Randolph-Macon College
Ashland, Virginia

# International Assistant Program Application Form
# 2014-2015

Applications and Recommendations Due: Wednesday, April 9, 2014 by 4:00pm
Please return applications and recommendations to the Office of International Education in Haley Hall.
Interviews take place during the week of April 14 and beyond.

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## International Assistant Program

The Office of International Education is proud to announce the eighth year of the International Assistant (IA) Program. We established this program in response to the needs of incoming international students. The program matches each incoming undergraduate international student with a returning R-MC student, an International Assistant. The purpose of the IA Program is to facilitate the adjustment of new international students to Randolph-Macon College, Ashland, and American life in general, especially during the crucial first month. The International Assistants play a major role in the 2-day International Student Orientation which takes place just prior to New Student Orientation.

The International Student Orientation is designed to provide international students with valuable information as well as the opportunity to meet and socialize with both American and other international students. Other educational and social activities are also held throughout the school year to help promote *a year-long commitment* to the program. The IA Program is therefore designed to increase international awareness at Randolph-Macon College in that both IAs and international students benefit from the experience.

## What is an International Assistant?

Two or three incoming undergraduate international students are assigned to each IA in the Fall and Spring terms. For some international students, this may be their first experience in the United States. Others may have already studied or traveled extensively in the United States. It is the International Assistant's job to adapt to the level of his/her students' needs.

The three main roles an International Assistant plays are:

1. A friend and support
2. A resource person
3. A culture sharer

## Why become an IA?

- ✓ Make new friends from all over the world!
- ✓ Improve intercultural communication skills!
- ✓ Build your resume!
- ✓ Take an active leadership role in internationalization of campus

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## Requirements/Qualifications

1. **Scholarship:** Students applying to participate in the International Assistant Program for the 2014-2015 academic year must have at least a 2.00 cumulative GPA at the time of application. Applicants with GPA lower than 2.00 must submit a letter of support in order to be considered.

2. **Citizenship:** All student applicants must be in "good standing" on campus. A student in good standing will not have been brought through the judicial system and found in violation of a major infraction of the Code of Student Conduct for the year of application, nor is the applicant on housing probation during the year of application process. Also, students who have been found responsible for substantial damage to their own residence hall room, and or damage to College property over the previous years will not be considered in "good standing". Students will also be checked in regards to their academic concerns. Academic infractions will be reviewed by the Academic Dean. In looking at infractions, the committee will weigh infractions that occurred in each academic year differently (i.e. minor situations that occurred in freshmen year will be weighted less). Each applicant must also undergo a screening process through the business office to make sure there are no outstanding holds on the applicant's account. The application will be rejected if the applicant does not clear the screening process.

3. **Recommendations:** Each applicant must list at least two academic and/or non-academic references with titles, work phone numbers and e-mail addresses. You must give the attached recommendation form (pp. 6-7) to one of your references and ask him or her to complete it for you. The completed reference form must be turned in inside a sealed envelope with your application to the OIE.

4. **Participation:** All applicants must agree that they will **actively** participate in required programming as stated by the Office of International Education (see next section for details).

5. **Other requirements/qualifications:** If you willingly agree to transport new international students during orientation and for OIE/IA sponsored events (i.e. from the Richmond International Airport to campus, from campus to local stores, etc.), you must have a current and valid driver's license and provide OIE with a copy of your license. A DMV records check may also be performed. You may also be asked to sign a general liability release form.

## What is the commitment as an International Assistant? Fun stuff!

- Write emails, postcards and letters to your designated international students during the summer.
- Participate fully in the IA training, the International Student Arrival Day and the International Student Orientation (ISO) at the end of August (please find specific dates below).
- Make daily contact with your international student during the first few weeks of school when questions and confusion often arise, and continue to maintain contact with him/her throughout the year. It is the responsibility of the IA to initiate these meetings, and to adapt to your international student's particular needs and interests.
- Be willing to help any new international student who requires assistance, even if he/she is not assigned to you.
- Meet your international students over lunch/dinner at least once a month to check in with them and see how they are doing both academically and socially; report to the Office of International Education and communicate any issues or concerns in a timely manner.
- As a group, plan and implement at least two educational workshops and three social activities for the international students during the academic year (i.e. workshops on culture shock, academic strategies, Greek Life, and athletics, and social activities such as a trip to Carytown/Maymont Park, a James River canal cruise, a baseball game, etc.)

## Orientation Week Schedule

**Training** - All International Assistants will participate in a one day training workshop prior to the arrival of the new international students at the end of August. The purpose of the training is twofold: International Assistants are provided with some of the necessary information and skills they need to effectively assist their international students, and through various exercises and discussions, International Assistants are made aware of what it is like to be an international student at Randolph-Macon College. We will arrange permission for you to move in early for free of charge (meals are also provided): please plan to move back in on Friday, August 22nd. The IA training will take place from 9:30am-8pm on Saturday, August 23rd. International students will arrive on the following day. We will send you more details later in the summer.

