Practicum Opportunities for Graduate Students in the Student Affairs Administration Program

Department Name: Academy for Leader Development and Civic Engagement

Job Title: Leadership Development Practicum – Leadership Living and Learning Center

Supervisor: Joel Scott, Associate Director for Leader Development and Civic Engagement

Purpose of Practicum: To provide an opportunity to gain a thorough understanding of how to apply leadership theory to programs and initiatives

Learning Opportunities:
The process would include –
- Meeting on a weekly/bi-weekly basis, or as needed, with supervisor to review goals and projects
- Seeking opportunities to develop student leaders within the Academy
- Assisting with leadership related initiatives and other duties as assigned
- Assisting with curriculum development for mentor groups in the LEAD-LLC
- Helping develop and edit communication materials for incoming students, a new student packet, and by-laws for the LEAD-LLC
- Assisting in recruitment of new students during new student orientation
- Assisting in presenting a formal presentation to new students about the Academy for Leader Development and Civic Engagement
- Assisting in the development and assessment of learning outcomes

The practicum would offer opportunities to learn about leadership programs, leadership theory, and gain hands on experience in further developing initiatives within the Academy for Leader Development and Civic Engagement.

Required Time: The practicum would require approximately 10 to 20 hours per week throughout the summer for a total of nine weeks (negotiable), starting June 2 and ending August 1.

Department Name: Academy for Leader Development and Civic Engagement

Job Title: Leadership Development Practicum – Student Organization Development

Supervisor: Melissa Shehane, Associate Director for Leader Development and Civic Engagement

Purpose of Practicum: To provide an opportunity to gain a thorough understanding of how to apply leadership theory to programs and initiatives
Learning Opportunities:
The process would include –

• Gaining a thorough understanding of how to apply leadership theory to programs and initiatives
• Meeting on a weekly/bi-weekly basis, or as needed, with supervisor to review goals and projects
• Seeking opportunities to develop student leaders within the Academy
• Assisting with leadership related initiatives and other duties as assigned
• Planning strategically how to build identity with the Academy
• Creating a training program for our student organization leaders that ties in leadership theory and skill development
• Planning a fall student leader kick-off event/reception for Academy students who serve in our organizations, the LEAD-LLC, and the Fellows program
• Assisting in recruitment of new students during new student orientation
• Assisting in presenting a formal presentation to new students about the Academy for Leader Development and Civic Engagement
• Assisting in the development and assessment of learning outcomes

Required Time: The practicum would require approximately 10 to 20 hours per week throughout the summer for a total of nine weeks (negotiable), starting June 2 and ending August 1.

Department Name: Admissions Office

Job Title: Admissions Intern

Supervisor: Jessica King Gereghty, Associate Director of Admission Services

Purpose of Practicum: To provide an opportunity to gain experience in enrollment management and the recruitment of students to an academic program

Learning Opportunities:
The process would include –

• Aid in current research needs to further the recruitment of undergraduate students at Baylor
• Work on major projects for the Directors of Admissions Services

The practicum would offer a practical experience applicable to any function of Student Affairs at most institutions.

Required Time: The practicum would require approximately two hours per week during the fall and spring semesters.
Department Name: Campus Living and Learning

Job Title: Assessment Practicum

Supervisor: Terri Garrett, Director for Campus Living and Learning

Purpose of Practicum: To provide an opportunity to gain experience in assessment

Learning Opportunities:
The process would include –
- Reviewing the Campus Living and Learning Resident Feedback Survey
- Providing feedback to the director based upon the analysis of the data

The practicum would offer a practical experience applicable to any function of Student Affairs at most institutions.

Required Time: The practicum would require approximately two hours per week for one month during the spring or in June.

Department Name: Campus Living and Learning

Job Title: Focus Group Practicum

Supervisor: Terri Garrett, Director for Campus Living and Learning

Purpose of Practicum: To provide an opportunity to facilitate and analyze student focus groups based upon a variety of topics from residential student satisfaction to community or citizenship initiatives

Learning Opportunities:
The process would include –
- Working to identify a student population
- Developing specific focus group questions
- Conducting focus groups
- Analyzing data regarding the focus group findings and make recommendations based upon student feedback

The practicum would offer a practical experience applicable to any function of Student Affairs at most institutions.

