Higher Education and Student Affairs  
Spring 2016 Practicum Opportunities

Title of Practicum
Office of Scholarships Practicum – Graduate Internship

Practicum Description Summary
The Office of Scholarships proudly offers an exciting opportunity for a practicum student to gain valuable experience in the area of enrollment management. Reporting to the Assistant Director of Scholarships, this student will join the team in our effort to recruit high-ability prospective students and engage in current student success and programming. In addition to other responsibilities, the practicum student will have the opportunity to contribute to scholar retention and general marketing and recruitment efforts through the development of programming, preview events and attendance at a regional recruitment reception.

Sponsoring Office
Office of Scholarships

In 2007, the Office of Scholarships was created in an effort to further recognize top scholars for their outstanding academic achievement. Located on the third floor of the Student Central Building at 408 North Union Street, the office strives to provide scholarship opportunities to talented students, fostering an environment of recognition and excellence at IU. Functional areas within the office include: scholarship administration, event coordination, student engagement, and marketing and recruitment.

Department/Office Website Address:

scholarships.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 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:

Attend and co-coordinate current student activities/programs (January – April)

Attend Adam W. Herbert Senior Reception (Late April, date TBD)

Attend and co-coordinate the Herbert Presidential Scholar Preview Days (Mid-late March)

Attend Regional Scholarship Recruitment Reception (Date and Location TBD)
Learning outcomes associated with the practicum experience in your office:

- Creating scholar community through retention activities/events that contribute to scholar success
- Thorough knowledge of higher education enrollment management principles
- Enhanced project management skills
- Exposure to strategic decision-making and collaborative discussions
- Experience in the administration of major scholarship programs at a Big Ten Institution

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

- Plan and implement social or educational programs for scholar populations
- Collaborate with Office of Scholarships staff on various functional needs, including event preparation, student outreach, and student focus groups
- Attend an Office of Scholarships Scholar Reception to speak with prospective students and families
- Assist with the planning and coordination of the Adam W. Herbert Presidential Scholars Senior Reception and Preview Days
- Assist with the administration and selection process of the Cox Scholars Program

Site Supervisor for Practicum Experience/Individual Completing this form:
Name: Abby Englert
Address: 408 N. Union St.
Phone: 812.855.3536
E-mail: englert7@indiana.edu

_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!