

Higher Education and Student Affairs
Spring 2018 Practicum Opportunities
Title of Practicum

Internship and Career Services (ICS) Practicum Student

Practicum Description Summary

The practicum student will have the opportunity to learn more about ICS and the career development process through one on one advising. Additionally, this practicum allows a HESA graduate student to assist with current ICS projects, networking events, workshops, or other special projects tailored to the students' interests and skillset.

Sponsoring Office

Internship and Career Services

Department/Office Website Address: www.butler.edu/ics

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2017

Number available: One student only

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

- There is the potential to assist with our career community networking series featuring the nonprofit sector as well as entrepreneurship and innovation. These events often take place in the evenings, but are not required.

**Learning outcomes associated with the practicum experience in your office:
As a result of this practicum, students will be able to:**

- Demonstrate the ability to advise undergraduate students through the process of resume writing, wise wandering maps, LinkedIn profile creation, and other career development practices.
- Analyze various styles of leveraging student development theory during career counseling sessions.
- Examine a centralized career services office at a small, liberal arts institution
- Develop foundational knowledge of the career development cycle and how it can be adapted for undergraduate and graduate students as well as alumni.
- Discuss the concepts of a career preparation course geared towards students approaching graduation.

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

This practicum will introduce a HESA graduate student to the culture of ICS in addition to the Butler University community. This experience will begin with career advising training using appointment shadowing followed by reverse shadowing for resume critiques, LinkedIn assistance, wise-wandering maps, and cover letter critiques. Ultimately, the practicum student will spend four hours per week meeting one on one with students and alumni to assist with these activities.

Depending on schedule, interests, and strengths of the graduate student, there is the potential to assist with one or more of the following projects and responsibilities:

- Participate in the creation of an ICS student ambassadors program. We are currently building a program where students serve as peer liaisons for ICS.

- Assist with LC301 Course: Career Planning Strategies - This course is taught once a week and is geared towards juniors and seniors seeking guidance with networking, the job search process, and how to prepare for life after college.
- Attend staff meetings, Career Services Advisory Board meetings, and assist with weekly College of Communication (CCOM) liaison office hours.
- Assist with planning of "Get Connected" our networking event for students in the colleges of Liberal Arts and Sciences (LAS), CCOM, and the Jordan College of the Arts (JCA)
- Collaborate with student Marketing Assistant to craft and promote the ICS bi-weekly newsletter.
- Our office is always open to new ideas and approaches. If you have a project you would like to explore in career development, we would love to hear about it!

Site Supervisor for Practicum Experience:

Name Courtney Rousseau _____
 Address Butler University, ICS, AU 315, 4600 Sunset Avenue, Indianapolis, IN 46208
 Phone 317-940-9384 _____
 E-mail croussea@butler.edu _____

Individual completing this form:

Name Same as above _____
 Address _____
 Phone _____
 E-mail _____

X 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 Gretchen Holthaus, gholthau@indiana.edu, by October 7, 2016. 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 ddesawal@indiana.edu.

Thank you!