Higher Education and Student Affairs  
Spring 2016 Practicum Opportunities

Title of Practicum  
Graduate Intern, Office of the President

Practicum Description Summary

Practicum students will advise the Board of Aeons, the president’s student advisory board, in carrying out a selection process for 2016-2017 members. Between January and March, the Graduate Intern will coordinate administrative responsibilities for member selection, advise the current Board on the search and screen process, and oversee selection events and interviews. Post-Spring Break, the Graduate Intern will work with the current Board to develop training modules and activities for the new members. The Intern will also contribute to the development of the 95th Anniversary Reunion scheduled for Fall 2016.

Sponsoring Office
Office of the President, Indiana University

Department/Office web site address: http://www.iu.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 8 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 however the Graduate Intern will divide those hours between daytime, evening, and weekend responsibilities and one particularly heavy weekend in late-February for interviews.

Learning outcomes associated with the practicum experience in your office:

Practicum students will learn about structuring interaction between undergraduate students and university administrators; advising and organizational skills; develop an understanding of students, faculty and staff from an administrative perspective; selection process basics; interview skills; discussion and facilitation skills; and the unique attributes of high-achieving students.

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:
The Graduate Intern working with the Board of Aeons will attend meetings, prepare materials and presentations for meetings, advise current students in the selection process for the 2016-2017 Board of Aeons, and observe student-administrator interactions.

In January and February, the Graduate Intern will facilitate the selection process (search and screen) for 2016-2017 Board of Aeons members. The Intern will handle administrative responsibilities for the application and interview stages of the selection process and will advise the current Board on proper application, group interview, and individual interview approaches.

In March and April, the Graduate Intern will facilitate a training “course” for new members of the Board to begin integrating them into their new roles and responsibilities as Board members. The Intern will advise a subgroup of current members focused on training to develop modules, speakers, and activities for the new members. The Intern will facilitate scheduling and sessions with the new members and conduct assessment of the selection and training process.

**Individual completing this form:**
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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.