Orientation - The International Student Orientation will take place on Monday and Tuesday (August 25th and 26th). Please be sure to make yourself available the entire day on both days. There will also be a post-orientation program reception where all new international students are welcomed by the President, Provost, faculty, and staff and the International Assistants will receive certificates of recognition.

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# Yes, I'm interested in becoming an International Assistant!

## International Assistant Program Application for 2014-2015

Please be sure to carefully read the requirements of the International Assistant (IA) Program (pp. 1-2). Students who wish to apply to become an IA for the 2014-2015 academic year, will need to meet the specified requirements, agree to actively participate in the program as outlined by the Office of International Education, and submit the following application and materials that will be reviewed by a selection committee:

- Application & Signed Agreement (this form - pp. 3-5)
- Personal Statement (must be *typed* on a separate sheet)
- Letter of Recommendation (pp. 6-7)
- Signed Academic Affairs and Judicial Affairs Concerns Release Form (p. 8 - complete the top part of the form and submit it to Wade Felty in Res Life & Housing, located in Mary Branch Middle)

All materials must be turned in together. Your application will not be complete until the Office of International Education receives all the required materials including your faculty/staff recommendation and judicial affairs form. Applications are due to the Office of International Education (Haley Hall) no later than 4:00pm on April 9, 2014.

## Basic Information

### BIOGRAPHICAL DATA:

Name: Gender: M F

Email: Cell Phone Number:

Alternate Email during Summer Break:

**GPA (cumulative GPA at end of J-term 2014)**:
Note: applicants with GPA lower than 2.00 must submit a letter of support in order to be considered.

Class during 2014-2015 academic year: ☐ Sophomore ☐ Junior ☐ Senior

Anticipated Graduation Date:

Country of Origin: Native Language:

### ACADEMIC INFORMATION:

Academic Major(s)/Minor(s):

Knowledge of Foreign Language(s):

Other Language Proficiencies: Which language(s)? How long have you studied the language(s)?

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**PROGRAM OF ACTIVITIES:**

Please check all interests you are willing to share with the international community and the areas in which you would like to participate and help organize:

☐ Aerobics/Yoga ☐ Audio/Visual ☐ Cinema/Film ☐ Cultural Celebrations
☐ Dance/Ballroom ☐ Dance ☐ Drama ☐ Fine Arts ☐ Tutoring ☐ Language Exchange
☐ Lectures/Speakers ☐Music ☐ Orientation ☐ Peer Advising/Resident Assist. ☐ Photography ☐ Residents' Council ☐ Resident Roundtable ☐ Sports ☐ Social Events ☐ Trips/Excursions ☐ Quiz Games ☐ Outdoor Activities ☐ Other:

Instrument(s) you play:

Other skills and knowledge that you are willing to teach or share:

- Please list any leadership activities in high school or college or any experience which would relate to the International Assistant position.

- In which student groups/organizations are you currently involved or will you be involved next year?

- Have you participated in a J-term Study/Travel course or semester/year study abroad program?
  (*circle one*) No Yes

  Which course or program and when?

- Do you have any personal travel experience?

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## Essay Questions

On a separate piece of paper, please *type* your responses (along with the original questions) to the following questions regarding your qualifications for the International Assistant position. Please use specific examples (employment history, leadership involvement, special skills and abilities) in order to give the Selection Committee an accurate depiction of your candidacy for the International Assistant position.

1. Our international student group consists of individuals from a variety of diverse backgrounds, skills, lifestyles, and cultures. Please write about a significant experience you have had with people different from you. Has this experience changed you?
2. What skills do you feel are important to the International Assistant position? Why would you make a successful International Assistant?
3. The IA Program is designed to increase international awareness at Randolph-Macon College in that both IAs and international students benefit from the experience. Please share your ideas for programming which successfully involve all members.

## References

Please list at least two academic and/or non-academic references with titles, work phone numbers, and e-mail addresses. You must give the attached reference form to one of your references and ask him or her to complete it for you. The completed reference form must be turned in inside a sealed envelope with your application to the Office of International Education.

1. Reference Name: _____ Title/Position: _____

   Phone number (Work): _____ E-mail address: _____

2. Reference Name: _____ Title/Position: _____

   Phone number (Work): _____ E-mail address: _____

## Agreement

The International Assistant position requires full understanding of the program requirements and responsibilities as an IA. By signing this completed application for the position of International Assistant for the 2014-2015 academic year, I hereby certify that I have read and understand all the requirements and responsibilities as an International Assistant and that all the above given information is true to my knowledge. I understand if I do not fulfill my requirements as the International Assistant, I will be asked to resign. Furthermore, I give the Office of International Education permission to review my Academic Affairs and Judicial Affairs records (see page 8).

