Department: Foreign Student and Scholar Services

Mission Statement
The FSSS mission is to assume responsibility for the general welfare of foreign students at The University of Montana-Missoula from admission to graduation and practical training. The office provides direct support services, consultation, and liaison to help students and scholars achieve their educational and professional goals and to foster inter-cultural understanding and goodwill.

Responsibilities:
The FSSS staff assist in the reception and orientation of foreign students; help with integration into the University and community; interpret immigration regulations and laws and assist students and scholars in maintaining their legal status and obtaining related benefits. Staff members also provide advice for academic and personal concerns, cultural adjustment, financial issues and other concerns that may arise.

Weekly Schedule*

**Week One**
1. Participate in an introductory meeting with the Director
   a. Review mission and office structure (org chart), staffing, etc.
   b. Discuss strategic plan and core values
   c. Participate in a new employee “orientation”
2. Tour facilities.
3. Establish work schedule and establish four week plan
4. Provide access to resources and reading material

**Week Two**
1. Observe/Job shadow department staff members:
   a. Program Coordinator
   b. Foreign Student Advisor
   c. Sponsored Student and Scholar Manager
   d. Office Manager
2. Interview department staff in order to:
   a. Learn about their specific responsibilities
   b. Discuss how they became student affairs professionals
   c. Identify desirable tracks for education in the field of International Education

**Week Three**
1. Participate in department’s collaborative activities by setting meetings with:
   a. Enrollment Services
   b. Graduate School
   c. International Programs
   d. International Student Association and Student Nationality Organizations
   e. Missoula International Friendship Program

**Week Four**
1. Attend an exit meeting with the Director to clarify any questions, review the Supervisors Evaluation of the Intern, and discuss interest in a 16 week spring rotation.

*Weekly schedule plans are included for comparison purposes only. Schedules may change based on events, student intern availability, and specific interests.

**Observation and Job Shadow Opportunities**

See “Week Two” above

**Recommended Reading**

NAFSA: Association of International Educators Professional Standards  
Foreign Student/Scholar Handbook  
The Handbook of Foreign Student Advising  
FSSS Office Reports

**Learning Outcomes**

1. Profile of International UM students  
2. Services to a diverse student body  
3. Structure of FSSS and role descriptions of FSSS staff members  
4. Challenges and opportunities of campus internationalization efforts

**Assessment**

Assessment will include, but is not limited to, the department’s evaluation of the SAIL intern following the four week rotation and the intern’s evaluation of the department.

**Terms of Employment**

This is a four week rotation with the option of continuing the next semester. The 15 – 20 hours per week schedule is flexible and is based on classes and availability. Students will be compensated at $10.00 per hour and receive an in-state tuition waiver.

**How to Apply**

Application process is through the SAIL program. For application and additional information, go to the Student Affairs website at [www.umt.edu/sa](http://www.umt.edu/sa)

**Department Contact Information**

1. Contact Effie Koehn, Director of FSSS at 406-243-5580 or 2226 or effie.koehn@umontana.edu  
2. Contact the SAIL Coordinator Byron Drake at 406-243-4139 or byron.drake@mso.umt.edu