this event? Why/Why not?

Yes, this event gets a lot of participation and it gives students, staff, and faculty a chance to learn more about a demographic of students that are a part of Otis.

7. What changes would you recommend for the future?

Purposefully serve the food in the middle of the event but make sure that it's not late. Talk to Simon or Mike ahead of time about borrowing a cart! I ended up needing a cart for the food and Simon gave it to me but said that he's not going to lend it to anyone anymore.

8. List all names and contacts of event resources.

LA Commons – Karen Mack

Culture Walk

Basic Information

Event Name:	Culture Walk
Event Abstract:	A walking tour for 15 people of the Persian neighborhood (or Tehrangeles) where the targeted group has a significant presence, enabling students to contextualize their learning from the Cultural Luncheon.
Event Date/Time:	11/7, 10am – 3pm
Event Location:	Persian Square
Speakers or Special Guests:	Karen Mack of LA Commons hired a speaker who is familiar with the area and Iranian culture and the background of Iranians that moved into this part of Los Angeles.
Expected Attendance:	15 people

Physical Needs

Will you be serving food or beverages?	We had lunch at an Iranian sandwich shop and had saffron and rose water ice cream.
Do you expect any guests with special dietary needs?	There were vegetarian options.
Will you use an outside vendor?	LA Commons planned and provided everything.

Guests

How will your guests learn of the event?	Email, facebook, posters, word of mouth. The walk was also announced at the Luncheon preceding it.
--	--

Will you need to arrange travel to/from the university?	We ordered a minibus to pick us up and drop us off at Otis.
---	---

Evaluation

Name of Event: Culture Walk	Date of Event: 11/7
Location(s) of Event: Persian Square	Event Budget/Actual: Unknown (arranged by Darren)

1. What were your event goals/objectives?

Enable students to contextualize their learning from the Cultural Luncheon, and to specifically learn about the history and culture of the neighborhood.

2. Were these goals accomplished? Why/Why not?

Yes and no. We had a great interaction with the owner of the music store. He told us about his background and about the history of the neighborhood, and then his wife and her young student performed a few Iranian folk songs for us. We also met an owner of an Iranian market and he told us about traditional food and his own story, and his mother let us sample some of the food that she prepared. All of this was arranged by the guide leader hired by LA Commons. She was great in approaching those people and making them comfortable with sharing their stories, but she wasn't very organized and not concerned with time. For that reason, we didn't get to talk to the ice cream shop owner and the calligraphy shop owner. Also she and Karen didn't make sure to schedule a meeting with a rug store owner, and they didn't arrange a talk about calligraphy ahead of time. So while overall the tour went really well, it could have been even better if it was planned out more strictly.

3. Did you have enough volunteers to execute the event?

Yes, I had two TISOs with me.

4. How could you better prepare in the future?

Same as with the Culture Luncheon either plan it ourselves or work more closely with Karen to make sure that we have a strict schedule.

5. Are you going to continue this event? Why/Why not?

We might not because not a lot of students joined us and it is an expensive event.

Friday the 13th Movie Night

Basic Information

Event Name:	Friday the 13 th Movie Night
Event Abstract:	A showing of a scary Chinese movie. (a movie we were planning on showing originally for Halloween)
Event Date/Time:	11/ 13 @8pm
Event Location:	The Forum
Expected Attendance:	20 people

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	Chairs the way they are normally set up for lectures.
Will you be serving food or beverages?	We will serve popcorn and cookies
Will you use an outside vendor?	No, we will buy them from Ralph's.
Will you need any audio/visual equipment?	Yes, a projector.

Guests

How will your guests learn of the event?	Posters, facebook, email.
--	---------------------------

Evaluation

Name of Event: Friday the 13 th Movie Night	Date of Event: 11/13/15
Location(s) of Event: The Forum	Event Budget/Actual: \$30

1. What were your event goals/objectives?

Show an international film that got really good reviews from professors and students, and to get people interested in foreign films as a way of learning about different cultures.

2. Were these goals accomplished? Why/Why not?

It's hard to say because not a lot of people came.

3. What problems did you encounter? How was it resolved?

We didn't get enough viewers and a lot of people just stopped by for the popcorn. A Chinese student also pointed out that a lot of references in the movie wouldn't be understood by someone who didn't grow up exposed to Chinese culture, and maybe that's why we didn't get a lot of interest.

4. Did you have enough volunteers to execute the event?

Yes, we had about 4 people.

