Title of Practicum
Assessment and Research Assistant

Practicum Description Summary
This position with help advertise, organize and run focus groups for office assessment measures. Will also conduct research for a project that outlines a model of the office structure that includes a history of SAO development at IU.

Sponsoring Office
Student Advocates Office (SAO)

Department/Office web site address:
http://advocates.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 any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete:

Hours per week may be flexible depending on activities scheduled for that week. Some evening hours (after 5 p.m.) may be required.

Learning outcomes associated with the practicum experience in your office:
- To improve research strategies and skills
- To gain skills in assessment and program development
- To improve knowledge about interrelationship between student services and academic and administrative policies in a large university setting
- To apply FERPA and confidentiality policies

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

This practicum would focus on assisting with both office research and assessment/evaluation efforts. Assessment activities will include helping to organize, host and run focus groups intended to provide feedback on SAO services and student experiences. Depending upon length of practicum experience, student may also shadow current advocate(s) in working one-on-one with students and/or be able to work individually with students on withdrawal cases
Site Supervisor for Practicum Experience
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