Title of Practicum
Academic & Career Planning Assistant

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

Practicum Description Summary
The School of Informatics & Computing will offer 1 practicum student the opportunity to learn about academic and career planning in an academic department. The student will observe and gain hands on experience in the service of working with exploratory and prospective students through assisting with teaching, group sessions, etc. Particularly, the student will participate in Y100, our exploratory course for students interested in informatics or computer science. The student will also have the opportunity to help students prepare and plan for their courses, career fairs, and possible internships.

Sponsoring Office
Informatics & Computing Student Services office (soic.indiana.edu)

Department/Office web site address: www.soic.indiana.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: 1

Please identify the approximate number of hours per week the student will be expected to work: ___10____

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

n/a

Can the work be completed from a distance or does the student need to be in the office for the required hours per week?

it depends on the project

Please identify the Professional Competencies associated with this position from the ACPA/NASPA Professional Competencies:
The main three competencies are:

- Advising & Helping
- Ethical Professional Practice
- Assessment, Evaluation & Research

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

- Assist with the Y100 course which is designed for first and second year students interested in computer science & informatics (the course entails self assessments such as strengthquest, Holland code, general resume building, using linkedIN, etc.)

- Create an assessment tool for the group sessions and individual sessions students will have with the Assistant Director of Academic & Career Planning

- Help learn the job search process from career professionals.

- Assist in planning group sessions for prospective and exploratory students

Site Supervisor for Practicum Experience
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