

International Education Office: Accomplishment 2017-2018

1. Collaboration with campus departments on international student

- a. Worked on the MLK program on the planning and implementation of the celebration.
- b. Collaborated with the Communications Department for the international women's day event in its second year. This year American students in the Intercultural communications class paired up with international students to talk about the Status of Women in the countries represented by International Students. Topics presented ranged from Education, women's rights and equality. There were poster presentations and panel discussion during the celebration. Some of the posters were also included in the Research day poster presentation.
- c. Collaborate with Career Services for a workshop on career coaching to talk about the differences between US and other countries' resumes, interviews, etc. during the OPT/CPT workshop
- d. Worked with two study abroad providers to designate each Fitchburg State Student ambassador. The job of the provider's student ambassador is to run programs that make student aware of study abroad opportunities and encourage them to study abroad. Also worked with the SGA liaison to run a program to encourage groups and clubs members to study abroad.
- e. Collaborated with Campus Police to update the Study Abroad Emergency Response Plan and develop the Emergency Action Plans for each faculty led program. A draft of the Emergency plan is for further review.
- f. Collaborate with CTL and study abroad providers to offer programs that encourages faculty members to develop study abroad faculty-led courses and include study abroad options in their courses. CIS also offered a webinar for Fitchburg State faculty on marketing faculty-led courses to students.
- g. Worked at 3 Admissions Open Houses to talk to prospective and accepted students and parents on Study Abroad opportunities

2. Conference attendance and presentations

- a. Attended American International Recruitment Council conference to meet with agents and network with colleagues about international student recruitment.
- b. Participated in two site visits in Europe to see and evaluate programs offered by API and CIE Study abroad providers.

- c. Attended Forum on Study Abroad conference to learn best practices for faculty-led programs and met with prospective Study Abroad providers for future expansion.
 - d. Presented at two conferences: MaCIE Fall workshop & NAFSA Region XI conference on Study Abroad Safety and Study abroad programs, respectively.
 - e. Supported Campus Police participation in the Fall MaCIE workshop on Travel & Safety in Study Abroad.
 - f. Participated in the Lessons from Abroad Conference as a Resume reviewer
 - g. Attended Diversity Abroad Conference: met with current and future IEOs; Connected with colleagues committed to diversity in IntlEd; and Gained access to resources for OIE's current and future endeavors.
- 3. Cultural training for Library staff – to provide necessary tools in communicating with international students whose first language is not English.**
- 4. Student support:**
- a. Streamline new student orientation sessions in the Fall and Spring semesters to introduce new students with resources on campus and off-campus.
 - b. Streamline the CPT/internship application process and offered two CPT and OPT workshops per semester to assist students in their application.
 - c. Reestablished World Integrated Nation (WIN) as student organization; advise the organization on budget approval and in the successful implementation of programs and activities of the group such as HOLI event and Diwali event
 - d. Worked with the Graduate Assistant to create Power Point presentations for the website to facilitate student access: “Interested in Study Abroad?”
 “What is the pre-registration approval form?”
 “Lessons From Abroad”
 “Pre-departure tips”
 - e. Implemented Eship mailing services to improve the process of sending the I-20 and pre-departure packet to new students.to allow ample time to students to apply for F-1 visas.
 - f. Created digital files to work toward a paperless office.
 - i. Current students
 - ii. Graduated students (OPT)
 - iii. Mail log
 - iv. I-20 request tracking log

- g. Encouraged and assisted students to apply for the Amelia Galluci -Cirio Grant/Center for Italian Culture scholarships.
 - h. Recommended two Fitchburg State students to participate in the “Lessons from Abroad” conference in February, 2018 at Northeastern University, Boston. The students shared their experiences in studying abroad.
 - i. Collaborated with Asst VP Institutional Research to receive training/support for students to schedule through the Student Success Collaborative.
- 5. Worked with Nursing Department to define the logistics for Costa Rica and Ghana faculty-led programs. Assisted the UNIBE in Costa Rica to work on the contract and itinerary acceptable to all the stakeholders.**
 - 6. Worked closely with Kelly Morgan to develop process to streamline the Scotland-Fringe Festival faculty-led trip.**
 - 7. Organized the visit of the Rhine-Waal University delegation in February 2018 and provided support for Rhine Waal University/Sister City visit.**
 - 8. Partnerships to increase the number of international students and the visibility of Fitchburg State University**
 - a. Summer 2019 AUIA in Shanghai – Working with the GCE Dean in the NEASC application
 - b. Articulation agreement with Saigon Tech University – course mapping has been completed. (for review by the AVPAA and Dean).
Organized the visit of the Chancellor of Saigon Tech University for an articulation/partnership with Fitchburg State in February 2018.
 - c. Agent partnerships: China, Nepal, India, Vietnam, Sweden, Morocco – worked with Admissions and GCE in finalizing the agent contract and to be reviewed by the VP for Finance and Administration.
 - d. Beijing International Education Institute (BIEI) partnership for dual degrees (collaboration with the Energy management program). On hold until the new Dean comes on board.
 - e. Bicol University – Philippines partnership for dual degrees and potential collaboration with Nursing and Education for Study Abroad faculty-led program (started looking into the possibilities)
 - f. Working on partnership with Target– a language school in Boston area. Working with Admissions on the details of the of the partnership and admissions requirement.