

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

Title of Practicum

Engagement Assistant

Practicum Description Summary

This multifaceted practicum offers students the opportunity to work with the College of Arts and Sciences and help engage students, student groups and the community in a large-scale semester-long educational program that touches both curriculum and co-curriculum. This role includes promoting Themester courses and internship opportunity to students, connecting with student organizations to solicit and fine-tune programming proposals, promoting Themester to community, and working with faculty members and campus program organizers to better present and promote their developing programs.

Sponsoring Office

Themester is a themed semester project of the College of Arts and Sciences. Each fall semester, the College of Arts and Sciences presents a theme of import – a broad topic that students will encounter throughout their lives – with undergraduate courses and special events focus on that theme. Themester explores topics from multiple disciplines and perspectives and highlights the life-long relevance of the College’s academic opportunities.

Though Themester is an initiative meant to engage undergraduates, it also has a community outreach component. Most events on our calendar are free and open to the public. Themester 2018 will be *Animal/Human*. Past themes have focused on sustainability, work and labor, and behavior.

Department/Office Website Address: themester.indiana.edu/

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2017

Number available: 2

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

Depending on outreach plan developed and agreed upon, the student might be required to attend community events outside of normal Monday-Friday hours. An example would be community engagement at the Saturday Farmer’s Market. This is negotiable.

Learning outcomes associated with the practicum experience in your office:

Thought it would be impossible to learn everything and take part in all duties that are required to bring about a Themester in the time allotted, students will have the opportunity to practice many of the tasks that will help build the foundation for Themester 2018. Students will be able to

- Communicate effectively with diverse campus and community populations, including faculty and student leaders.
- Conduct one-on-one and group sessions with student leaders wishing to learn more about submitting a grant proposal.
- Learn about a variety of campus programming types and learn from staff about what programs are of interest to wide audiences and what programs are more of a more limited scope.
- Gain or practice basic InDesign and Photoshop skills that can serve as a foundation for future desktop publishing.
- Create and implement a poster distribution plan.
- Effectively organize an intern selection process, including application review and candidate interviews
- Collaborate with others on applicant selection
- Practice editing and proofing skills
- Develop project management skills
- Gain perspective on what is required to bring a large-scale, semester-long campus program to life.

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

The practicum student will develop a plan of action and implement it. The role will involve public speaking, networking, one-on-one advising, and correspondence. The duties and responsibilities include, but are not limited to the following:

- **Promotion to and advising of student groups and leaders:** The practicum student reach out to student groups and leaders to promote the Themester programming grant. Practicum students will organize workshop sessions throughout the semester to help those student groups with their ideas and proposals.
- **Promotion of courses:** The practicum student will correspond with faculty members and gather information and photo assets to create course posters from a template (training provided); some understanding of InDesign is helpful, but not required. The student will create and implement a promotions plan.
- **Community engagement:** Meet with community groups or engage in community outreach to promote Themester.
- **Intern selection:** The practicum student will organize and participate in the selection and interview process of Themester 2018 fall interns.
- **Program booklet:** The practicum student will help compile a catalogue Themester programs and work with program organizers to fine-tune descriptions and other details.

Other duties as assigned. Themester is a dynamic program and some tasks will identified as the 2018 program develops. The practicum student will have many opportunities to learn how the Themester program is produced.

Site Supervisor for Practicum Experience:

Name Tracy Bee
Address Owen Hall 305A
Phone 856-7183
E-mail tbee@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, 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!