

Higher Education and Student Affairs
Spring 2017 Practicum Opportunities

Title of Practicum

SGIS Career Development Practicum

Practicum Description Summary

The primary responsibility of the SGIS Career Development Practicum student will be to assist in the efforts of the School's Career Development initiative. SGIS is currently building up its career development program and the practicum student will play an important role in this process. The practicum student will be expected to be in contact with SGIS students, IU career development professionals, and companies/organizations looking to hire SGIS students; assist in the organizing of career development related events; and help keep track of information related to the initiative.

Sponsoring Office

School of Global and International Studies, Office of the Dean

Department/Office Website Address:

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: 2

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

The practicum student would not be expected complete any requirements beyond the 8 hours per week. If, however, the practicum student wanted to attend the events that he/she helped organize or continue correspondence beyond the 8 required hours, we would be willing to oversee those additional hours.

Learning outcomes associated with the practicum experience in your office:

- Experience working with senior members of a dean's office in creating and launching a major new initiative
- Practical experience in working with wide range of constituents to gain support for new programming
- An understanding of the skills, interests, and trajectories of SGIS undergraduate students
- A working knowledge of local, regional, and national organizations that SGIS students can look to for potential employment opportunities
- An understanding of best practices for engaging with current students, alumni, IU faculty/staff, and potential employers
- An understanding of best practices for developing a functional career services program
- An understanding of best practices for setting up career development events

- An improved sense of resume writing and reading
- An improved understanding of IU's current career services resources

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

- Work with faculty to create significant career development course that will launch in Fall 2018
- Work with board members to maintain momentum for a major new initiative
- Collect resumes from current students and alumni to help build a school profile
- Work with current students to navigate IU career services resources
- Work with students to create a career development club
- Aid in the development of SGIS career services programming

Site Supervisor for Practicum Experience:

Name Melissa Ward
 Address GISB GA 4052
 Phone (812) 856-3318
 E-mail wardmel@indiana.edu

Individual completing this form:

Name Gerard Pannekoek
 Address GISB GA 4072
 Phone (812) 855-7700
 E-mail gpanneko@iu.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 ddesawal@indiana.edu.

Thank you!