INTERNATIONAL STUDENT & SCHOLAR SERVICES

UNIVERSITY OF MINNESOTA

F-1 STUDENT ADVISING AND IMMIGRATION CHECK-IN INTERNSHIPS 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-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 résumé (as a Word or PDF attachment) to Alynda Her at herxx2016@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 2018-2019 academic year internship is Sunday, April 1, 2018.

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 12, 2018 through August 31, 2018

Hours: 10-15 hours/week from July 12-August 3,
20-25 hours/week from August 6-17,
35-40 hours/week from August 20-August 31

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 People Soft.
  - Other miscellaneous tasks as required.
F-1 STUDENT ADVISING INTERNSHIP

Summary. Each academic year International Student and Scholar Services provides internship positions for two University of Minnesota graduate students who aspire to be international student advisers. Prospective interns must be enrolled in a University graduate or professional program for the duration of the F-1 Student Advising Internship. Graduate students within the Department of Organizational Leadership, Policy, and Development (OLPD) are typically enrolled in the second year of a master’s degree program throughout the internship.

During the fall semester interns participate in weekly training sessions to develop F-1 regulatory knowledge and student advising skills. Interns apply the new knowledge and skills during ISSS walk-in advising hours. Over several weeks interns observe ISSS staff during the advising process, then co-advise, and eventually interns independently advise students.

After internship completion, participants have obtained employment as international student advisers with universities, English language programs, and not-for-profit organizations.

Duration: Nine months (Fall and Spring semesters)

Internship Goals. The F-1 Student Advising Internship prepares current graduate students to enter the profession of international student advising. With guidance from ISSS staff, interns accomplish the following during the internship.

- Create and implement a professional development plan
- Obtain F-1 regulatory knowledge and international student advising skills through reading professional literature and participating with others in weekly training sessions
- Apply regulatory knowledge and advising skills during ISSS walk-in hours

Internship Course Credit. Interns who receive course credit for the internship experience need to make proper arrangements with their academic department before the internship begins.

Internship Time Commitment. The internship begins on the first day of the fall semester and ends the final day of the spring semester, for a total of approximately 9 months. A minimum commitment of 10 hours per week during fall and spring semesters is required for internship participation. Though not required, interns are welcome to participate in walk-in hours during winter break and spring break to gain additional experience.

Weekly Internship Activities. Interns engage in the following activities each week during the fall and spring semesters.

- Observe ISSS advisers, gradually co-advice, and eventually work independently advising F-1 student clients during ISSS walk-in hours, applying knowledge and skills gained from readings and training sessions
- Reflect upon and discuss the internship experience during weekly individual supervision meetings

Fall Semester Internship Activities. In addition to weekly internship activities, interns engage in the following additional activities during the fall semester.

- Read assigned professional literature regarding F-1 regulations and aspects of a professional international student advising practice
- Participate in weekly 2.5-hour training sessions 8:30am-11:00am on Wednesday mornings, where required readings are discussed and regulatory knowledge and advising skills are developed in a supportive environment. The training sessions total approximately 32 hours of direct instruction. In addition to F-1 regulations, the training topics include:
  - Utilizing electronic resources (NAFSA Adviser's Manual, PeopleSoft, Perceptive Content, and APLUS)
  - Attendance at ISSS Intercultural Workshop Series training sessions
  - Developing an advising style
  - The ISSS adviser as scholar-practitioner
  - Creating an invitational, supportive, inclusive environment for students
  - The helping relationship with student clients
  - Cross-cultural advising and advising GLBT students
  - Making effective referrals
  - Aspects of U.S. Higher Education Compared with Other Countries
  - International student mental health
  - Crisis intervention
  - Using student development theory to inform professional practice
  - Ethical issues in international student advising
  - Coping with ambiguous F-1 regulations
**Spring Semester Internship Activities.** In addition to weekly internship activities, interns engage in the following additional activities during the spring semester.

- Complete any remaining training sessions from the fall semester
- Advise F-1 student clients during ISSS walk-in hours with increased independence
- In a 15-minute presentation for ISSS staff near the end of the semester, address the following:
  a. Describe your initial attitude and expectations as you began the internship.
  b. In addition to knowledge about F-1 regulations, elaborate on the knowledge you have gained and the skills you have developed during the internship. Use specific examples to demonstrate how you have reached your conclusions.
  c. Explain how the internship experience has impacted you, and summarize how you plan to apply new knowledge and skills from the internship.

**Career Support Activities (optional).** 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. Career Support Activities include:

- 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