**Title of Practicum – Career Advising Practicum**

**Practicum Description Summary**

Students in this practicum will work to provide career advising to students in the School of Science. The majority of the students served will be students applying for the Life Health Science Internship program (LHSI). This includes both one-on-one and group advising, as well as developing and delivering 1-2 preparation workshops over the course of the semester. This is a time limited activity with the majority of the work being conducted in Feb/March.

The other major component of the practicum will be for the student to develop a student user manual for the office electronic career services manager site Symplicity.

Additionally, the practicum student will conduct developmental career exploration, resume preparation and mock interviews for all majors in the School of Science as well as assisting pre-professional students with parallel planning on an as needed basis.

**Sponsoring Office:** IUPUI School of Science Office of Pre-professional and Career Preparation (PREPs)

Department/Office web site address: sciencePREPs.iupui.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:**

All work can be completed within the 8 hour timeframe.

**Learning outcomes associated with the practicum experience in your office:**

- Understand the career development process with concentrations on parallel planning
- Learn the model of career coaching and how to implement it in an advising session, concentrating on strength-based advising
- Explore career services as possible field of interest
- Explore one’s own career development and decision making

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

- Hold weekly walk-in advising hours in the PREPs office to assist students with various career development needs (resumes and cover letters, interview preparation, letters of reference, professionalism) and follow up with students as needed
- Develop and deliver 1-2 workshops over the course of the semester focused on meeting the needs of students applying for internships
Attend School of Science and PREPs committee/staff meetings as appropriate (e.g., science advisors meetings, Career Services Council, committee on academic and student affairs, Dean’s Office staff meetings, etc.)

**Site Supervisor for Practicum Experience**

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**Individual Completing this form:**

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Yes, my department plans to attend the HSEA Practicum Fair and we have completed the description form