Higher Education and Student Affairs  
Spring 2016 Practicum Opportunities

Title of Practicum

Assistant Programming Coordinator, Student Activities Programming Board

Practicum Description Summary

The Assistant Programming Coordinator will have the opportunity to work with and advise the Student Activities Programming Board (SAPB) at IUPUI. The board is comprised of 11 directors including 7 programming committees and 4 executive offices whose purpose is to select, promote, and produce campus-wide events that meet the social, educational, and entertainment needs of the IUPUI Community. The Assistant Programming Coordinator will have the opportunity to be involved in the development of program assessment, advising, and program production. If interested, the position will assist in advising students through the Entertainment & Speakers committee.

Sponsoring Office

IUPUI Campus Center/Office of Student Involvement

Department/Office web site address: http://studentaffairs.iupui.edu/involved/student-orgs/progserv/sapb/index.shtml

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:

There are no additional requirements outside the eight hours per week but may require hours in the evening due to events. Student is expected to be self-directed with weekly oversight by the Coordinator of Student Programming & Coordinator for Student Activities.

Learning outcomes associated with the practicum experience in your office:

As a result of completing this practicum experience, the student will be provided with exposure to better:

- Understand the role of an advisor and mentor.
- Work directly with professionals and students in a campus programming setting.
- Understand the connectivity between urban campus communities and on-campus efforts.
- Understand national trends and best practices with regards to the functional area of campus programming boards.
• Understand assessment strategies for groups and individuals.

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

The student will be able to complete the following during their practicum experience:

• Researching best practices for campus programming boards that include Urban 13 and similar national, regional, and local institutions.
• Building a database for potential on-campus community partnerships for the Student Activities Programming Board.
• Developing, implementing, and assessing program experiences that include conferences, professional development sessions, and campus-wide programs.
• Co-advising the Director of Entertainment & Speakers.
• Meeting weekly (or as needed) with the practicum supervisor.
• Preferably free on Wednesdays from 6-8 p.m. for weekly board meetings.

**Site Supervisor for Practicum Experience**
Name: Brian Starkel (Coordinator for Student Programming)
Address: CE 350, 420 University Blvd., Indianapolis, IN 46202
Phone: 317-278-0593
E-mail: bstarkel@iupui.edu

**Individual completing this form:**
Name: Joe Hayes (Director of the IUPUI Campus Center)
Address: CE 350
Phone: 317-278-0601
E-mail: hayesjom@iupui.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.