

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

**Title of Practicum**

Student Activities Programming Practicum

**Practicum Description Summary**

The Student Activities Programming Practicum student will work with the Coordinator for Student Programs and Promotions to support the Student Activities Programming Board (SAPB). SAPB is comprised of 5 executive officers, 6 programming committee directors, and more than 50 general board members. Their purpose is to "make college life happen" by selecting, promoting, and producing campus-wide events that meet the social, educational, and entertainment needs of the IUPUI community. This practicum will offer significant opportunity to engage in research and assessment as it pertains to student activities, with supplemental opportunities to gain advising, budgeting, and program planning skills.

**Sponsoring Office**

IUPUI Campus Center & Student Experiences: Student Activities

**Department/Office Website Address:** <http://studentaffairs.iupui.edu/involved/sapb>

**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:**

There are no additional requirements outside the eight hours per week, but the practicum may require hours in the evening due to events. The practicum student is expected to work with the site supervisor to flex hours accordingly.

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

As a result of completing this practicum experience, the student will enhance their abilities to:

- Conduct research and assessment of program effectiveness and outcomes of being involved with a programming board
- Employ evidence-based decision making in regard to student activities and programs
- Advise students on program planning
- Plan events, including vendor outreach, contract negotiation, budgeting, facilities management, risk management, and marketing
- Understand the impact of programs on student persistence and experience

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

The practicum student will:

- Spearhead efforts to establish and grow a consistent late night program
  - Research, benchmark, and gather baseline assessment data for late night programs
  - Review the role of alcohol-alternative programming at a primarily-commuter campus
  - Identify key campus partners to engage in efforts
  - Consider facilities, budget, and marketing needs
  - Support the SAPB Director of Late Nights
- Support SAPB in diversifying its programming efforts and better engaging all students
  - Review and analyze assessment data and demographic profiles of IUPUI students
  - Identify sub-populations of students that are currently not being served by SAPB programs
  - Propose action steps to better engage these sub-populations
- Advise an SAPB Committee Director on planning one program for the week of Jagalooza, IUPUI's annual spring carnival hosted by Traditions Board
- Facilitate at least one workshop at the General Board retreat on a topic agreed upon with the Vice President for Membership
- At the end of the practicum, present to Campus Center and Student Experiences on the importance of programming on a college campus

Based on the practicum student's interest, they will take on 1-2 of the following responsibilities:

- Work with the Coordinator for Student Programs and Promotions and the SAPB Vice President for Administration and Finance to review the organization's end-of-year finances and begin preparing the next year's budget
- Develop and conduct assessments of students' experiences as members of SAPB
- Develop and conduct assessments of students' experiences as participants at SAPB programs
- Support the Vice President of External Affairs in conducting focus groups to identify students' programming needs and desires
- Advise Marketing Representatives of programming committees
- Develop methods to support committee directors in managing their individual programming budgets
- Develop workshops/trainings on negotiating contracts and working with vendors

Additional opportunities may include:

- Attend general board and officers meetings on Wednesdays from 6 to 8 p.m.
- Attend Campus Center & Student Experiences bi-weekly staff meetings on Thursdays from 2 to 3:30 p.m.
- Assist in developing the 2018-2019 SAPB programming calendar

**Site Supervisor for Practicum Experience:**

Name Kristin Kreher, Coordinator for Student Programs and Promotions  
Address CE 386, 420 University Blvd, Indianapolis, IN 46202  
Phone (317) 274-2847  
E-mail [kkreher@iupui.edu](mailto:kkreher@iupui.edu)

**Individual completing this form:**

Name Joe Hayes, Director of Campus Center & Student Experiences  
Address CE 370, 420 University Blvd, Indianapolis, IN 46202  
Phone (317) 278-8511  
E-mail [hayesjom@iupui.edu](mailto:hayesjom@iupui.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.**