Required Time: The practicum would require approximately five hours any time during any semester (fall, spring or summer).
**Department Name:** Campus Living and Learning

**Job Title:** Interviewing Practicum

**Supervisor:** Terri Garrett, Director for Campus Living and Learning

**Purpose of Practicum:** To provide an opportunity to participate in the interview process for professional staff members

**Learning Opportunities:**
The process would include –
- Sitting as a member of the interview committee
- Providing feedback on each candidate as a member of the committee
- Serving as an escort for candidates between interview sessions

The practicum would offer an optional, practical experience applicable to any function of Student Affairs at most institutions.

**Required Time:** The practicum would require approximately one and a half hours per interview with two to three candidates. Most interviews would be conducted during late March and early April.

**Department Name:** Campus Living and Learning

**Job Title:** Training Practicum

**Supervisor:** Terri Garrett, Director for Campus Living and Learning

**Purpose of Practicum:** To provide an opportunity to participate in the planning and implementation processes for professional staff and paraprofessional staff training

**Learning Opportunities:**
The process would include –
- Evaluating of previous training sessions
- Determining of core content for upcoming training
- Developing evaluation process
- Providing logistical details such as reservations, meals, and training guides

The practicum would offer an optional, practical administrative experience applicable to any function of Student Affairs at most institutions.

**Required Time:** The practicum would require a total of one and a half hours a week for the spring semester. The student may also elect to attend training held in late July to early August.
Department Name: College of Arts and Sciences

Job Title: Recruiter

Supervisor: Blake W. Burleson, Associate Dean for Undergraduate Studies, College of Arts and Sciences

Purpose of Practicum: To provide an opportunity to gain experience in recruiting students to an academic program

Learning Opportunities:
The process would include –
- Recruiting students to major in the sciences for the Biology, Chemistry, and/or Psychology Departments
- Phoning and e-mailing prospective high-ability students about educational opportunities available for them at Baylor
- Serving as a liaison between the College of Arts and Sciences and the Admissions Office

The practicum would offer a practical experience applicable to any function of Student Affairs at most institutions.

Required Time: The practicum would require approximately four hours per week during the fall and spring semesters.

Department Name: Counseling Services

Job Title: Outreach Practicum

Supervisor: Jim Marsh, Director of Counseling Services

Purpose of Practicum: To assist in the development and delivery of student outreach programs.

Learning Opportunities:
The process would include –
- Delivering the CHOICES about alcohol consumption program to Baylor students
- Coordinating projects with University faculty, staff, and students
- Assisting in the delivery of outreach programs to students in the residence halls
- Developing and implementing marketing strategies for online programs (mental health screenings, e-CHUG) in and “in-house” computer-assisted programs such as Alcohol 101 and Freeze Framer
- Providing outreach programming to students and University staff on relevant health and psychologically related topics such as eating disorders, depression, and alcohol use as examples.
Secondary Job Functions:
• Assisting in updating resources for alcohol, other drugs, and eating disorders
• Representing Counseling Services at University events
• Performing other duties assigned by the Director for Counseling Services

Required Time: The practicum would require approximately five to ten hours a week at various times through the fall and spring semester. Note: Some evening hours will be necessary since the purpose is to provide outreach to Baylor students.

Department Name: Graduate School, Professional and Student Development

Job Title: Graduate Student Life Practicum

Supervisor: T. Laine Scales, Associate Dean, Graduate School

Purpose of Practicum: To provide an opportunity to gain a thorough understanding of how to apply student development theory and student affairs administration practice to graduate student life and to provide an opportunity to partner with an academic unit (Baylor Graduate School)

Learning Opportunities:
The following opportunities would be offered from which the practicum student and supervisor may negotiate a learning plan. (In other words, all of these activities are not expected, rather this is a menu from which a practicum may be designed.) Other types of opportunities may be negotiated according to the interests of the student.
• Meeting on a weekly basis with supervisor to review learning goals and projects
• Reviewing assigned literature on graduate student development to enhance theoretical basis for practice with graduate students (optional).
• Assisting with planning and implementing professional development initiatives for graduate students
• Assisting with curriculum development for professional development workshops for masters and doctoral students
• Helping develop and edit recruitment and orientation materials to promote student life at Baylor for graduate students
• Assisting with new graduate student orientation (August)
• Assisting in presenting a formal presentation to the Baylor University Graduate Council (comprised of 27 graduate program directors)
• Assisting with strategic planning with the Graduate Student Association executive council
• Assisting in planning and implementing Graduate Student Appreciation Week (first week in April)
• Assisting the GSA executive committee to plan and implement the new representatives retreat (May 2010)
**Required Time:** The practicum would require approximately seven to ten hours per week in either the fall, spring, or summer terms.