5. How could you better prepare in the future?

Either pick a very popular movie, or show it around a more celebrated time like we did with our Halloween movie. Having an inflatable screen outside also helps to draw in people and to get them excited as opposed to showing it in the Forum.

6. Are you going to continue this event? Why/Why not?

We might try again, because it is a simple and inexpensive event, but next time we should pick a film that more people have heard about.

8. List all names and contacts of event resources.

Library

Chilaquiles – Recipes from Home

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information

Event Name:	Recipes from Home
Event Abstract:	Collect recipes of foods that international students miss from home and have them be featured as a lunch special during the International Education month, one recipe a week.
Event Objective(s)	Make the international students feel at home, and have them share a part of their culture with the domestic students and staff.
Event Date/Time:	The month of November
Event Location:	Otis Cafe

Guests

How will your guests learn of the event?	Fliers and emails
--	-------------------

Evaluation

Name of Event: Recipes from Home	Date of Event: 12/3/15
Location(s) of Event: Otis Cafe	Event Budget/Actual: \$0

1. What were your event goals/objectives?

Collect recipes of foods that international students miss from home and have them be featured as a lunch special during the International Education month, one recipe a week.

2. Were these goals accomplished? Why/Why not?

We were only able to do one recipe and for only one day, because Otis Café doesn't have a kitchen and it's very hard for them to add a new item to the menu.

3. What problems did you encounter? How was it resolved?

At first Simon refused to do this altogether because it would be very hard for him. So I picked the easiest recipe and printed it out for him and talked to him again. He was very interested in this event so he was happy to find a way to make it work, and since this recipe was a Mexican dish and they already had most of the ingredients for it.

4. Did you have enough volunteers to execute the event?

I only needed the help of one TISO to design fliers.

5. How could you better prepare in the future?

We will have a bigger cafeteria next year so it should be easier to pull it off next year.

6. Are you going to continue this event? Why/Why not?

Yes, because we got really great feedback from the staff and the students.

7. What changes would you recommend for the future?

It's always best to start arranging it way in advance. I started organizing this event 2 weeks before the international education month, but was only able to make it happen the week after it passed. So it's best to have all of the recipes at least a week before the IE month, so that we have enough time to communicate with the café.

8. List all names and contacts of event resources.

Simon at Otis Café and international students

Worry Dolls Distress Activity

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information

Event Name:	Worry Dolls Activity
Event Abstract:	We are coordinating with a Food for Finals dinner where we will give out Worry Dolls to students in exchange for their worries that they will write down and put in a jar.
Event Objective(s)	Teach students about the Guatemalan tradition of worry dolls while also providing a fun way to distress during finals week.
Event Date/Time:	12/15/15

Event Location:	Otis Cafe
Physical Needs	
Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	We will need a table.
Publicity	
Will you need to print up flyers or advertising posters?	We will hand out little fliers with the dolls explaining their significance.
Extra Notes	
Comments:	A Guatemalan student volunteered to help us with the activity, and she will be a very valuable component to our presentation because she will be able to tell students about the dolls.

Evaluation

Name of Event: Worry Dolls Activity	Date of Event: 12/15/15
Location(s) of Event: Otis Cafe	Event Budget/Actual: ~\$50

1. What were your event goals/objectives?

Introduce the history of the Guatemalan Worry Dolls to students while also providing a fun way to distress during finals.

2. Were these goals accomplished? Why/Why not?

Yes, we gave out little fliers with the dolls so students got to read about it and they were also able to ask our Guatemalan volunteer student about it.

3. What problems did you encounter? How was it resolved?

No problems.

4. Did you have enough volunteers to execute the event?

Yes. We had about 4 TISOs and a volunteer.

5. How could you better prepare in the future?

This event went perfectly.

6. Are you going to continue this event? Why/Why not?

Yes, because it was successful, educational, and fun.

7. What changes would you recommend for the future?

No changes.

SKETCH JAM MIXER

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information

Event Name:	Sketch Jam Mixer
Event Abstract:	A mixer for international and new students where they will be able to sketch together and eat pizza.
Event Objective(s)	Collaborate with the Peer Mentors, create friendships, and spread the word about TISO.
Event Date/Time:	Feb. 11 th , 11:15am – 12:30pm
Event Location:	The Forum
Expected Attendance:	30 people

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	6 tables
---	----------

Will you be serving food or beverages?	pizza
Will you use an outside vendor?	Tower Pizza
Will you need any audio/visual equipment?	We'll probably play music.
If so, what equipment will you need?	Computer and speakers
Will you need Internet or phone service in the room?	Internet
Will you need someone to help you run the equipment?	No
Guests	
How will your guests learn of the event?	Emails, flyers, word of mouth.

