Higher Education and Student Affairs
Spring 2016 Practicum Opportunities

Title of Practicum: ACUI Conference Management Staff

Length of Time in Weeks (term is 16 weeks): 14 weeks (full semester including travel to the annual conference in March)

Practicum Description Summary
The Association of College Unions International (ACUI) Central Office offers the opportunity for a select number of practicum students to work directly with the production of the ACUI annual conference. As an intern, you will be a member of the conference management team and will attend the conference as a member of the Central Office with your travel, lodging, and meals expenses covered.

Sponsoring Office
ACUI has been serving the college union and student activities field since 1914. The Association is based on a philosophy that partnerships between students and staff create powerful and productive teams. We invite you to become part of the ACUI Central Office team through an internship opportunity.

Department/Office web site address: www.acui.org

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2016 Number available: up to 2

Please identify the approximate number of hours per week the student will be expected to work: 8-10 hours

Please identify any requirements outside the required hours per week of the practicum experience the student would be expected to complete:

Because of the dates of the annual conference, ACUI practica students will begin their work with an orientation to the position and the Central Office in November 2015 and negotiable hours in December 2015. There will be a 8-hour per week commitment for the first weeks of the Spring 2016 semester leading up to the conference dates. Practica students will be expected then to be on site working at the conference in New Orleans from March 17-18, 2016. After conference, other education-related projects will be assigned until hours are completed.

Can the work be completed from a distance or does the student need to be in the office for the required hours per week?

Most all of the work needs to be completed in the office. Some projects may be completed via distance. This must be arranged by a supervisor.

History, Philosophy, and Values  
Student Learning and Development  
Leadership  
Human and Organizational Resources

ACUI Core Competencies associated with this position include:

- Leadership  
- Management  
- Student Learning

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

- Assist in the on-site conference management details including but not limited to the meals, general sessions, and other educational sessions (90+)
- Assist in the management of the day-to-day operations of running a professional conference, including audio-visual, signage, traffic flow, set-up, and tear-down.
- Duties for the Graduate Staff at conference will be divided into distinct areas of responsibility and will include at minimum:
  - Confirming registrations, communicating with ACUI members, and managing data for participants.
  - Coordinating the implementation of all off-site events, including customer service
  - Coordinating the presenters and meeting rooms check-in process, evaluation of individual educational sessions and overall conference feedback from delegates

Individual completing this form:

Name: Zack Wahlquist  
Address: 120 W. Seventh St., Suite 200  
Bloomington IN 47404-3839  
Phone: 812.245.8053  
E-mail: zwahlqui@acui.org

Site Supervisor for Practicum Experience  
Kim Pho, Educational Program Coordinator

Please complete these forms by August 1, 2015 for all potential practicum that your office will have available. Danielle De Sawal, HESA Mater’s Program Coordinator, Education 4272, at 856-8382 or via e-mail at ddesawal@indiana.edu.

Thank you!