Title of Practicum – Career Advising, Events and Assessment Practicum

Practicum Description Summary
Students in this practicum will work to provide career advising to students in the School of Science. They majority of the audience served will be students applying for the Life Health Science Internship program (LHSI). This includes both one-on-one and group advising, as well as developing and delivering 1-2 preparation workshops over the course of the semester.
The other major component of the practicum will be to conduct a needs assessment of the office with regard to student expectations about their career development. The practicum student will work closely with staff to compile and analyze results and make recommendations based on this assessment.

Sponsoring Office: IUPUI School of Science Office of Pre-professional and Career Preparation (PREPs)

Department/Office web site address: sciencePREPs.iupui.edu

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host: Spring 2014 Number available: 2

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

All work can be completed within the 8 hour timeframe.

Learning outcomes associated with the practicum experience in your office:
- Understand the career development process
- Learn the model of career coaching and how to implement it in an advising session
- Learn the process of how to develop and implement a needs assessment
- Explore career services as possible field of interest
- Explore one’s own career development and decision making

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:
- Hold weekly drop-in advising hours in the PREPs office to assist students with various career development needs (resumes and cover letters, interview preparation, letters of reference, professionalism) and follow up with students as needed
- Develop and deliver 1-2 workshops over the course of the semester focused on meeting the needs of students applying for internships
- Develop and implement, in consultation with site supervisor, a student needs assessment
- Attend School of Science and PREPs committee/staff meetings as appropriate (e.g., science advisors meetings, Career Services Council, committee on academic and student affairs, Dean’s Office staff meetings, etc.)
Site Supervisor for Practicum Experience
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