Higher Education and Student Affairs
Spring 2016 Practicum Opportunities

Title of Practicum
Academic Advising Assessment & Best Practice Research

Practicum Description Summary
Student(s) involved in this practicum experience will join a professional office of 14 academic advisors, one assistant director, and one associate director. They will be charged with spearheading the assessment and research effort into the best practices in academic advising of comparable programs (professional schools, student to advisor ratios, enrollment).

In addition, dependent on area(s) of interest to the student, he/she may choose to assist with one on one academic advising, exposure and training across many areas and programs large undergraduate program serving 6000+ students including but not limited to: International Programs, Living Learning Centers, Honors, Diversity, Institute for Social Impact.

Sponsoring Office
Kelley School of Business Undergraduate Program

Department/Office web site address:
http://kelley.iu.edu/ugrad/

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: 2

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

The 8 hours include:
- Working with and making referrals for students at our front advising desk.
- Attending weekly staff meeting
- Training and learning about major programs and departments throughout the Undergraduate Program
- Researching and assessing our advising models and developing best practices
- Attending advisor professional development activities, as available

In addition to the 8 hours, students can elect to shadow academic advising appointments and possibly lead or co-lead academic advising appointments with first year students.
Learning outcomes associated with the practicum experience in your office:

Advising and Helping
- Establish rapport with students, groups, colleagues, and others.
- Facilitate problem-solving.
- Know and use referral sources (e.g., other offices, outside agencies, knowledge sources), and exhibit referral skills in seeking expert assistance.
- Maintain an appropriate degree of confidentiality that follows applicable legal and licensing requirements, facilitates the development of trusting relationships, and recognizes when confidentiality should be broken to protect the student or others.

Assessment, Evaluation, and Research
- Facilitate appropriate data collection for system/department-wide assessment and evaluation efforts using up-to-date technology and methods.

Student Learning and Development
- Articulate theories and models that describe the development of college students and the conditions and practices that facilitate holistic development.
- Articulate how differences of race, ethnicity, nationality, class, gender, age, sexual orientation, gender identity, disability, and religious belief can influence development during the college years.
- Identify the limitations in applying existing theories and models to varying student demographic groups.
- Generate ways in which various learning theories and models can inform training and teaching practice.
- Identify and construct learning outcomes for both daily practice as well as teaching and training activities.

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

- Researching and Assesses our advising models, and outreach, and develop best practice recommendations that fit the enrollment, scope, and ideals of our academic advising office.
- Working with and making referrals for students, staff, and faculty at our front advising desk. Additionally, answering short advising questions, after training period.
- Attending advisor professional development activities, as available.

Weekly Professional Development Activity
- Hear from guest speakers from within the Kelley Undergraduate Program such as Kelley Study Abroad advising, Business Honors advising, Kelley Admissions, Scholarships, Student Engagement, and Kelley Living Learning Center
- Attend Academic Advising Staff Meeting (Weekly)

Optional Academic Advising
• Shadow academic advising  
• Co-deliver academic advising to first-year students

Optional Other Activities/Projects  
• Assist with planning professional development activities for the Kelley Advising Team  
• Participate in two Direct Admit Day events – Largest Kelley recruiting events of year

**Individual completing this form:**  
Name: Amanda Karls  
Address: 1309 E Tenth St, Hodge Hall Rm 3035  
Phone: 812-855-2802  
E-mail: ackarls@indiana.edu

**Site Supervisor for Practicum Experience:**  
Name: Same as above  
Address:  
Phone:  
E-mail: 

_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!