

## Office of Student Conduct – Practicum Student Experience

Spring 2018

The Office of Student Conduct practicum student(s) will observe, gain exposure to, and/or actively participate in many functional areas within a student conduct office: academic integrity, personal misconduct, mediation, organization misconduct, and sexual misconduct. Practicum student(s) will provide students with learning moments grounded in learning outcomes and developmental theory (specifically ethical, moral, and cognitive theories), engage in critical dialogue with students/parents/faculty/attorneys, and balance student accountability with student rights.

Throughout the spring 2018 semester, the Office of Student Conduct practicum student(s) will:

- Read and review the IU Bloomington Conduct Process Procedures and *Code of Student Rights, Responsibilities, and Conduct*
- Complete Symplicity-Advocate training to develop proficiency for the online database
- Complete a resource project to be utilized within OSC. Can include: Mediation Advertisements and Resources, Creative Action Plan Guide, Resource Pamphlets, assessment, etc.
- Schedule 1:1 meetings with supervisor
- Schedule meetings with Student Conduct Professional Staff
  - Libby Spotts – Director
  - Laura Mals – Associate Director for Student Conduct
  - Latosha Williams – Associate Director for Conduct in Residential Programs & Services
  - Anna Krause – Assistant Director for Student Conduct
  - Jackie Stelmaszczyk – Assistant Director for Student Conduct
  - -- Coordinator for Student Conduct
  - Simone Cardoso – Sexual Misconduct Investigator
  - Sofia McDowell – Sexual Misconduct Investigator
  - – Sexual Misconduct Investigator
  - Lillian Hogan – Administrative Support
  - Nita Allgood – Administrative Support
  - Tony Kort – Front Desk Assistant
- Observe at least five personal misconduct cases with supervisor
- Observe one Hearing Commission with Anna, Libby, or Jackie
- Observe one Academic Misconduct case with Anna
- Observe a Digital Millennium Copyright Act (DMCA) Seminar (schedule with Anna)
- Facilitate two DMCA Seminars per month (February, March, April) – Schedule with Anna

- Attend part of an Academic Integrity Seminar (schedule with Anna)
- Facilitate part(s) of an Academic Integrity Seminar (coordinate with Anna)
  - Requires Sat/Sun 8:30am-12:30pm
- Complete Title IX Hearing Panel Training videos, Responsible Employee modules, and Campus Security Authority training
- Read the Indiana University Sexual Misconduct Policy and review any questions with the Title IX team
- Model Title IX complainant and respondent intake meetings with a Title IX team member
- Review organization misconduct procedures, observe an organization misconduct hearing, with option to co-investigate an organization case with a lead investigator
- Develop and facilitate a presentation regarding conduct-related material to another department on campus (topics will be developed with supervisor)
- Adjudicate personal misconduct cases as assigned (approx. 2/week)
- Complete final evaluation

Questions, concerns, and interest should be directed to Jackie Stelmaszczyk at [jstelma@iu.edu](mailto:jstelma@iu.edu) or Anna Krause at [annkraus@indiana.edu](mailto:annkraus@indiana.edu). Both Jackie and Anna can be reached by phone at 812-855-5419.

Interested candidates should submit a resume to Jackie Stelmaszczyk at [jstelma@iu.edu](mailto:jstelma@iu.edu) by November 8 or at the practicum fair on October 27. Interviews will be scheduled to follow.