Higher Education and Student Affairs
Spring 2016 Practicum Opportunities

Title of Practicum

Academic & Career Planning Intern

Length of Time in Weeks (term is 16 weeks)
16 weeks

Practicum Description Summary
The School of Informatics & Computing will offer 2 practicum students the opportunity to learn about academic and career planning in an academic department. The student will observe and gain hands on experience working with exploratory students by assisting with our Y100 course, observing advising sessions, conducting assessments for the school, etc. Primary responsibilities will be assisting with teaching Y100: Exploring Informatics and Computer Science, its an exploratory career course for students interested in informatics or computer science. Through this course, the practicum(s) student will have the opportunity to help students determine their field of study (i.e. major/minor), prepare for career fairs, and plan for possible internships.

Sponsoring Office
Informatics & Computing Student Services office (soic.indiana.edu)

Department/Office web site address: www.soic.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: 2

Please identify the approximate number of hours per week the student will be expected to work: ___10____

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

Some weeks may require additional time devoted to grading for Y100.

Can the work be completed from a distance or does the student need to be in the office for the required hours per week?

This will depend on the project.

The main three competencies are:

- Student Learning & Development
- Advising & Helping
- Ethical Professional Practice
- Assessment, Evaluation & Research

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

- Assist with teaching the Y100 course, which is designed for first and second year students interested in computer science & informatics (the course entails self assessments such as strengthquest, Holland code, general resume building, using linkedIN, etc.)
- Assist with assessment efforts to track why students are taking Y100 and follow their progress throughout the school, if applicable.
- Gain experience helping students identify their field of study and laying out their four-year plan for classes and co-curricular activities.
- Help with the Career fair for the school of informatics and computing

Individual completing this form:
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Site Supervisor for Practicum Experience
Name              Tiana Williams Iruoje
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Please complete these forms by October 2, 2015 for all potential practicum that your office will have available. Danielle De Sawal, HESA Mater’s Program Coordinator, Education 4272, at 856-8382 or via e-mail at ddesawal@indiana.edu.

Thank you!