

# HOW TO SET UP A MINI SPOT IN YOUR UNIVERSITY!



## Introduction

In front of you is the 'Mini SPOT guide'. This document is written for students and teachers who are thinking about setting up a mini SPOT at their university. This document aims to be a helping hand in the process of settings things up and getting them running.

You will read about 'SPOTeurope' and its aims, the idea of a mini SPOT, mission and vision of the mini SPOT and the roles within it.

SPOTeurope hopes to empower you with this document so you can realize your vision of your own mini SPOT. If any questions arise, don't hesitate to contact us!

You can send an email to: [outreach@spoteurope.eu](mailto:outreach@spoteurope.eu)

or message us on our social media:



@SPOTeurope

Enjoy reading this 'how-to- guide'!



# Index

<b>Introduction</b>	<b>1</b>
<b>SPOTEurope</b>	<b>3</b>
<i>MINI SPOT</i>	<i>3</i>
<i>Goals mini SPOT:</i>	<i>3</i>
<b>Mission and vision on the mini SPOT</b>	<b>4</b>
<b>How to set up a mini SPOT</b>	<b>5</b>
Step 1: Form the basis	5
Step 2: Let SPOTEurope know.	5
Step 3: Defining the mini SPOT?	5
Step 4: Creating content	6
<b>Attachment 1.</b>	<b>8</b>
<i>Roles within the mini SPOT</i>	<i>8</i>
<b>Attachment 2.</b>	<b>9</b>
<i>Example agenda items</i>	<i>9</i>



## SPOTeurope

SPOTeurope is a student platform for all occupational therapist students across Europe. We aim to encourage and increase the connection between OT students across Europe as well as ensure students voices are heard in the development of occupational therapy education. With SPOTeurope you can connect with other students to exchange experiences, opportunities, knowledge and ideas.

The idea of this platform was developed at the European Network of Occupational Therapy in Higher Education (ENOTHE) congress and ever since has made huge progress!

SPOTeurope is run by students and for students and, as such, thrives on new students getting involved. If you are studying OT, SPOTeurope is for you!

We believe that all Occupational Therapy students across Europe should have access to internationalization during their education period, so they can share their thoughts, ideas and experiences with one another. This will contribute to a therapist who will fit and be able to work in different changing contexts with different clients from a variety of cultures. This will lead to sharing thoughts and the possibility to learn from one another - interculturalisation, occupational - therapeutic use of self - citizens of the world graduates who are fit for the future and able to work within an evolving political context.

### MINI SPOT

SPOTeurope aims to connect students all over Europe to increase internationalization and one way to do that is the mini SPOT. A mini SPOT is a small platform of students, within one university, with the interest in increasing internationalization and connecting with other European students.

Students often think internationalization is something that happens abroad and forget about the multiple cultures we have in each country. Internationalization is definitely something that also happens at home, within your own school.

The idea for mini SPOTs started with the realization that not all students are able to access international opportunities, and a desire to ensure all OT students feel part of the SPOTeurope community.

### Goals mini SPOT:

- *Connect OT students across Europe in order to increase internationalization through sharing opportunities, queries and country perspectives.*
- *Bring more internationalization to your university within the comfort of your own classroom.*

## Mission and vision mini SPOT

The mini SPOT benefits a university in many ways. It encourages students to be more involved in international projects/conferences which contributes to their professional identity. A mini SPOT also is a way to connect with other schools and create a bigger international network. It can be a huge benefit for your future career to already start networking internationally during your educational period.

The vision of a mini SPOT is to bring more internationalization to the university. Students can make their own plan on how this is going to happen. The platform takes the students' needs into account and works on that. Each university may have different needs; when setting up a mini SPOT it is important to approach and anticipate those needs. All of these reasons lead to the conclusion that each mini SPOT has its own visions and goals.

