

Higher Education and Student Affairs Spring 2017 Practicum Opportunities

Title of Practicum:

Orientation Advising Assistant

Sponsoring Office(s):

Academic & Career Development and Orientation Services at IUPUI

Website:

ACD.iupui.edu<<http://acd.iupui.edu>> and orientation.iupui.edu<<http://orientation.iupui.edu>>

Number available: 1

Requirements Outside of 8 hours/week:

Graduate student is required to transition into a paid summer internship (May 14-August 3) with Academic & Career Development and Orientation Services at IUPUI upon successful completion of this practicum experience. Position responsibilities for summer internship listed below.

Practicum Description Summary:

This spring practicum, with successive paid summer internship, will allow one graduate student the opportunity to assist with various aspects of planning, preparation, and execution, in partnership with the professional and student staff of two partnering offices, Academic & Career Development and Orientation Services at IUPUI.

Learning outcomes associated with the practicum experience in your office:

- * Gain an understanding of the mission and culture of two partnering offices – Academic & Career Development and Orientation Services – and of IUPUI, Indiana’s urban public research university.
- * Become familiar with various advising theories and how they inform conversations with first-year students related to major confirmation, academic planning, and course selection.
- * Apply critical thinking, problem solving, and creativity to enhance orientation training for student orientation leaders and professional advising staff.
- * Understand the importance of addressing the conceptual, informational, and relational aspects of staff training to best meet the needs of students and families.
- * Refine valuable skills in communication, collaboration, and innovation, while increasing competencies in the areas of academic advising, training development, and orientation programming.

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

Responsibilities associated with the spring practicum (8-10 hours/week, January-April) will include:

- * Work with the Assistant Director of Academic & Career Development and Director of Orientation Services to enhance orientation training for both student orientation leaders and professional advising staff.
- * Provide academic advising related to major confirmation, academic planning, and course selection to first-year students pursuing one of two distinctly different majors – Business or Biology.
- * Leverage available technologies to develop and enhance processes, tools, and resources that support the logistical aspects of orientation as they relate to academic advising.
- * Participate in office planning and advisory meetings to provide insight, gain context, and prepare for the summer internship role.

Responsibilities associated with the paid summer internship (25-30 hours/week, May 14-August 3) will include:

- * Assist with the coordination and facilitation of various components of orientation leader training, specifically as they relate to academic advising content.
- * Work with advising and orientation leadership to manage advisor-student group assignments and any necessary assignment changes for all two-day first-year orientation programs.
- * Serve as the primary point of contact for orientation leaders and coordinators during JagBlast, the evening event on day one of orientation which engages new students in playfair-like activities, a student organization fair, and any remaining academic planning work needed for the following day of orientation.
- * Support academic advisors, orientation leaders, and new students with various aspects of advising preparation, group advising presentations, and course selection and registration.
- * Compose an end-of-summer report, assembling an evaluation of successful logistical and communication procedures, promising practices in orientation advising, and recommendations for future orientation programs at IUPUI.

Individual completing this form:

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