

NMU International Visiting Scholar Mentor Guide

This guide is intended for faculty to help visiting scholars feel welcome at NMU and make valuable use of their time here. Transitioning to a new country and a new academic environment can be stressful. The mentor can help visiting scholars tremendously. This guide lists major items in chronological order in which the mentor would typically help a visiting scholar.

Application Process

NMU policy requires the application to be submitted at least 4 months prior to the scholar's arrival. Mentors should be aware that preparations outside of the application, such as visa applications and housing arrangements, might take a long time. The mentor should work with the scholar before the application is submitted to help with planning and logistics.

Housing

Short term housing can be difficult to arrange in Marquette. Because NMU does not provide relocation support, it is hoped that the faculty mentor will work with the visiting scholar to arrange housing.

Apartments and Townhomes

Several apartments and townhomes provide fully furnished units that can be rented month-to-month.

- Tourville Apartments (906-228-9284) has fully furnished suites at the Ridge St. location. They cost \$50 a night. Cost includes all utilities, gym. Generally, they are full during between May and August, but often there are four available suites between September and April.
- Curran & Co. (906-228-8604) has short term furnished units that rent for \$1300 a month over 6 months, or \$1,600 for less than 6 months. All utilities, internet, and gym are included with the cost of rent. The suites have two bedrooms.. They are typically rented to capacity between May and August, but not rented to full capacity between September and April.
- Schramm's Superior Properties (906-225-1532) has three properties with fully furnished units. They create custom leases and have worked with visiting faculty in the past. A two-bedroom, one bath unit generally rents for \$1350-1560 per month depending on lease length. This includes all utilities, TV, internet, trash, etc. Summer vacancies are difficult. They have worked with visiting scholars from China in the past.

Realtors

Few realtors in Marquette specialize in rentals however the following agencies have rental properties available.

- Select Realty (906-228-2772) has staff dedicated to rental properties. All leases are a year, unless somebody happens to be subleasing their rental. Properties turn over May 1 and August 1. (According to a Remax agent, Select Realty is the best agency to check with.)
- Look Realty (906-228-7255) has rental inventory, but leases are a year, August to August. Most properties are rented to students.

Other Housing Resources

- The NMU Off Campus Housing List (<https://www.nmu.edu/dso/off-campus-housing-list>) has several filters that can be used to find temporary housing. For example, you can search for furnished properties with a minimum number of bedrooms.
- Craigslist is a popular site for posting homes for rent (<https://up.craigslist.org/d/aps-housing-for-rent/search/apa>).

Planning for Arrival

- Email the chair of the Senate Committee on Internationalization letting them know about the scholar's anticipated visit.
- Create an announcement in Campus Connect including information about the visiting scholar, the goals of the scholar's visit, and what kind of interactions with the campus community are to be expected (e.g. hosting a forum). Kristi Evans in the Marketing and Communications department can provide guidance on publishing in Campus Connect.
- Prepare the visiting scholar for the weather and what things they should plan to bring to Marquette.
- Determine if they have any special dietary needs and develop a plan for restaurants and grocery shopping to fit those needs.
- Discuss potential medical needs. Because Marquette has limited specialists, sometimes appointments must be made several months in advance.
- If children are going to be enrolled in school, school options should be discussed.

Scholar's Arrival and First Week

The mentor should work with the department head so that the following activities are carried out:

- Pick up the scholar at the airport. Ideally the mentor will pick up the scholar. In extenuating circumstances, a shuttle or alternative can be arranged. Having a gift basket with local food (consistent with their diet), a map of Marquette, Northern swag, and a small gift can help people feel welcome.

- Prepare information on public transit, especially if they will not have access to a car. Public safety has a number of brochures that provide useful information.
- Depending on the time of the flight arrival, arranging a one-night stay in the Landmark or other hotel can make arriving much easier.
- Welcome reception. The scholars should be invited to meet with faculty and families in a social environment.
- Scholars will need an NMUIN provided by HR. Once they have an NMUIN, they can obtain:
 - NMU email address
 - NMU ID card
- Pick up keys at public safety.
- Help them register their computer on the network so that they get Wi-Fi access. They may want to use NMU LTE access in their home which requires an additional router purchase.
- Visiting scholars may need help buying a cell phone, SIM card, or charging adapter. It might be necessary to take them to Best Buy, Walmart, or other retailer to help get them setup.
- Introduce them to EduCat. CTL can introduce them to educational services.
- It may be appropriate for the visiting scholar to attend orientation the week before classes start. The classes cover basic instructor resources.
- Meet departmental faculty and staff. Face to face introductions are important. As appropriate, invite the scholar to department meetings.
- Campus tour. The mentor should introduce visiting scholars to the campus and make sure they can find all of the resources they need.
- Meet with the campus director of diversity. The director can help make connections.
- Meet with Angela Maki in international programs. Angela has to complete paperwork that is reported to the federal government, such as attesting to the fact that the scholar arrived.
- Tour of Marquette. This tour should include basic necessities, like how to get groceries.
 - Goodwill, Salvation Army, and St. Vincent de Paul are great resources.
- Make sure that visiting scholars are invited for holiday activities/meals. Invitations don't always have to come from mentors but mentors could be responsible for making sure invitations are issued.

Activity during the Visit

Visiting scholars should engage with the campus community so that everybody benefits from their visits. These visits could include:

- Presentations to students
- Forums with faculty
- Teaching a class as an invited lecturer
- Visiting relevant classes--they may need help determining the best fit

Beneficial topics could include the scholar's area of academic expertise or simply sharing about their culture and experience in their home country.

The mentor can be a liaison for making sure they the scholar is integrated with the community.

- Invite them to social gatherings
- Ensure that they attend events such as the celebration of student scholarship
- Find appropriate clubs for the scholar to interact with
- Invite them to sporting events
- Contact ASNMU for recommendations

Exit Process

Several things may need to be returned.

- Keys
- Computer hardware (adapters, routers, laptop, etc.)

An exit interview should be conducted in order to assess how NMU can make the experience better for visiting scholars. Questions should address:

- What things did NMU do that were helpful?
- What things could NMU have done to make the transition to Marquette easier?
- What parts of the transition to Marquette were most challenging?
- What were the most valuable parts of the experience?
- Was there anything you had hoped to accomplish during the visit but were not able to?
- If you could rewind the clock, what do you wish had been done differently?

Feedback

If you are a faculty mentor and have any information that would improve this document, please contact the chair of the Senate Committee on Internationalization (Jim Marquardson, jimarqua@nmu.edu).