Higher Education and Student Affairs  
Spring 2018 Practicum Opportunities  

Title of Practicum  
New Student Orientation

Practicum Description Summary  
The practicum position in Orientation will provide a hands-on experience in planning and facilitating new student orientation programs at a small, private, Catholic liberal-arts institution. The graduate intern will conduct research on best practices, be involved in outcome-based planning of programs and sessions, assist with selection, training, and development student Orientation Leaders, and develop assessment tools.

Department/Office Website Address: www.marian.edu/soar

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  
(With the option of carrying this position into the summer)

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

The first new student orientation program (SOAR) will be April 20th, 2018. The program will last from 8:00am-5:00pm. The practicum student will be expected to assist with the facilitation of this program. Additionally, the practicum student will be expected to assist with the facilitation of a weekend retreat for Orientation Leaders in March or early April.

Learning outcomes associated with the practicum experience in your office:

- Gain an understanding of working at a small, private, faith-based, liberal arts institution.
- Be able to develop tools to assess the learning and development of students at an orientation program.
- Understand the process of planning and facilitating new student orientation programs.
- Supervise and facilitate training and development for student orientation staff.
- Articulate best practices in new student orientation.

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

- Interview Orientation Leader candidates and serve on the OL selection committee.
- Supervise student staff and hold one-on-one meetings to further their development.
- Plan and facilitate bi-weekly staff trainings and a weekend staff retreat.
- Assist with the coordination and facilitation of orientation (SOAR) on April 20th, 2018.
• Design programming for the parent and family track during SOAR programs.
• Assist with creating programming for Week of Welcome
• Develop assessment and evaluation tools to gather data and feedback for orientation programs.
• Research and benchmark other orientation programs to learn about best practices in retention and that can be implemented at Marian University.
• Collaborate with the Coordinator of Student Activities and the Director of FYE to complete additional projects.
• Meet with student affairs professionals from a variety of offices on campus to discuss their role in orientation and how working at a small, faith-based institution influences their work.
• Other duties as assigned

Site Supervisor for Practicum Experience:
Name: Tyler J. Paul
Address: 3200 Cold Spring Road, Indianapolis, IN 46222. Clare Hall 125
Phone: 317-955-6354
E-mail: t paul@marian.edu

Individual completing this form:
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✓ 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, by October 6, 2017. Past practicum descriptions can be found at http://education.indiana.edu/students/graduates/programs/hea/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!