

Higher Education and Student Affairs
Spring 2017 Practicum Opportunities

Title of Practicum

International Student Life Assistant

Practicum Description Summary

This practicum will focus on international students and helping plan events such as International Women’s Day, International Leadership Awards and Graduation Reception, Graduate Student and Scholars Connect, and assessment of programs.

Sponsoring Office

Office of International Services

Department/Office Website Address: <https://ois.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 2017

Number available: 1__

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

The student will be expected to work some weekend events that would fall outside of the work week, but could still be within the 8 hours per week.

Learning outcomes associated with the practicum experience in your office:

Student will learn more about international students on the IU campus
Student will gain a better understanding of event planning.

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

The practicum student will be working a variety of events that occur outside of 8 a.m.-5 p.m. but will also be in the office to complete tasks and other duties as assigned.

- Develop event planning and management skills

- Implement program assessment
- Gain experience working with a diverse student population and understand the needs of international students

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

- International Women’s Day

This event will take place in March to celebrate international women in conjunction with Women’s History Month. This event will be a new program and the practicum student would be part of the development and shaping the event. Duties include program development, outreach, logistics, day of event management.

- Leadership Awards and Senior Recognition Ceremony

This event honors the hard work and efforts of the international campus community through awards as well as recognizing international students that are graduating. Duties include marketing and advertising the awards, sorting through nominations and preparing them for the award selection committee, logistics, and onsite event management.

Site Supervisor for Practicum Experience:

Name Mai-Lin Poon _____
 Address 400 E 7th St Poplars 221 _____
 Phone 8128566458 _____
 E-mail mpoon@iu.edu _____

Site Supervisor for Practicum Experience:

Name _____
 Address _____
 Phone _____
 E-mail _____

Individual completing this form:

Name Emily A. Davis _____
 Address 400 E. 7th St. Bloomington, IN 47403 _____
 Phone 812-855-6001 _____
 E-mail emildavi@indiana.edu _____

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