Title of Practicum
Graduate Intern, Office of the President—Open or Project Based

Practicum Description Summary
Open or Project-Based Practicum with Office of the President. Opportunities include working with the variety of projects and operations affiliated with the Office of the President including: the Board of Aeons, developing and facilitating University Honors and Awards (honorary degrees, presidential medals, teaching awards), working on Bicentennial celebration planning and historical work, supporting presidential speech efforts, and general day-to-day office functions.

Sponsoring Office
Office of the President, Indiana University

Department/Office web site address: www.indiana.edu/~pres

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: 2

Please identify any requirements outside the 10 hours per week of the practicum experience the student would be expected to complete:

All work should be completed within the 10 hours per week of the practicum experience.

Learning outcomes associated with the practicum experience in your office:

Practicum students will learn about university leadership and administration and develop an understanding of the responsibilities of executive leadership at Indiana University and the work of the Office of the President. Students will develop an understanding of students, faculty, and staff from an administrative perspective. Specific learning outcomes will differ based on the practicum students’ interest. It is the expectation of the site supervisor that students pursuing this open-ended or project-based experience take the initiative to define the project and desirable learning goals.

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:
Please see the practicum description summary. The practicum student will be expected to allocate her/his practicum hours on various projects/a specific project affiliated with the Office of the President. These may include working with the Board of Aeons, University Honors and Awards, Bicentennial preparations, executive searches, policy administration, speech preparation, and other day-to-day functions in the Office of the President.

**Individual completing this form:**
Name          Kelly Kish
Address       Bryan Hall 200
Phone         (812) 856-3275
E-mail        kekish@indiana.edu

**Site Supervisor for Practicum Experience**
Name          same as above
Address       
Phone         
E-mail        

_x__  Yes, my department plans to attend the HESA Practicum Fair and we have completed the description form
__IUB__________

___  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.

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 Mater’s Program Coordinator, Education 4272, at 856-8382 or via e-mail at ddesawal@indiana.edu.

Thank you!