Title of Practicum
Missing Student/Person Policy and Practice Development

Length of Time in Weeks (term is 16 weeks)
14 weeks

Practicum Description Summary
Currently Indiana University Bloomington has only the minimal policy on missing student and missing person procedures that is required by law. As part of the IUB Comprehensive Emergency Management Plan (CEMP) the campus needs to develop a Hazard Specific Annex for Missing Persons. This practicum will be the primary author of that Annex (which will subsequently become policy and practice).

Best practices in missing college student procedures (which will be the basis of the missing person procedures) is to have two sets of plans in place. The first is for a virtual search of campus that includes developing a comprehensive university wide list of potential virtual tracking points for missing students (meal plans, residence hall access, athletic venue tickets, etc.) and the point of contact to access that information 24-hours a day. The second set of plans is for a physical search of the campus and needs to include who has access to what facilities and who is responsible for searching what facilities at what hours of the day/night (school year and summer).

Sponsoring Office
The primary sponsoring office is Indiana University Emergency Management & Continuity (part of IU Public Safety & Institutional Assurance), however the IUB Dean of Students Office and Indiana University Policy Department will also be providing assistance.

Department/Office web site address: protect.iu.edu

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

Spring 2015 Number available: 2

Please identify the approximate number of hours per week the student will be expected to work:

4-6 depending on the week

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

none
Can the work be completed from a distance or does the student need to be in the office for the required hours per week?

Some work can be completed outside of the office, but it will also require attendance at some meetings around campus. Work space is available in our office when needed.

Please identify the Professional Competencies associated with this position from the ACPA/NASPA Professional Competencies:

Human and Organizational Resources
- Describe the basic premises that underlie conflict in organizational life and the constructs utilized for facilitating conflict resolution in these settings
- Use technological resources with respect to maximizing the efficiency and effectiveness of one’s work
- Communicate with others using effective verbal and nonverbal strategies appropriate to the situation in both one-on-one and small group settings
- Recognize how networks in organizations play a role in how work gets done
- Understand the role alliances play in the completion of goals and work assignments.
- Describe campus protocols for responding to significant incidents and campus crisis
- Explain the basic tenets of personal or organization risk and liability as they relate to one’s work
- Intermediate: engage in policy and procedure development, implementation, and decision making that minimizes risk to self, students, other constituents, and the institution.
- Advanced: participate in developing, implementing, and assessing the effectiveness of the campus crisis management program

Law, Policy, and Governance
- Explain the concepts of risk management and liability reduction strategies
- Identify the major policy makers who influence one’s professional practice at the institutional, local, state/province, and federal levels of government
- Identify the internal and external special interest groups that influence policy makers at the department, institutional, local, state/province, and federal levels
- Intermediate: identify emerging trends in the law and understand how they affect current case precedent
- Advanced: Develop institutional policies and practices that are consistent with federal and state/province law
- Advanced: Develop institutional policies and practices consistent with emerging trends in higher education law

Leadership
- Identify basic fundamentals of team work and teambuilding in one’s work setting and communities of practice
- Use technology to support the leadership process
- Understand campus cultures (e.g. academic cultures, student cultures) and collaborative relationships, applying that understanding to one’s work
- Articulate the vision and mission of the primary work unit, the division, and the institution
- Think critically and creatively, and imagine possibilities for solutions that do no currently exist or are not apparent
- Identify and then effectively consult with key stakeholders and those with diverse perspectives to make informed decisions
- Articulate the logic used in making decisions to all interested parties
- Exhibit informed confidence in the capacity of ordinary people to pull together and take practical action to transform their communities and world
- Intermediate: recognize the interdependence of members within organizational units
- Intermediate: plan and organize a unit’s resources in the support of unit, divisional, or institutional goals and objectives
- Intermediate: identify potential obstacles or points of resistance when designing a change process
- Advanced: facilitate ongoing development, implementation and assessment of goal attainment at the unit and/or institutional level that is congruent with institutional mission and strategic plans
- Advanced: convene appropriate personnel to identify and act on solutions to potential issues

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

The primary role of this practicum will be developing the written documents that will make up the Missing Person (Hazard Specific Annex) of the IUB Comprehensive Emergency Management Plan. To do so, they will need to spend time with the IUB Dean of Students Office staff and the Bloomington section of IUPD to find out what their current practices are relating to missing persons/students. Then formulating those into a document that then includes a list of potential tracking points around campus and who has the ability/authority to access those 24/365. Second, they will also facilitate meetings between IUPD, Physical Plant, and other stakeholders to determine who is responsible for searching various areas of campus in the event of a missing person.
Additionally, the person in this practicum will have the opportunity to attend various IU Emergency Management & Continuity meetings both at IUB and other campuses (as their time and schedule permits) to learn more about the emergency planning and preparedness from a number of institutional perspectives. They will also have the opportunity to attend meetings of the IUB Emergency Planning Committee and will most likely report out to this group on their progress towards the end of the semester.

**Site Supervisor for Practicum Experience**
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