

**Higher Education and Student Affairs**  
**Spring 2017 Practicum Opportunities**

**Title of Practicum**

SICE Academic/Career Planning Assistant

**Practicum Description Summary**

Practicum students will observe and participate in academic/career planning meetings with undergraduate tech students (Informatics, Computing, and Engineering) in order to learn and practice effective exploratory advising practices. In addition, they will pursue a subarea of responsibility based on their individual interest areas. Subareas might include:

- **Research:** explore approaches to advising based on advising theory and professional standards, with the goal of publishing in a relevant journal
- **Assessment:** determine the effectiveness of the practicum site's advising practices using quantitative and/or qualitative methods
- **Experiential Learning:** plan job shadowing opportunities for students and participate in advising outreach projects/events
- **Curriculum Planning & Teaching:** assist in implementing innovative teaching practices for an academic/career exploration course

**Sponsoring Office**

School of Informatics, Computing, and Engineering (SICE) Academic Advising and Career Services offices.

**Department/Office Website Address:** [www.soic.indiana.edu](http://www.soic.indiana.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: 2

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

- None expected, but total hours per week can fluctuate from week to week with agreement of the practicum student and supervisor.

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

- Practicum students will be able to implement several recognized approaches to academic and career advising during student advising meetings.
- Practicum students will be able to advise students based on the requirements of the CAS Standards for Career Services and Career Readiness Competencies (defined by NACE).
- Practicum students will be able to advise students based on the requirements of the Four Pillars of Academic Advising (defined by NACADA).

- Practicum students will be able to create and implement advising assessments based on the NACE and NACADA standards.
- Practicum students will be able to articulate how academic and career advising work together to support student success, and they will be prepared to create approaches to connect the two areas within their academic units.
- Practicum students will be able to address the specific academic and career needs of undergraduate students interested in technology.
- Other possible learning outcomes include: planning and implementing outreach events, group advising, and classroom teaching sessions, as well as networking with fellow academic and career advisors on campus.

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

- Shadow advisors and eventually transition to conducting the advising appointments by themselves.
- Occasionally attend staff meetings of the academic and career advising staffs
- Create academic & career advising tools (binders of materials, handouts, posters, and other physical or virtual materials)
- Devise a personal approach to academic advising
- Create an advising assessment instrument for SICE advising
- Participate in supervisors' research, with the goal of developing articles/presentations for submission to academic journals and conferences.
- Other possible activities: campus outreach events, career fairs and other networking events.

**Site Supervisor for Practicum Experience:**

Name Kody Sexton and Anna Bednarski  
 Address Luddy Hall (office number TBD)  
 Phone current: 812-855-4941 and 812-855-5614  
 E-mail [kksexto@indiana.edu](mailto:kksexto@indiana.edu) and [abednars@indiana.edu](mailto:abednars@indiana.edu)

**Individual completing this form:**

Name See above  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

**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 Amy Núñez, [hesaga@indiana.edu](mailto: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>**