Evaluation

Name of Event: Sketch Jam Mixer	Date of Event: 2/11/2016
Location(s) of Event: The Forum	Event Budget/Actual: ~\$150 (It was paid through the Peer Mentor budget)

1. What were your event goals/objectives?

Create a space for new students and international students to interact.

2. Were these goals accomplished? Why/Why not?

Yes and no because while we did have about 20 participants, a lot of people would come in just for food and wouldn't make effort to socialize.

3. What problems did you encounter? How was it resolved?

We had a very slim participation. TISOs and Peer Mentors invited people from their departments, and we tried to engage the students that participated.

4. Did you have enough volunteers to execute the event?

Yes, we had about 5 TISOs and about 4 Peer Mentors.

5. How could you better prepare in the future?

Think about ways to make it more appealing to students. Maybe substitute sketching for another interactive activity. Have games and maybe prizes.

6. Are you going to continue this event? Why/Why not?

Yes, because I think it's important to have a welcome activity for new students, but we just need to make it more engaging and attractive to students.

7. What changes would you recommend for the future?

Get less pizza. We got 12 cheese pizzas. Also think of ways to increase participation. We promoted it through emails, fliers, and class visits and it still wasn't enough.

8. List all names and contacts of event resources.

We worked with the Peer Mentors and Mike Luna.

Chinese New Year

Basic Information

Event Name:	Chinese New Year
Event Abstract:	Give out chocolate coins in red envelopes and flyers about this tradition
Event Objective(s)	Celebrate Chinese New Year
Event Date/Time:	Feb. 8 th , 11:15am – 12:30pm
Event Location:	Otis Cafe
Expected Attendance:	50 people

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	No, we'll either sit at a café table or just give them out standing.
Will you be serving food or beverages?	We'll be giving out chocolates.

Evaluation

Name of Event: Chinese New Year	Date of Event: 2/8/2015
Location(s) of Event: Otis Cafe	Event Budget/Actual: \$20

1. What were your event goals/objectives?
Celebrate the Chinese New Year, and teach the students about this tradition.

2. Were these goals accomplished? Why/Why not?

Yes, because a lot of students participated and were very excited about this activity.

3. What problems did you encounter? How was it resolved?

No problems.

4. Did you have enough volunteers to execute the event?

Yes, about 3 volunteers.

5. How could you better prepare in the future?

I wouldn't change anything, except maybe getting more coins and envelopes. We had about 50 envelopes to give out, and we ran out pretty quick.

6. Are you going to continue this event? Why/Why not?

Yes, it was one of our most popular events.

7. What changes would you recommend for the future?

No changes.

8. List all names and contacts of event resources.

Angelina Lee from CCP helped us buy the materials.

Koreatown Walk

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information

Event Name:	Koreatown Walk
Event Abstract:	A group of about 15 students will be taken to the Korean Resource Center where they will learn about their DACA and DAPA campaign and then make art based on what they've learned, then they'll experience Korean cuisine at Heyri Cafe, and finish up by playing golf at Aroma Golf which is an indoors golfing space.
Event Objective(s)	The students will learn more about the Korean Resource Center and what they do, and also experience some fun cultural activities in the area.
Event Date/Time:	4/23/2016 11am – 4pm

Event Location:	Koreatown
Expected Attendance:	15 people

Physical Needs

Will you need tables, chairs, portable	No
Will you be serving food or beverages?	We will be attending a restaurant.
Do you expect any guests with special dietary needs?	We will order something for everyone.

Guests

How will your guests learn of the event?	Fliers, emails, word of mouth. We invited TISO applicants for next year to join.
Will you need to arrange travel to/from the university?	We will be using Uber because there is not a lot of us.

Evaluation

Name of Event: Koreatown Walk	Date of Event: 4/23/2016
Location(s) of Event: Koreatown	Event Budget/Actual: ~\$400

1. What were your event goals/objectives?

The goal was for the students to learn more about the Korean Resource Center and what they do, and also experience some fun cultural activities in the area.

2. Were these goals accomplished? Why/Why not?

The goals were accomplished. The students were very moved by the KRC’s presentation and drew great posters for them. At the restaurant, a TISO who is from Korea introduced all of the dishes and explained the appropriate way to eat it. Finally indoor golf is very popular in Korea, and our students got to experience that.

