F-1 STUDENT ADVISING AND IMMIGRATION CHECK-IN INTERNSHIP FOR GRADUATE STUDENTS

International Student and Scholar Services (ISSS) is accepting applications for two internships for graduate students currently enrolled at the University of Minnesota: Immigration Check-In and F-1 Student Advising. The Immigration Check-In internship is approximately six weeks (July to early September), while F-1 Student Advising is nine months in duration. Only the Immigration Check-In internship is paid; the F-1 Student Advising internship is unpaid. Applicants for the F-1 Student Advising internship should have a strong interest in becoming an international student adviser upon degree completion.

Students may apply to participate either or both of the internships. To apply for an internship, please email your cover letter and resume (as a Word or PDF attachment) to Alynda Her at herxx216@umn.edu. In your cover letter, indicate (a) the internship[s] in which you are interested; (b) why you want to participate in this specific internship; and (c) how your background and experience have prepared you to be successful in this internship.

The deadline to submit an application for a 2017-18 academic year internship is Saturday, April 15, 2017.

The following are position descriptions for the internships.

IMMIGRATION CHECK-IN INTERNSHIP

Summary: This position assists the Immigration Check-in Coordinator with the preparation, implementation, and processing of paperwork for the ISSS Immigration Check-in (IMCI) program. All newly arriving international students are required to attend IMCI to have their visa/immigration documents checked by ISSS, to ensure they are in legal status to begin classes. Immigration Check-in also includes a brief orientation/information session.

Duration: July 13, 2017 through September 1, 2017

Hours: 10-15 hours/week from July 13-August 4,
20-25 hours/week from August 7-18,
35-40 hours/week from August 21-September 1

Internship Activities:

- Learn the basics about visa types that ISSS serves
- Receive People Soft and Perceptive Content Training
- Assist with Immigration Check-in (IMCI), including:
  - Checking student documents to verify legibility and completeness
  - Using Moodle, FileMaker Pro, and the NGOT Orientation Database to prepare a report of IMCI registrants
  - Helping set-up IMCI sessions
  - Mass emailing reminders to IMCI registrants
  - Responding to new international student questions
  - Processing incoming student documents in PeopleSoft
  - Other miscellaneous tasks as required.
F-1 STUDENT ADVISING INTERNSHIP

Summary. Graduate students interested in becoming international student advisers can gain practical, hands-on experience with student advising by completing the F-1 Student Advising internship. Past participants have found jobs as international student advisers with universities, English language programs, and not-for-profit organizations after completing this internship.

The internship requires a minimum commitment of 10 hours per week during the fall and spring semesters. These 10 hours include advising international students during ISSS walk-in hours (first observing, then co-advising, and eventually working independently), completing the required reading, meeting with a supervisor for an individual intern supervision meeting, and participating in group training regarding F-1 regulations, ISSS processes, and engaging in a professional advising practice.

While interns may receive course credit for the internship experience, they will need to make these arrangements with their academic department before the internship begins. Prospective applicants must be graduate students at the University of Minnesota for the duration of the academic year internship.

An additional option for F-1 Student Advising Interns is Career Support Advising for international students. This is an additional 5-10 hours per week during the Fall and Spring semesters. See Career Support Activities below.

Duration: 9 months (Fall and Spring Semester)

Internship Goals. With guidance from ISSS staff, interns will accomplish the following:
• Create and implement a professional development plan
• Develop and put into practice F-1 regulatory knowledge and international student advising skills presented and discussed during weekly training meetings
• Advise F-1 student clients independently during the Spring semester

Fall Semester Activities.
• Reading and discussing assigned materials regarding F-1 regulatory information and professional advising practice
• Engaging in weekly 2.5-hour trainings where the required readings will be discussed and regulatory knowledge and advising skills will be developed in a supportive environment
• Observing, gradually co-advising, and eventually independently advising F-1 student clients during ISSS walk-in hours, applying knowledge and skills gained from readings and training
• Reflecting upon and discussing internship experiences during weekly supervision meetings

Spring Semester Activities.
• Completing any remaining training from the Fall semester early in the Spring semester
• Becoming increasingly independent when advising F-1 student clients during ISSS walk-in hours
• Preparing and providing a 15-minute presentation for ISSS staff near the end of the semester indicating:
  - What the intern experienced and learned in addition to regulatory knowledge
  - How the internship impacted the intern professionally and personally
  - What aspects of the internship worked both well and what areas should be improved

Examples of Training Provided. The following are knowledge and skill development areas addressed during the intern’s training:
• Effectively communicating F-1 visa regulations and ISSS policies and procedures to international students
• Understanding challenges commonly experienced by international students and how to make appropriate referrals due to serious legal, financial, or mental health issues
• Practicing ethical principles in international student advising during professional practice
• Demonstrating use of cross-cultural competency in an international student advising context
• Utilizing electronic resources (NAFSA Adviser’s Manual, PeopleSoft, Perceptive Content, and APLUS) in an international student advising context

Career Support Activities (optional):
• Engaging in 5 hours of training to learn and practice career advising skills
• Advising students in job search strategies, resume writing, and interviewing
• Coordinating career services appointment scheduling
• Assisting with planning workshops and presentations