The Training and Professional Development practicum will provide graduate students with hands-on experience in designing, developing, and assessing online training modules and resources, aimed to expand and enhance the knowledge and skills of academic advisors, career counselors, and peer mentors in University College. Our goal is to support graduate students as they explore the important role of training and professional development in higher education, while challenging them to explore how to best utilize online technologies to engage staff in new ways.

The Training and Professional Development practicum student will:

- Participate in Academic and Career Development’s Training and Orientation of New Staff (TONS) to gain an understanding of the onboarding process, the expectations of staff in the office, and to provide context for assisting with the design and development of training resources.
- Work with the Assistant Director of Training and Professional Development to develop and facilitate a week-long training program for new peer mentors in ACD, addressing the conceptual, informational, and relational aspects of their role, with a focus on leadership development, collaboration, customer service, integration of technology, and professional expectations and work skill development.
- Utilize online technologies to create training modules to prepare new staff and allow current staff, both student and professional, to refresh their understanding of important policies and procedures, ensuring consistent information and ease of access.
- Research online training assessment tools for future integration to measure progress of new staff throughout the onboarding process and identify further training needs.

Learning outcomes associated with this practicum opportunity experience include:

- Gaining an understanding of the mission, values, goals, and culture of Academic and Career Development in University College at IUPUI, Indiana’s urban public research university.
- Understanding the importance of providing both student and professional staff with training that addresses the conceptual, informational, and relational aspects of their roles in order to best meet their needs and the needs of the students with whom they work.
- Applying critical thinking, problem solving, and creativity to expand, enhance, and evaluate training efforts aimed to support and challenge academic advisors, career counselors, and peer mentors in ACD.
- Becoming familiar with online learning technologies and promising practices for utilizing them to engage staff in continuous learning, assess their knowledge, and provide them with the convenience of accessing training on-demand.
- Refining valuable skills in communication, collaboration, and innovation, while increasing competencies in the areas of training development and assessment.

Contact seltz@indiana.edu