

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

**Title of Practicum**

Student Affairs Engagement and Awareness

---

**Practicum Description Summary**

This practicum will allow the participant to learn about activities, events, and services sponsored by the Dean of Students Office. The participant will be doing traditional work with a Parents Board, planning the IU Family Weekend, and assisting the Bias Incident Responder team by increasing awareness of resources and proposing programming to support a safe and welcoming campus environment. The participant will help to develop communication, marketing, and social media tools to increase engagement and awareness initiatives in the Division of Student Affairs.

**Sponsoring Office**

Dean of Students Office

---

---

---

**Department/Office Website Address:** <https://studentaffairs.indiana.edu/dean-students/>

**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:**

Participant should be available to work on most Fridays throughout the semester. For example; the Spring 2018 Parents Board is Friday, February 9.

**Learning outcomes associated with the practicum experience in your office:**

This practicum should allow for growth and learning in the areas of administration, assessment and evaluation, and program development. Participant will learn to balance education and customer service as it relates to helping parents and students navigate the IU community. Participant will have the opportunity to collaborate with both campus and city constituents to gain a better understanding of how IU and Bloomington work together to support students. Participant will explore best practices to promote diversity and inclusion of all federally protected classes.

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

Assist with on-going communication and planning for the Spring Parents Association Advisory Board Meeting. This includes logistics, program development, and engaging with parents on the day of the event.

Assist with the promotion of the Bias Incident Reporting protocol by hosting information tables, presenting resources to student clubs and organizations, and facilitating focus groups on campus climate and culture.

Perform a CAS standards audit of current offerings on campus.

Help develop and host pop-up events in the community to engage students with university and city services.

Help develop web-resources, newsletter items, and social media materials that can be used to engage parents and the campus community.

Develop training materials for Division of Student Affairs.

**Site Supervisor for Practicum Experience:**

Name Sara Ivey Lucas and Sharr Pechac  
Address IMU M-088E 900 East Seventh St  
Phone 812-855-8187  
E-mail sivey@indiana.edu and sypechac@iu.edu

**Individual completing this form:**

Name Sara Ivey Lucas  
Address IMU M-088E 900 East Seventh St  
Phone 812-856-1746  
E-mail sivey@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](mailto:hesaga@indiana.edu), by October 6, 2017. 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](mailto:ddesawal@indiana.edu).

Thank you!