Title of Practicum
Marian University Housing and Residence Life

Practicum Description Summary
The Housing and Residence Life practicum opportunity will provide graduate interns with a hands-on approach to learning about housing and residence life functions at a small, liberal arts, faith-based institution in an urban setting. Interns who successfully complete the spring practicum may be able to transition to a paid summer internship with the Office of Housing and Residence Life at Marian University for the summer of 2015.

Sponsoring Office
Office of Housing and Residence Life

Department/Office web site address: www.marian.edu/housing

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:

Some evening or weekend hours may occasionally be required as part of the 8 hours per week. Tasks and responsibilities will be determined in collaboration with the student. Please note that if the practicum student lives in the Bloomington area, the site supervisor is willing to discuss alternatives so that the practicum student does not have to commute and complete all 8 hours per week at the site location.

Learning outcomes associated with the practicum experience in your office:

This practicum will offer an intern the opportunity to learn and develop skills within the Office of Housing and Residence Life. Students will get to participate in the daily struggle to balance educational/student development goals with customer service. The intern will have the opportunity to collaborate with staff at all levels in- and outside the department and will gain a broader understanding of what happens behind the scenes in HRL.

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

Tasks and Duties will include:

- Assist with the online housing renewal process through marketing and outreach for returning students with special considerations for newly developed living-learning communities.
• Assist with outreach to incoming first year students and their parents about how to complete the online housing application process with special considerations for newly developed living-learning communities.
• Evaluate current systems available on other campuses for roommate matching technology and develop a recommendation for implementation to the online housing application process.
• Create training videos and web materials for students and parents in regards to the online student contracting process for both new and returning students.

Potential Special Projects will depend on skills and interest, but could include:
• Create and implement a plan for Resident Director training in summer 2015 through research on best practices.
• Create and implement a plan for hiring, training, and supervising summer 2015 hourly staff for camps and conferences.
• Assist in developing final plans for implementation of two living-learning communities in fall 2015 with the Director and assorted faculty/staff across campus.
• Develop and enhance assessment practices for programs and/or services coordinated by the Office of Housing and Residence Life.
• Develop and implement an undergraduate student leadership class to be utilized as part of the hiring process for Resident Assistants and other student leaders on campus.

Site Supervisor for Practicum Experience
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