Title of Practicum
Outreach Specialist

Practicum Description Summary
This position serves IU Emergency Management & Continuity in assisting with developing emergency plans, education programs, and outreach materials that account for current trends in student life. They will also learn to conduct a hazard assessment and develop a pre-event emergency action plan for a campus event. The specialist will also work as part of the communications and outreach team for our division, IU Public Safety & Institutional Assurance. The specialist will likely attend meetings, training, or exercises on various IU campuses or off-campus, and with various IUEMC and PSIA personnel. The specialist also serves as a member of the IU Incident Management Team and may respond to various campus emergencies. By the end of the semester, the specialist may have also completed all requirements for the IU Campus Emergency Preparedness Certificate.

Sponsoring Office
IU Emergency Management & Continuity

Department/Office Website Address: https://protect.iu.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: 2

Please identify any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete:

In case of a major on-going, campus emergency, this position may have the opportunity to exceed those hours.

Learning outcomes associated with the practicum experience in your office:

At the end of the practicum the student will be able to:

- Identify the five phases of emergency management and how they related to the lives and well-being of students on a variety of campuses.
- Conduct a hazard assessment for a campus facility or campus event (including student led events).
- Develop an emergency action plan or event action plan for a building or large campus event.
- Work with student leaders to conduct an on-site hazard assessment and develop and event action plan.
- Articulate the basics of personal, office, and home emergency preparedness.
- Conduct general emergency preparedness training for a small group.
Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:

- Attend IUEMC monthly meetings and other meetings as available.
- Attend at least one campus Emergency Preparedness Committee meeting.
- Attend and learn to facilitate emergency preparedness training sessions.
- Learn to conduct pre-event emergency action planning and hazard assessment by shadowing current IUEMC staff.
- By the end, be able to conduct a pre-event emergency action planning and hazard assessment meeting for a student event.
- Assist with fire drills and other training exercises for the campus.
- Assist IUEMC and PSIA with creating and reviewing outreach materials (including presentation materials, give-away items, social media, and poster/educational materials).
- Other duties as needed and time allows.
- Attend other specialized training as time allows.

Site Supervisor for Practicum Experience:
Name       John Summerlot
Address    1469 E. 17th St., Bloomington, 47408
Phone      812-855-3549
E-mail     jopsumme@iu.edu

Individual completing this form:
Name       John Summerlot
Address    1469 E. 17th St., Bloomington, 47408
Phone      812-855-3549
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X Yes, my department plans to attend the HESA Practicum Fair and we have completed the description form
___ No, my department does not plan to attend the HESA Practicum Fair, but we have available opportunities for students and I have completed the description form
___ No, my department does not plan to attend the HESA Practicum Fair and we have no available opportunities at this time.

Please submit completed practicum description form to Gretchen Holthaus, gholthau@indiana.edu, by October 2, 2015. Past practicum descriptions can be found at http://education.indiana.edu/students/graduates/programs/hesa/masters-practicum-sites.html and http://education.indiana.edu/students/graduates/programs/hesa/masters-practicum-opportunities%202015.html.
If you should have questions concerning this form or the establishment/maintenance of practica in your office, please do not hesitate to contact Danielle De Sawal, HESA Master’s Program Coordinator, Education 4272, at 856-8382 or via e-mail at ddesawal@indiana.edu.

Thank you!