

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 tpaul@marian.edu

Individual completing this form:

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 Address 3200 Cold Spring Road, Indianapolis, IN 46222. Clare Hall 125
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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/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 ddeawal@indiana.edu.

Thank you!