International Orientation and Programming Practicum

Practicum Description Summary

The practicum position will provide the graduate student with a hands-on approach to planning and preparing for a new student orientation for approximately 1700 arriving international students (both undergraduates and graduates). This will include coordination and outreach to IU departments and programs on behalf of International Services. This position will assist and sometimes be the primary contact of the OIS in planning and organizing event programming and orientation requirements. The position will include contacting and meeting with International Services partner organizations to complete the steps required to put together an orientation program. Position may also include light research component regarding online orientation programs or educational materials that students can access prior to arrival to prepare for orientation. Student can also have option of participating with programming implementation of continuous year programs for international students.

Sponsoring Offices

The Office of International Services

Department/Office web site addresses: http://ois.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 (Possibly Summer 2015) Number Available: 1

Please identify any requirements outside the 10 hours per week of the practicum experience the student would be expected to complete: It is not foreseen that more than ten hours per week would be required.

Learning outcomes associated with the practicum experience in your office: The person in this practicum position will:

- Interact with professionals within the IU and Bloomington communities.
- Gain knowledge of what it takes to put together a large orientation program.
- Gain knowledge and skill in development of online pre-arrival resources geared toward new international students
- Develop/enhance skills in event planning/programming.
- Develop/enhance skills at making new contacts for the international offices.
- Develop/enhance cross cultural communication skills.
- Gain knowledge of international student collegiate populations.
- Gain knowledge of office functions and services offered by the Office of International Services.
- If continuing the position into summer 2015, will gain experience supervising several student assistants, and have the opportunity to create and implement new orientation programming.
Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:

The person in this practicum position will be expected to:

- Be ready to “jump in” and face challenges as they arise.
- Assist with the creation of online pre-arrival resources for new international students
- Be prepared to take the lead on one or more orientation events (contacts and context for events will be provided, as well as planning support)
- Identify and contact on-campus departments that have an interest in providing information or services to international students through programming events.
- Identify and contact on-campus departments and programs that may have students interested in meeting and assisting international students. Then follow up with these programs to solidify contacts, provide information to them, and possibly visit the programs to present information as well as for recruitment.
- Assist in planning pertinent programming and presentations.
- Assist with identifying important learning outcomes for international students and ensuring that orientation programming provides relevant and effective information to students.
- Provide an end of semester report of accomplishments/programs organized and contacts made.
- If continuing into the Summer 2015, will supervise team of student orientation assistants and orientation volunteers and have the opportunity to create new programming targeting international graduate students and/or students with dependents (spouses, children, etc.).

Individuals completing this form:

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<thead>
<tr>
<th>Names</th>
<th>Chelsea Carroll</th>
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<tbody>
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