

INFORMATION FOR ISS INTERNSHIP APPLICANTS

An internship at ISS is an educational experience wherein the ISS staff will provide you with opportunities to learn about the way we serve international students. We expect you to provide set hours and contribute your skills to enhance the services that we provide as an international student office, including, but not limited to, front desk operations. Selection is competitive and priority will be given to students who will not have other employment. Qualified applicants will be interviewed. Amounts for internships are higher than the other ISS tuition scholarships. Check with ISS for the current amount.

What does ISS expect from an intern?

1. The information you learn about the international students from your work at ISS is confidential and must not be discussed outside this office.
2. Attend scheduled meetings with other student helpers and ISS staff members.
3. Assist with front desk reception for the hours agreed on.
4. Carry out one or more projects that demonstrate your leadership skills and/or intercultural interests.
5. If applicable, enroll in an appropriate course to receive credit for your internship (i.e. 399, 699, COM 495/695, EDEA 360).
6. Provide a summary at the end of the semester commenting on what you've learned from your internship experience and providing some constructive suggestions to the ISS that may help to make our services more effective for international students (2-3 pages).

What can the ISS Staff provide to the intern?

1. A supervisor will be assigned to you as your primary mentor for your project. He/she will provide periodic feedback.
2. You will receive training in ISS procedures, in how to help students get accurate and appropriate information, and in how to communicate successfully with a multicultural clientele.
3. Interns planning to pursue careers in advising/counseling may request regulatory and advising training.