Title of Practicum
Graduate Intern, Academic Advising

Practicum Description Summary
The Academic Advising practicum opportunity at Ivy Tech Community College – Central Indiana will provide graduate students with hands-on experience in one-on-one academic advising, aimed to serve an increasingly diverse population of both first-time and continuing college students. Our goal is to challenge and support our interns in order to promote both personal and professional growth.

Sponsoring Office
Academic Advising Center, Ivy Tech Community College – Central Indiana

Department/Office Website Address:
http://ivytech.edu/advising/

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: 1-2

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

Full practicum hours (8 hours/week) will begin in January and may involve an occasional evening/weekend commitment. Pending budgetary approval, students who successfully complete the practicum experience may be invited to transition to a paid internship with Academic Advising for Summer 2016.

Learning outcomes associated with the practicum experience in your office:
Academic Advising interns will:

- Employ knowledge of student development theory to guide interactions with a diverse student population.
- Gain an understanding of the mission, values, goals and culture of the nation’s largest state-wide community college system.
- Apply critical thinking, problem solving and creativity to evaluate and enhance advising programs and services.
- Become familiar with general academic requirements and utilize knowledge in one-on-one advising settings.
- Develop valuable skills in academic advising, program development and assessment.
- Challenge and encourage students in competitive majors to explore options and backup plans within or outside their chosen major.
Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:

Academic Advising interns will:
- Shadow Pre-Health Professions-Advisors and other academic advising staff to gain an understanding of enrollment steps and the advising process and approach when working with college students at Ivy Tech.
- Meet one-on-one with first-time college students to assist them in identifying personal, academic and career goals to guide the development of an academic plan.
- Meet one-on-one with current, transfer, or readmit college students to analyze their academic standing, and assist in their application and acceptance to their competitive health or nursing program.
- Co-present group advising sessions with professional staff during peak registration.
- Assist with the ongoing development of training materials and supplemental resources for academic advisors and other professional staff working with new students.
- Assist with the evaluation of Academic Advising to enhance program effectiveness and measure contributions to increased matriculation, persistence and completion rates.
- Participate in staff meetings and professional development opportunities when available.

Site Supervisor for Practicum Experience:
Name: Josh VanBibber
Address: 50 W. Fall Creek Pkwy N Dr, Indianapolis, IN
Phone: 317-916-7986
E-mail: jvanbibber4@ivytech.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!