Title of Practicum
Curriculum Policy Management Coordinator, IU School of Medicine

Practicum Description Summary
The Curriculum Policy Management Coordinator will be responsible for developing a system to catalog and manage curriculum policies across our nine campus system. Working with faculty and program directors, the coordinator will be responsible for identifying and documenting policies of courses, programs, and committees to meet the needs of faculty and learners. The coordinator will also be responsible for working with committee chairs to research best practices for managing curriculum policies, identify gaps in current policies, and draft new policies where appropriate.

Sponsoring Office
IU School of Medicine Medical Student Education (MSE) and Office of Faculty Affairs and Professional Development (OFAPD)

Department/Office Website Address:
http://mse.medicine.iu.edu
http://faculty.medicine.iu.edu

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2015 Number available: 1

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

None. The office would be happy to work with the student if a remote work schedule is needed.

Learning outcomes associated with the practicum experience in your office:
- Describe the role of faculty and institutional governance in curriculum policy development
- Research best practices of curriculum governance processes across peer institutions
- Using input from administrators, faculty, and students, develop a system to catalog curriculum policies
- When writing a policy, balance the perspectives of student affairs and academic affairs in wording and implementation

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:
The curriculum policy coordinator will be responsible for reformatting current curriculum policies into the IU template in the IU School of Medicine. He/she will work closely with associate and assistant deans to understand what curriculum policies are simply “understood” or
undocumented within the system, and use the IU policy framework to document them. Once written, the coordinator will work with the curriculum managers to develop a system to catalog curriculum policies so that they are easily searchable by faculty, staff and students.

**Site Supervisor for Practicum Experience:**
Name: Krista Hoffmann-Longtin, PhD  
Address: 425 University Blvd. CA 09  
Phone: (317) 278-2840  
Email: klongtin@iu.edu

**Individual completing this form:**  
Name: Krista Hoffmann-Longtin, PhD  
Address: 425 University Blvd. CA 09  
Phone: (317) 278-2840  
Email: klongtin@iu.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](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](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!