

Higher Education and Student Affairs
Spring 2018 Practicum Opportunities

Title of Practicum

Career Development Student Engagement Intern

Practicum Description Summary

In an effort to increase student awareness of career services, the Career Development office is seeking a HESA practicum student to assist in developing and coordinating interactive programming that can be implemented throughout the academic year.

Sponsoring Office

Career Development Office, Ivy Tech Community College – Central Indiana

Department/Office Website Address: www.ivytech.edu/career-development

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

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

Specific schedule and responsibilities will be determined in conjunction with the student and Career Development Director. Hours may involve an occasional evening/weekend commitment.

Learning outcomes associated with the practicum experience in your office:

- Gain understanding of the mission, values, goals and culture of the nation's largest state-wide, singly accredited community college system
- Increase familiarity with and knowledge of career development office and services provided (career assessments, career coaching, resume writing, and interview preparation)
- Application of critical thinking and creative problem solving skills to evaluate and improve program planning
- Increase program planning and management skills, related to large and small scale events
- Access to national best practices and trends within career development field

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

The practicum students will assist in:

- Creating engaging and interactive outreach events, aimed at increasing student's knowledge of career services and upcoming events (i.e. Spring Career Fair, Work Study Hiring Fair, Career Development week, etc)
- Research best practices in Career Development and develop proposals for new programming and initiatives
- Create event calendar for entire academic year, identifying event themes and collecting/creating necessary materials for future implementation

Desired skills:

- Interest in career development and event planning
- Commitment to customer service and student advocacy through a positive attitude of approachability, adaptability, problem-solving and desire to identify and support student success.
- Excellent oral, written, and interpersonal communication skills
- Ability to work independently and take initiative
- Positively collaborate with high performing and dedicated team

Site Supervisor for Practicum Experience:

Name Jennifer Culver
Address 50 W. Fall Creek PKWY North Drive, Indianapolis, IN 46208
Phone 317-921-4716
E-mail jhess35@ivytech.edu

Individual completing this form:

Name Jennifer Culver
Address 50 W. Fall Creek PKWY North Drive, Indianapolis, IN 46208
Phone 317-921-4716
E-mail jhess35@ivytech.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.