Title of Practicum
Assessment and Research Assistant

Practicum Description Summary
This position will help advertise, organize and run focus groups for office assessment measures. Student will also have the opportunity to work with current advocates and assist with student withdrawal cases.

Sponsoring Office
Student Advocates Office

Department/Office Website Address: http://advocates.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: 1

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

Hours per week may be flexible depending on activities scheduled for that week. Some evening hours (after 5pm) will likely be required during the implementation of the focus groups.

Learning outcomes associated with the practicum experience in your office:
- To gain skills in assessment and program development
- To improve research strategies and skills
- To improve knowledge about the interrelationship between student services and academic/administrative policies in a large university setting
- To apply FERPA and confidentiality policies

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

This practicum will focus on assisting with office assessment efforts. Assessment activities will include helping to organize, host and run focus groups intended to provide feedback on SAO services and student experiences. Student may also shadow current advocate(s) in working one-on-one with students and be able to work individually with students on withdrawal cases.

Site Supervisor for Practicum Experience:
Name Sally Jones
Address 1900 E. 10th St. Eigenmann Hall 225
Phone 812-855-0761
E-mail sejones@indiana.edu

Individual completing this form:
Name René Henry
Address 1900 E. 10th St. Eigenmann Hall 225
Phone 812-855-0761
E-mail henyr@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!