Higher Education and Student Affairs
Spring 2016 Practicum Opportunities

Title of Practicum
New Student Orientation Graduate Intern

Practicum Description Summary
The New Student Orientation practicum opportunities in the Office of First Year Experience Programs will provide graduate interns with a hands-on approach to learning about New Student Orientation at a large institution. Interns who successfully complete the late fall/spring practicum will transition to a paid New Student Orientation Graduate Internship with the Office of First Year Experience Programs for the summer of 2016.

Sponsoring Office
Department/Office web site address: fye.indiana.edu

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 3

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

New Student Orientation practicum will include a few planning meetings in November and December. Full practicum hours begin in January. (Full = 8 office hours and 2 staff meeting hours.) Successful completion of the practicum will result in a paid New Student Orientation Graduate Internship with the Office of First Year Experience Programs for the summer of 2016.

Undergraduate student staff recruitment/selection/training throughout the spring semester. (Specific dates of selection and training activities will be provided during interview process.)

Expected attendance to the NODA Region 7 Conference in Indianapolis, IN February 26-28, 2016
Learning outcomes associated with the practicum experience in your office:

Our philosophy within the Office of First Year Experience Programs is to challenge and support each New Student Orientation Graduate Intern as if he/she was a full-time staff member who happened to work 10 hours each week. At the end of the practicum experience, we want interns to be prepared for their next professional positions. To do so, we want New Student Orientation Graduate Interns to:

- understand their role and responsibility in adapting to an office culture;
- experience different styles of supervision by working with various professional staff;
- understand the structure and processes involved in creating a comprehensive New Student Orientation program;
- understand the daily tasks and ethical considerations inherent within New Student Orientation work;
- gain experience working with other programming provided by and supported by the Office of First Year Experience Programs; and
- gain a greater appreciation for the role collaboration and effective communication has in implementing large scale campus programs.

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

A complete job description and application materials will be provided at the HESA Practicum Fair.

Site Supervisor for Practicum Experience
Name ___________________________ Jessa Trimble
Address ___________________________ 326 N. Jordan Ave
Phone ___________________________ 812-855-3374
E-mail ___________________________ jesktrim@indiana.edu