

**Office/Department:** Office of International Programs

**Director:** Mr. Felix Wang

**Mission Statement:** The Office of International Programs (oIP) at James Madison University is committed to the principle that international experiences and perspectives are essential to any undergraduate and graduate education.

The mission of the oIP is to broaden world views and promote global understanding for the JMU community by cultivating, facilitating, and supporting international engagement.

**Functional areas included in this office/department:** Study Abroad Programs

- 1. Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**
  - Knowledge and understanding of study, internship, work and volunteer abroad opportunities
  - Policies and regulations that govern international education and opportunities
  - Promote and market international education and opportunities

*Major Projects may include:*

Fall Practicum Students

- **International Week** – I-Week is the oIP’s major programming event. The practicum student will serve on a committee that plans educational, social, and cultural activities related to the theme. Event in the past have included: Culture Shows, Concerts, Dance Performances, Food Tastings, Lectures, Film Screenings, and Language Classes. The practicum student will help in the organization and promotion of this week’s events.
- **Info Sessions and Advising** – Fall is the time of year when students visit our office the most. We hold walk-in and appointment-based advising. Practicum students will be able to observe and lead advising session for students interested in studying abroad. They will also have the opportunity to create and deliver presentations related to study abroad around campus.

Spring Practicum Students

- **Selection and Training of the Global Dukes**, study abroad peer advisors – The practicum student will be tasked with coordinating the application and selection process for the Global Duke team (paper application, follow-up projects, Skype interviews). S/he will also be in charge of developing a 2 day training that will prepare students for the Fall semester of outreach and advising.
- **Pre-Departure Orientation** – In the spring, JMU prepares and orients over 1,000 students to study abroad in the coming summer and fall semesters. Practicum students would support several in-person orientations on the topics of travel, logistics, culture, health, and safety.

## Summer Practicum Students

- **Coordination of the Fall Study Abroad Fair** – This event is our largest event promoting Study Abroad at JMU. Approximately 600 students attend this event. Coordination entails event planning, marketing and promotion, liaising with campus and external constituents, organizing faculty participation, and coordinating the timeline of events for this all-day event.
- **Program Marketing** – Each fall, the oIP debuts 80+ programs we will be offering for next application cycle. During the summer, we begin processing materials for the web, fliers, and our online application site. Practicum students will be involved with creating materials and developing a marketing plan.

## Other available opportunities:

- Development of Pre-Departure Orientations and / or Reentry Workshops.
- Attendance at the Life After Study Abroad Conference in DC (Student Conference)
- Advising students on Study Aboard Programs
- Giving Information Sessions related to Semester and Short-Terms Programs
- Using application software that supports the oIP and 400+ study abroad offices nationwide.
- Helping with Study Abroad assessment projects

## 2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:

- Perry's Theory of Intellectual and Ethical Development
- Chickering' theory of Identity Development
- Kolb's Theory of Experiential Learning
- Crisis intervention
- Counseling Theories/Techniques

## 3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:

- Beliefs, Events, and Values Inventory (BEVI)
- Photo Journaling Project (assessing participants intercultural knowledge and attitudes related to Study Abroad – in conjunction with CARS)
- Study Abroad Semester program evaluations
- Study Abroad Short Term program evaluations

## 4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:

- One and one weekly meetings with assistant director/supervisor
- Weekly staff meetings
- Practicum evaluation

**5. Specific expectations of students assigned to this site include:**

- Cultural Awareness
- Maintaining confidentiality
- Ability to work some nights and weekends
- Complete work in a timely manner
- Work independently when needed

**Contact Person:**

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