Applicant's Signature: _____ Date: _____

**Return this application and all other required materials to the Office of International Education in Haley Hall no later than 4:00pm on Wednesday, April 9th, 2014.**

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# International Assistant Program Recommendation Form (page 1)

Applicants Name: _____ ID #: _____

Name of Reference: _____ Department: _____

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students, however, are entitled to waive their rights of access concerning recommendations. The following indicates the wish of the applicant regarding this recommendation:

- ☐ I waive my rights
- ☐ I do not waive my rights to inspect the contents of the following recommendation

Signature of Applicant: _____ Date: _____

**To the Recommender:** Please give us your opinion of this applicant in regards to the International Assistant position.

## Information about International Assistant Program

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## Requirements and qualifications include but are not limited to:

1. **Scholarship:** Students applying to participate in the International Assistant Program for the 2014-2015 academic year must have at least a 2.00 cumulative GPA at the time of application. Applicants with GPA lower than 2.00 must submit a letter of support in order to be considered.
2. **Citizenship:** All student applicants must be in "good standing" on campus. A **student in good standing will not have been through the judicial system and found in violation of a major Code of Student Conduct for the year of application and will not have been found responsible for a violation of the Code of Academic Integrity**. The applicant cannot be on **housing probation during the semester of application process**. Also, students who have been found **responsible for substantial damage** to their own residence hall room, and/or damage to College property in the previous years will not be considered in "good standing".
3. **Recommendations:** Each applicant must list at least two academic and/or non-academic references with titles, work phone numbers and e-mail addresses. You must give the attached reference form to one of your references and ask him or her to complete it for you. The completed reference form must be turned in in a sealed envelope with your application to the OIE.
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# International Assistant Program Recommendation Form (page 2)

**To be filled out by the Recommender:**

I know the applicant: ____very well ____moderately well ____slightly

1) Please assess the applicant in the following areas. The information provided will help the recommendation committee determine how this student may fit into the International Assistant program.

| | Superior | Good | Average | Poor | Unknown |
|---|---|---|---|---|---|
| Working with others | _____ | _____ | _____ | _____ | _____ |
| Originality | _____ | _____ | _____ | _____ | _____ |
| Accountability | _____ | _____ | _____ | _____ | _____ |
| Leadership | _____ | _____ | _____ | _____ | _____ |
| Motivation | _____ | _____ | _____ | _____ | _____ |
| Self-Discipline | _____ | _____ | _____ | _____ | _____ |
| Initiative | _____ | _____ | _____ | _____ | _____ |

2) Would you give a (please pick one) recommendation for this student:

_____ very strong _____ strong _____average _____no recommendation or

_____ recommendation with reservations (as specified):_____

_____

On a **separate sheet** of paper, please answer the following questions.

3) Please provide characteristics of the applicant that would enrich the International Assistant Program?

4) In reference to the International Assistant position, can you tell us what limitations the applicant may have?

5) Please add any additional comments or information below that you wish to include.

Please return to the Office of International Education (Haley Hall) no later than 4:00pm on April 9, 2014. Thank you.

Signature of Recommender _____ Date _____

Name (please print) _____

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# International Assistant Program Application for 2014-2015

## Academic Affairs and Judicial Affairs Concern(s) Release Form

Complete the top part of this form and submit it to Wade Felty in Res Life & Housing, located in Mary Branch Middle.

Student: _____

*(Please print)* last first middle suffix (Jr., III, etc.)

.....

I hereby authorize the release of information from my student conduct record, as well as to the release of general information about academic concerns that the Division of Academic Affairs may have, (which may include but is not limited to, information about academic standing, probationary status, academic integrity violations and so on) to the Department or Office responsible for the Committee/Position/Organization for which I am under consideration. This release authorizes Judicial Affairs and the Associate Dean of the College to inform the Office or Department of past conduct and significant academic issues, as well as any issues occurring between the date of appointment and the student's graduation.

_____ _____

Signature Date

.....

**Judicial Affairs:** Judicial Affairs is to certify as to whether or not there are conduct issues with the student named above.

_____ I know of no conduct issues that might affect the decision to permit the student, named above, to participate.

_____ I know of the following conduct issue(s):

Judicial Affairs Officer Date

.....

**Associate Dean of the College:** The Associate Dean is to certify as to whether or not there are significant academic issues with the student named above.

_____ I know of no significant academic issues that might affect the decision to permit the student, named above, to participate.

_____ I know of the following significant academic issue(s):

Associate Dean of the College Date

*Judicial Affairs Officer and Associate Dean of the College: please return this form to the OIE upon completion.*