For the best result, each mini SPOT can work with yearly goals. This makes it more sustainable. Below are some ideas for yearly goals:

- Once a year the members of the mini SPOT hold a workshop regarding internationalization
- Each month the members of the mini SPOT host an activity for other OT students
- The mini SPOT becomes an information point for matters of internationalization

As written before, the mini SPOT is a platform for student by students. This gives the students the upper hand in the project which is crucial and makes the involvement low key since students often tend to go to other students instead of teachers.

You can also involve a teacher who can function as a bridge between staff and students. Lots of times teachers can make something more likely to work and be more sustainable. Of course, this is always a free choice. Keep in mind that when you do involve a teacher, it is important to keep the students' vision as the focus as it is a student project.

To have a better view on how teachers see the mini SPOT and what a teacher's role can be, please take a look at the video below.

<https://youtu.be/OGAJSa-ovng>

## How to set up a mini SPOT

### Step 1: Form the basis

In the first stage it is all about forming the basis:

- 1. See if you can find 4-6 students who are interested in internationalization and want to be involved in a student platform.**

It would be great to have students from different multiple years but of course this is not necessary.

You can look into your group of study buddies, are there students who are also interested in internationalization? Maybe you can ask them. Other ways are:

Ask students who already went abroad if they want to join. See if you can write a post on the digital platform of your university or maybe spread some flyers.

- 2. Ask your school administrators if they are members of ENOTHE and who is the school's 'go to' lecturer for ENOTHE related matters**

They will be your best source of information and support within your school! If there is no ENOTHE representative (yet) see if there is a teacher willing to help you during the first phases of setting up the mini SPOT. He or she can really help you in the process of forming and creating the mini SPOT (e.g. other perspective, budget wise, aims and goals and access to other contacts and/or formalities)

### Step 2. Let SPOTEurope know.

Once you formed a group, please let us know so we can be in touch and exchange information, knowledge and activities, and also - in case you need advice or help - support you! This is also the best way to be in touch with OT students across Europe.

Send an e-mail to [outreach@spoteurope.eu](mailto:outreach@spoteurope.eu) or write a message on social media with the following details:

- Email address (and other contact details e.g. Facebook page of your mini SPOT)
- the names of your group + the graduation dates
- when involved the name of the teacher
- (if you want) a photo of your group, so we can post this on social media and let other students know that we have a new mini SPOT in the community.

### Step 3: Defining the mini SPOT?

When you've formed a group, think about how you want to shape your mini SPOT in your university. Think/discuss about:

- your goals and aims
- mission & vision.
- Function: do you want your mini SPOT to be an information point about internationalization or a platform that organizes activities about internationalization, or do you have other ideas?

- Roles and duties within the mini SPOT. Attached you can find an example on how to divide the roles. See what works best for you and feel free to create your own roles and duties! If you have new ideas, please share with us, so we can learn from one another 😊

#### Step 4. Creating content

Below are some things that you can think of when you are setting up a mini SPOT. These are all only ideas and suggestions, in the end it is entirely up to you!

##### Meetings

Once you have your group together it is important to have a regular meeting schedule about the contents of the mini SPOT. You can think about doing this once a month for example. In the attachment you can find an example of agenda items of the mini SPOT in Amsterdam. This will give you an idea of what a meeting can look like but feel free to make it your own.

##### Promotion

It is crucial to create awareness of the existence of the mini SPOT within your university and there are many ways to do so.

1. Create a social media account such as Facebook/Twitter. You can write things down here and come in contact with other mini SPOTs and students. **Don't forget to tag SPOTEurope so we can promote you guys as well.**
2. Give short presentations about the mini SPOT. You can do this f.e. before or after a lecture a teacher has given.
3. Place posters of the mini SPOT in your school or other stuff related to internationalization.
4. You can make a logo which you can put on every poster you print and on slides of the presentation.

