

Higher Education and Student Affairs **Spring 2018 Practicum Opportunities**

Title of Practicum

Office of Completion and Student Success: Develop Advisor Training Materials
ment of Materials about Students from Diverse Backgrounds for use in Training Academic Advisors

Practicum Description Summary

The person pursuing this practicum will research and create training materials related to students from diverse populations – for use in the development of academic advisors. This will involve: reviewing existing literature; consulting with campus experts; searching for relevant video clips; and summarizing the results into a form that is easily accessible for staff.

Sponsoring Office

Office of Completion and Student Success

Department/Office Website Address: <https://ocss.iu.edu/>

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

Spring 2018

Number available: 1 (possibly 2 if necessary)

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

Learning outcomes associated with the practicum experience in your office:

Practicum students will learn how to:

- Balance individual initiative with the expectations of a professional project
- Conduct a literature, video-clip, and resource review of targeted topics
- Design effective questions for interviews of experts
- Identify experts and interview them to gain their input
- Summarize a huge body of information in a way that honors the integrity of the information while meeting the needs of the “consumers” of the information

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

The practicum student will work in an office in Poplars and/or independently to accomplish the activities listed in the outcomes above. She or he will meet weekly with the supervisor to discuss progress-to-date and get feedback.

Site Supervisor for Practicum Experience:

Name Gail Fairfield
Address 806 Poplars
Phone 812 856-2942
E-mail gfairfie@iu.edu

Individual completing this form:

Name Gail Fairfield
Address Poplars 806
Phone 812 856-2942
E-mail gfairfie@iu.edu

- Yes, my department plans to attend the HESA Practicum Fair and we have completed the description form (Jennifer Gilles will attend the fair for OCSS)**
- 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 Amy Núñez, hesaga@indiana.edu, by October 6, 2017. Past practicum descriptions can be found at <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!