**Title of Practicum:** Conduct Officer, Office of Student Ethics

**Practicum Description Summary**
Student(s) will serve as sworn-in conduct hearing officers in the Office of Student Ethics, tasked with responding from the University’s perspective to acts of personal misconduct that occur on or off campus. The student(s) will also be expected to facilitate academic integrity and Digital Millennial Copyright Act seminars with multiple students in the room. Some qualitative data research/documentation will also be required.

**Sponsoring Office**
Office of Student Ethics, Division of Student Affairs, Indiana University - Bloomington

**Department/Office web site address:**

**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: 3

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

None outside of 8 hours per week. Some weeks, all 8 hours will need to be spent attending and then teaching educational seminars, but will not exceed 8 hours per week.

**Learning outcomes associated with the practicum experience in your office:**

- The student will understand the holistic nature of student conduct on a large, research I campus, including personal misconduct, academic misconduct, and mental health/medical concerns.
- The student will demonstrate a mastery level of knowledge on legal and ethical standards of student affairs professionals, including a thorough understanding of Title IX as it relates to personal misconduct.
- The student will gain classroom facilitation experience, developing skills in speaking to large groups of student about personal or academic misconduct.
- The student will connect with professional staff on campus at various levels to understand the many professional opportunities in student conduct.

**Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:**
The main responsibility of the practicum student will be to receive, charge, adjudicate, and track cases of personal misconduct on the part of Indiana University undergraduate students. Students can expect to be assigned 2-3 cases per week. Additional duties will include:

- Meeting with various professional staff around campus to develop a better understanding of the holistic approach to student conduct at Indiana University,
- Attending and facilitating Academic Integrity and Digital Millennial Copyright Act Seminars,
- Assist in qualitative data collection to map the experiences of the students who come into Student Ethics,
- Participate in professional development sessions with the entire office staff on a monthly basis.
- Review files and procedures to develop a mastery level understanding of Title IX and its implications for all University faculty and staff.
- Co-Facilitate EDUC U206 – Developing a Culture of Integrity in the College Classroom.

**Site Supervisor for Practicum Experience**

Name: Jon T. Riveire  
Address: 801 N. Jordan Avenue, C101  
Phone: (812) 855-5419  
E-mail: jriveire@indiana.edu