

Higher Education and Student Affairs
Spring 2018 Practicum Opportunities

Title of Practicum

New Student Orientation Intern

Practicum Description Summary

Ivy Tech's Central Indiana Career Development office seeks a HESA practicum student to assist in researching national best practices and helping develop and implement pilot new student orientation offerings at main campus and satellite sites. This position will assist the NSO team in identifying key themes needed to ensure students are prepared for the college environment and knowledgeable of support systems available for success in and out of the classroom.

Sponsoring Office

Career Development Office, Ivy Tech Community College – Central Indiana

Department/Office Website Address: www.ivytech.edu/career-development

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:

Specific schedule and responsibilities will be determined in conjunction with the student and Career Development Director.

Learning outcomes associated with the practicum experience in your office:

- Gain understanding of the mission, values, goals and culture of the nation's largest state-wide, singly accredited community college system
- Increased knowledge of orientation best practices and role within College as a retention tool.
- Experience researching and implementing relevant technology to meet needs of remote sites.
- Develop strategies for working effectively with diverse student population.
- Develop training for staff and faculty from various function areas in order to provide interactive and engaging programming.

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

The practicum student will assist in:

- Planning and delivery of orientation to the campus.
- Review data from pilot program, identify areas for improvement and make recommendations for improvement.
- Research best practices in new student orientation and develop proposals for new programming and initiatives.
- Organize resources and staff for new student orientation sessions.

Desired skills:

- Interest in new student orientation and curriculum development.
- Commitment to customer service and student advocacy through a positive attitude of approachability, adaptability, problem-solving and desire to identify and support student success.
- Excellent oral, written, and interpersonal communication skills
- Ability to work independently and take initiative
- Positively collaborate with high performing and dedicated team

Site Supervisor for Practicum Experience:

Name Jennifer Culver
Address 50 W. Fall Creek PKWY North Drive, Indianapolis, IN 46208
Phone 317-921-4716
E-mail jhess35@ivytech.edu

Individual completing this form:

Name Jennifer Culver
Address 50 W. Fall Creek PKWY North Drive, Indianapolis, IN 46208
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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.