3. What problems did you encounter? How was it resolved?

We didn’t have enough time at the KRC, so the posters were a little rushed and not fully complete. We ended the walk an hour late, but no one complained because there was no time wasted and everyone was having a really good time.

4. Did you have enough volunteers to execute the event?

Yes, however I wasn’t familiar with Koreatown and was hoping to get more help from the Korean members of TISO, but since they’re all seniors they weren’t able put in enough time into planning it, and I had to do a lot of the research.

5. How could you better prepare in the future?

In the future I would set clearer deadlines and expectations for planning, but also be more thoughtful about the amount of the schoolwork that TISOs have by taking on more responsibilities. I would cut out more time for KRC so that the participants have more time to finish their posters and share them with everyone. I would also call KRC a few days in advance to confirm the time, because there was some miscommunication about that.

6. Are you going to continue this event? Why/Why not?

Yes, it was very successful.

7. What changes would you recommend for the future?

In the future, this event should be purposefully planned as a part of the TISO interview process because a lot of future TISOs joined and that really helped with the participation.

8. List all names and contacts of event resources.

Korean Resource Center
Heyri Café
Aroma Golf

International Student Exhibition

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information

Event Name:	International Student Exhibition
Event Abstract:	The International Student Exhibition will demonstrate the accomplishments of our F-1 students.
Event Objective(s)	To showcase the talent of international students and thus show the importance of the international community on campus.

Event Date/Time:	4/26/2016 is the reception date 11:30am – 12:30pm. It will be up for one or two weeks.
Event Location:	Creative Action Gallery
Expected Attendance:	20

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.?	Yes, one table for snacks.
Will you be serving food or beverages?	Yes, I will ask Simon to prepare some appetizers.

Preparing the Space

Will you need to have the room cleaned? Before, afterwards, or both?	We will need to install and take down the artwork.
--	--

Guests

How will your guests learn of the event?	Emails and fliers
--	-------------------

Evaluation

Name of Event: International Student Exhibition	Date of Event: 4/26/2016
Location(s) of Event: Creative Action Gallery	Event Budget/Actual: \$36

1. What were your event goals/objectives?

To showcase the talent of international students and thus show the importance of the international community on campus.

2. Were these goals accomplished? Why/Why not?

Yes, we had about 5 international students participating and we got great feedback from the community.

3. What problems did you encounter? How was it resolved?

We struggled with getting enough art, and we resolved it by offering to print art for students and by asking the international students that we personally know to participate.

4. Did you have enough volunteers to execute the event?

Yes, I had 3 TISOs that helped me hang it up.

5. How could you better prepare in the future?

Start collecting art a lot in advance. Try to do a better job with promotion.

6. Are you going to continue this event? Why/Why not?

Yes, I think this is a valuable event for the Center for International Education.

7. What changes would you recommend for the future?

A space that is an actual gallery would be better.

PLANNER FORMS

EVENT PLANNER

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information

Event Name:	
Event Abstract:	
Event Objective(s)	
Event Date/Time:	
Event Location:	
Speakers or Special Guests:	
Expected Attendance:	
What other events are scheduled on campus at this time?	

Physical Needs

Will you need tables, chairs, portable backdrop, lectern, plants, podium, etc.? If so what and how many?	
--	--

How would you like to have them arranged?	
Will you be serving food or beverages? Do you expect any guests with special dietary needs?	
Will you use an outside vendor?	
Will you need any audio/visual equipment? If so, what equipment will you need?	
Will you need Internet or phone service in the room?	
Will you need someone to help you run the equipment?	

Preparing the Space

Will you need to have the room cleaned? Before, afterwards, or both?	
Will you need to reserve a room?	

Guests

How will your guests learn of the event?	
--	--

What parking accommodations will your guests need?	
Will you need to arrange travel to/from the university?	
Will you be giving out gifts to your speakers and/or attendees?	
Will you need to print up nametags for your guests?	
Are you expecting guests with disabilities? If so, what special accommodations need to be arranged?	

Publicity

What is your advertisement strategy?

Extra Notes

Comments:

Potential Issues:

Event Task Planner

Task	Point Person	Detail	Recommended Time of Action	Materials

Evaluation

Name of Event:	Date of Event:
Location(s) of Event:	Event Budget/Actual:

1. What were your event goals/objectives?

2. Were these goals accomplished? Why/Why not?

3. What problems did you encounter? How was it resolved?

4. Did you have enough volunteers to execute the event?

5. How could you better prepare in the future?

6. Are you going to continue this event? Why/Why not?

7. What changes would you recommend for the future?

8. List all names and contacts of event resources.

NOTES: