

Higher Education and Student Affairs **Spring 2017 Practicum Opportunities**

Title of Practicum

Academic Advising Assistant

Practicum Description Summary

The Academic Advising practicum opportunity at Ivy Tech Community College –Indianapolis will provide graduate students with hands-on experience in one-on-one academic advising, aimed to serve an increasingly diverse population of both first-time and continuing college students. Our goal is to challenge and support our interns in order to promote both personal and professional growth.

Sponsoring Office

Academic Advising Center, Ivy Tech Community College – Central Indiana

Department/Office Website Address:

<http://ivytech.edu/advising/>

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: 1-2

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

Full practicum hours (8 hours/week) will begin in January and may involve an occasional evening/weekend commitment.

Learning outcomes associated with the practicum experience in your office:

Academic Advising Assistants will:

- Employ knowledge of student development theory to guide interactions with a diverse student population.
- Gain an understanding of the mission, values, goals and culture of the nation's largest state-wide community college system.
- Apply critical thinking, problem solving and creativity to evaluate and enhance advising programs and services.
- Become familiar with general academic requirements and utilize knowledge in one-on-one advising settings.
- Develop valuable skills in academic advising, program development and assessment.
- Challenge and support students through career advising to explore options and backup plans within or outside their chosen major

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

Academic Advising Assistants will:

- Shadow Academic Advisors in a variety of programs in the Advising Center to gain an understanding of enrollment steps and the advising process and approach when working with college students at Ivy Tech.
- Meet one-on-one with New and Current college students to assist them in identifying personal, academic and career goals to guide the development of an academic plan.
- Meet one-on-one with current, transfer, or readmit college students to analyze their academic standing, and assist in their application and acceptance to their competitive programs.
- Co-present advising workshops with professional staff.
- Assist with the ongoing development of training materials and supplemental resources for academic advisors and other professional staff working with new or current students.
- Assist with the evaluation of Academic Advising to enhance program effectiveness and measure contributions to increased matriculation, persistence and completion rates.
- Participate in staff meetings and professional development opportunities when available.

Site Supervisor for Practicum Experience:

Name Josh VanBibber
Address TECH 131 – 50 W. Fall Creek Pkwy N Dr, Indianapolis, IN
Phone 317-916-7986
E-mail jvanbibber4@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.

Please submit completed practicum description form to Amy Núñez, 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 ddeawal@indiana.edu.

Thank you!