

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

Title of Practicum

New Student Orientation Graduate Intern

Practicum Description Summary

The New Student Orientation practicum in the Office of First Year Experience Programs will provide graduate interns with a hands-on approach to learning about New Student Orientation at a large institution. Interns who successfully complete the late fall/spring practicum will transition to a paid New Student Orientation Graduate Internship with the Office of First Year Experience Programs for the summer of 2018.

Sponsoring Office

Office of First Year Experience Programs

Department/Office Website Address:

<http://fye.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 2018

Number available: Up to 3

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

The New Student Orientation practicum will include a couple planning meetings in November and December. Full practicum hours (8-10 hours/week including staff meetings) will begin in January. Successful completion of the practicum will result in a full-time paid New Student Orientation Graduate Internship with the office of First Year Experience Programs for the summer of 2018.

Undergraduate student staff recruitment/selection/training during the spring semester may require occasional additional hours depending on the individual's availability.

Expected attendance at the Association for Orientation, Transition, and Retention in Higher Education (NODA) Region 7 Conference in Hamilton, Ontario, Canada March 2-4, 2018. Cost of attendance, travel, and lodging will be covered.

Learning outcomes associated with the practicum experience in your office:

Our philosophy within the Office of First Year Experience Programs is to challenge and support each New Student Orientation Graduate Intern as if he/she was a full-time staff

member who happened to work 8-10 hours a week. At the end of the practicum experience, we expect interns will be prepared for a professional position. They will have a greater understanding of the following:

- their role and responsibility in adapting to an office culture;
- different styles of supervision through experience working with various professional staff
- the structure and processes involved in creating a comprehensive New Student Orientation program
- the daily tasks and ethical considerations inherent within New Student Orientation work and
- the role collaboration and effective communication have in implementing a large scale program.

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

A complete job description and application materials will be provided at the HESA Practicum Fair.

Generally, Graduate Intern responsibilities will include assisting with the development and implementation of New Student Orientation Programs, assisting with training and in-program supervision of the Orientation Team, and maintaining office hours to complete assigned projects and responsibilities. One of the primary projects for the spring semester will be the development and implementation of the Orientation Team Spring Retreat.

In addition, Graduate Interns will have an opportunity to submit proposals to present an educational session(s) at the NODA Region 7 Conference.

Site Supervisor for Practicum Experience:

Name Jessa Trimble
Address 326 N. Jordan Ave.
Phone 812-855-4357
E-mail jesktrim@indiana.edu

Individual completing this form:

Name Jessa Trimble
Address 326 N. Jordan Ave.
Phone 812-855-4357
E-mail jesktrim@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

— **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, 2011. 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 practicums 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!