



Budget Request Form FY2012

Department should complete one form for each individual request

Department: International Student Services

Program, Service, or Operation Requested

We are requesting funding to allow the student intern program to operate as a full-time position through the summer months.

SSFAB Use Only	
YES	NO

General Description:

Our current student intern position is funded for nine months at 20 hours per week. It has been extremely successful and we are looking to expand it to allow the intern to work full time during the summer months. We have discovered that the interns have had availability and the desire to work through the summer, which is our busiest time. It is the period of time that is most enriching in the breadth of experience that it offers, since we do student programming on a larger scale immediately before the start of classes. If the intern is interested in the programming aspect of our office (as opposed to the regulatory compliance aspect), the summer offers the most opportunities.

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.)?

International student advising is a specialized field with very few training opportunities outside of professional practice. It is not taught in any university level curriculum, and there is not much opportunity to determine whether the career is right for you without diving straight into it. An internship in our office provides a unique opportunity to get the exposure to the practice and learn some of the unique skills and content required to advise international students. This would include learning about regulations governing students and scholars in the U.S., the various government agencies involved with immigration, and the unique needs of the various culture groups on campus. In a more general context, the intern is able to acquire skills in student advising, client service, training and event planning in higher education. A student who participates in this internship is uniquely prepared to pursue a career in international education because they will have worked supporting the 16th largest international student population in the U.S.

The motivation for this request is feedback from the previous interns. They have both worked throughout the summer and indicated that, with the amount of information to be learned, working through the summer is a must.

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

We have funded the interns for the past two summers, but the budget cuts, combined with the change in minimum wage, affected our budget for student salaries. If this request is denied, we will consider reducing

hours for a student worker. However, this would mean that the intern would have to spend time on student worker tasks and reduce the amount of time spent on advising and professional development activities.

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

We conduct exit interviews with all of our staff, including interns. If they have received credit for the course, we review the training plan developed at the beginning of the term for which they are receiving credit.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$4,560.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL SSFAB INCREASE REQUEST	\$4,560.00

SSFAB Comments/Notes:

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