##### Partnering

Think about partnering together with other universities in your country or across borders. If you want to do so, you can use social media or contact us and we will try to get you in contact with potential partners. Also, you can think about organizing or participating in mobility weeks. These are international programs over the course of one week where students from all over the world can exchange about OT related topics and share ideas and experiences. You will follow lectures and work group projects. Another idea is to go to international congresses such as the ENOTHE annual meetings. This is a great opportunity to network and find new partners.

### Circulate

Of course, there comes a time when the students are graduating or leaving the mini SPOTs. To keep the mini SPOT sustainable, it is important to find new members.

One way to do this is to hang vacancy posters in your university and have interviews with the new students who have applied.

### Study credits/Certificates

Some universities work with extra-curricular credits:

- Please ask within your university if this also applies for you in setting up and being involved in the minispot. As one of the board members of the mini SPOT, you will receive a certificate from SPOTEurope which you can use as evidence.
- When organizing activities for your fellow students, see if you can reward students for attending, f.e. a certificate for their CPD, credits etc.

### Ideas for activities

There are lots of different things and activities you can do within your minispot. These are some examples, but again feel free to create your own content!

- Discuss the possibility for the mini SPOT board members to have priority in attending international conferences or events. By doing this you can share your experiences with both your fellow students and SPOTEurope.
  - E.g. mobility week, ENOTHE annual meeting, COHEHRE conference, international weeks.
- Host OT students / lecturers from different (European) countries
- Participate within SPOTEurope:
  - Instagram: 'a day in the life of..'
  - Write a guest blog
  - Share your activities
- Watch a documentary related to internationalization.
- Hold a workshop about internationalization
- Guest speakers and lecturers
- Organize a presentation morning where students who went abroad present their projects
- Connect with other mini SPOTs to compare OT in your country/region
- Encourage your lectures to use case studies within lectures that reflect the diversity within your community



## Attachment 1.

### Roles within the mini SPOT

The following roles within the mini SPOT are options and can give you an idea of what a board of a mini SPOT can look like. Of course you don't have to follow this and you can make your own board role descriptions.

#### President

The president of the mini SPOT is responsible for:

- Setting up the meetings.
- Leading the meetings.
- Being the contact for the teacher.
- Checking if all the other roles are being executed well.
- (only when necessary) In control of the budget
  - Makes a budget plan
- Keeping sight of the aims, mission and vision
  - Evaluates and applies them
- Also, the president automatically becomes the representative of SPOTEurope in your university.

#### Vice president

The vice-president is responsible for:

- Making the agenda for the meeting
- Writing the minutes of each meeting
- (only when necessary) co-control on the budget
  - Co-works on the budget plan
- Co-control on the aims, mission and vision

#### Social media lead

The social media lead is responsible for:

- Posting news on the social media pages
- Staying up to date on OT-news
- Head of the e-mail
  - Answers e-mail and spreads e-mails to the other mini SPOT members
- Promoting activities on social media

#### Outreach coordinator

The outreach lead is responsible for:

- Contact person on international matters for all students in your university and outside your university
- Establishing new partners in or outside your country.

### **(Head of the activities)**

The head of the activities is responsible for:

- Creating new activities
- Making posters for the activities and spreading them.

## **Attachment 2.**

### **Example agenda items**

This is an example of one of the meetings from the mini SPOT in Amsterdam and can give you an idea on what kind of items you can discuss or organize.

### **SPOT Amsterdam meeting**

- Welcoming new members
- Thematic day: Internationalization
  - Who is going to take the lead in this?
  - What will be the activities?
  - Do we want to invite guest speakers?
    - Marlies (SPOTEurope)
    - International office
- Budget proposal
- Upcoming events:
  - Mobility week
  - World OT day
- Notice-board is ready for use
  - Flyer general information about mini SPOT
  - Creating flyers for theme-day
  - Vacancies SPOTEurope
  - Flyers for activities
- Open house:
  - When and what role do we want to have?
  - Sharing our experience in internationalization
- Mini spot in Nijmegen
  - Keep in touch to help develop.