Title of Practicum: Indiana University Student Foundation Programming Assistant

Practicum Description Summary: The graduate student selected for this practicum experience will work with the professional staff at the IU Student Foundation to mentor, guide, and support students in the acquisition of leadership skills. IU Student Foundation Steering Committee Members and general members are responsible for the planning and execution of the Little 500 Races and accompanying activities. This practicum provides an opportunity for a graduate student in the HESA program to work with a diverse student population and assist in the development of programming that will help students develop skills with the coordination of the Little 500 Races as the vehicle for learning important aspects of leadership.

Sponsoring Office: Indiana University Student Foundation

Web site address: http://www.iusf.indiana.edu

Semester: Spring 2015    Positions Available: 1 (Possibly 2)

Please identify any requirement outside the 8 hours per week of the practicum experience:

Attending the Little 500 races on the weekend of April 24th, 25th and 26th (to help select the 2016 Steering Committee)

Learning Outcomes Associated with the Practicum Experience in your Office:

The student’s experience would include the following:

- Learn to facilitate meetings with students regarding projects and event planning
- Learn to have professional work relationships with students and colleagues
- Guide and support students in developing problem solving skills
- Become familiar with the infrastructure of Indiana University and the Indiana University Foundation
- Have the opportunity to apply higher education theory to the practice of college student development
- Have the opportunity to develop their working style in balancing working with groups of students as well as meeting with students one-on-one.

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

Required Activities

Attend 2-3 one-hour committee meetings per week to help students plan and work on their projects and events
Assist student and staff with planning events to take place on campus or at the Wilcox House

Assist student leaders and staff in assessing candidates for the following year’s student leadership team

Assist with small administrative tasks such as answering inquires over the phone and email

**Optional Activities**

Attending additional spring activities and events

**Site Supervisor for Practicum Experience**

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