



## Budget Request Form FY2011

*Department should complete one form for each individual request*

**Department:** Study Abroad Programs

SSFAB Use Only	
YES	NO

**Program, Service, or Operation Requested**

*Student Intern Position for 9 months (goal—2 positions, one funded by SSFAB, one funded by Study Abroad Programs)*

**General Description:**

*Study Abroad programs would like to have two student intern positions, one for academic program efforts and one for non-academic program efforts. Study Abroad Programs will fund the one for academic program advising as matching. The student interns will provide 20 hours of professional level work in the office as a way to facilitate access to the profession by those with an interest in this field. The interns will also help us to provide a means of preventing gaps in service during staff turnover.*

**Request Type:**     Full     Increase     One-Time     Partial/Matching

**General Questions:**

***How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?***

Study Abroad Programs has experienced turnover in the last five years that has made it difficult to prevent gaps in services. It takes about a year to train someone to do the advising jobs in the office. In the last three years, we have raised the pay scale, created a new 4 tier career ladder, and made changes in job duties to reduce staff turnover. All of the funding for these changes has been secured elsewhere. The implementation of a student intern program will be the last component of this effort. Ultimately, the benefits for students are twofold: preventing gaps in services needed by students and an opportunity for students to obtain professional training. We plan to have two such interns, one to work with academic program advising and one to work with non-academic program advising.

***How do other sources of funding (fundraising, sponsorship, membership dues, etc.) been considered? Please explain.***

We have identified funding for one of the intern positions (the one for academic program advising) from one time salary savings and will hire that individual during FY2010. We believe that increased numbers of students in credit bearing programs in the future, due to the goals of the Academic Masterplan, will make that position feasible long term through increased student fees. It may be that increased numbers of students on non-academic programs will make it possible to reduce the amount of this funding in the future; however, in this economic environment, it is difficult to estimate that at this time.

***Generally, what assessment tools will you use to evaluate this program/service?***

Student, faculty, and staff assessments are done annually. Students provide feedback about their use of office services, including rating staff on their specific advising roles. Faculty leading programs also provide feedback

about any staff assigned to assist them with their programs abroad. All staff, including student interns, are evaluated by their supervisors. In addition, student interns will provide feedback to the Director of the Office about their supervisor, mentor, and experience in the internship to facilitate improvements in the process of having student interns.

**Funding Description:**

<b>Total Estimated Cost</b>	<b>\$13,680.00</b>
2 Student Intern Positions (\$9.50/hr for 9 months)	
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	<i>-\$6,840.00</i>
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$6,840.00</b>

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SSFAB Comments/Notes:

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