Title of Practicum: Academic Success Mentor and Program Assistant

Practicum Description Summary
Student(s) involved in this practicum experience will join professional staff members serving as mentors for 3-4 junior/senior level students on academic probation in the Kelley School of Business undergraduate program; this is a part of the BUS-X355 Academic Success Mentoring (2 cr) course required for upper class students on academic probation. This includes implementing an academic success curriculum one on one for 1 hour per week between weeks 2-15 of the semester. In addition, dependent on area(s) of interest to the student, he/she may choose to assist with evaluation and assessment, continued curriculum development or additional program development.

Sponsoring Office
Kelley School of Business Undergraduate Program

Department/Office web site address:
Kelley School of Business Undergraduate Program Academic Warnings and Probation website: http://kelley.iu.edu/Ugrad/Academics/Support/page39271.html

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2014 Number available: 2

Please identify any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete:

There are no additional requirements outside of the 8 hours per week of the practicum experience.

Learning outcomes associated with the practicum experience in your office:

Students engaged in this practicum will:

1. Become familiar with the trans-theoretical model of behavior change, motivational interviewing and methods for developing a positive mentoring relationship;

2. Learn to facilitate discussions on topics associated with academic success and personal development, while considering the individual needs of students on academic probation;

3. Learn to develop healthy and professional boundaries when working with undergraduate students;

4. Will engage in problem solving and serve as a referral point to other personal and professional development resources on campus that may assist a student;
5. Will explore the impact of academic success mentoring on retention and persistence to graduation AND/OR learn more about developing curriculum for academic success courses.

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:

**Required Activities:** (all activities below are allowed for within the 8 hours during the week)

- Complete the readings and watch the videos that are a part of the X355 curriculum.

- Meet one on one with 3 students per week who are enrolled in BUS-X355 Academic Success Mentoring. (Training will be provided prior to meeting with students)

- Attend weekly mentor meetings with other professional mentors.

- Grade homework turned in by my mentees and log all attendance and grades on Oncourse.

**Optional Activities based on interest:**

- Assist with the tracking of retention and persistence to graduation.

- Assist with evaluation of curriculum and course format.

- Assist with continued curriculum development.

**Site Supervisor for Practicum Experience**

Name: Sharlene Toney, MSW  
Address: 1309 E Tenth Street, Hodge Hall, Rm 254  
Phone: 812-855-2614  
E-mail: smtoney@indiana.edu