**Department Name:** Health Services

**Job Title:** Business Affairs Practicum

**Supervisor:** Rosemary Townsend, Director for Business Affairs

**Purpose of Practicum:** To provide graduate students an opportunity to participate in the Request for Proposal (RFP) process to secure goods and services for departments

**Learning Opportunities:**
The process would include –
- Preparing a RFP
- Implementing standard institutional guidelines and federal and state laws, governing the process
- Coordinating legal, financial, and purchasing agents of the University
- Formatting an advisory committee
- Participating in the selection of a vendor
- Implementing of the secured resource

The practicum would offer an optional, practical administrative experience applicable to any function of Student Affairs at most institutions.

**Required Time:** The practicum would require a total of 20 to 25 hours at two-to-three-hour bi-weekly intervals during the spring semester.

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**Department Name:** International Student and Scholar Services

**Job Title:** International Education Week (IEW) Practicum

**Supervisor:** Katie Erickson, Exchange Program and Study Abroad Advisor

**Purpose of Practicum:** To provide an opportunity to assist in the planning and implementation process for student involvement in IEW

**Learning Opportunities:**
The process would include –
- Reviewing previous IEW events
- Providing logistical planning details, such as reservations
- Coordination of topics and activities during the week for campus participation
Required time: This practicum would require approximately four hours per week for two months (mid-September until mid-November).

Department Name: International Student and Scholar Services
Job Title: International Student Recruiting Internship
Supervisor: Beth Walker, Director for Campus and Community Involvement
Purpose of Practicum: Experience in international student recruiting

Learning Opportunities:
The process would include –
• Setting up a method by which all electronic inquiries gathered through Hobson’s Publications receive a personal response
• Designing the content of the response
• Identifying the subsequent steps needed when a student replies to the communication from Baylor
• Creating a method to track the results of this effort

Required Time: The practicum would require five hours a week throughout the entire fall semester.

Department Name: International Student and Scholar Services
Job Title: Internship in ESL Program Development
Supervisor: Beth Walker, Director for Campus and Community Involvement
Purpose of Practicum: Experience in ESL program development

Learning Opportunities:
The process would include –
• Identifying effective programs
• Researching to identify the commonalities of effective programs

Required Time: The practicum would require five to ten hours a week during the first six weeks of the fall semester.

Department Name: International Student and Scholar Services
Job Title: Orientation Session Planning and Presentation Practicum
**Supervisor:** Beth Walker, Director for Campus and Community Involvement

**Purpose of Practicum:** To provide the student with practical experience in planning and presenting an orientation session for new international graduate students during Baylor’s Graduate Student Orientation

**Learning Opportunities:**
The process would include –
- Learning about content for the ISSS Orientation for all international students which will be held the following day in order to plan a session which will be most helpful and pertinent for graduate international students
- Gathering information from current international graduate students to further assess what should be covered in a 50-minute session just for new international graduate students.
- Evaluating the above information to define areas to address
- Recruiting volunteers to serve as a panel of current international students who will speak to the new students: communicate expectations, time commitment involved, and speaking time
- Working with volunteers on content to be presented based on above assessments and preplan questions they will be asked during session
- Organizing all of the above into plans for an engaging and informative 50-minute session with at least five minutes built in for questions and answers
- Presiding over the session with the assistance of the supervisor as needed

**Required Time:** The practicum would require 15 to 20 hours during three to four weeks prior to the fall Graduate Student Orientation Session for International Students.

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**Department Name:** International Student and Scholar Services

**Job Title:** Practicum in International Education, International Student Advising

**Supervisor:** Alexine Burke, International Student Advisor

**Purpose of Practicum:** To provide experience in the non-academic requirements of international students and immigration procedures required by the US Citizenship and Immigration Services to assist international students in obtaining a study visa

**Learning Opportunities:**
The process would include –
- Learning the requirements and criteria of foreign students to apply for a study visa to enroll in Baylor University
- Learning the requirements and criteria for Baylor University to be authorized to enroll international students
- Evaluating each prospective student’s file to determine eligibility for immigration documents (I-20)
- Learning the responsibilities and benefits of each visa status, particularly F-1
- Learning about post-educational opportunities and procedures for employment
- Recognizing how international education benefits not only the student involved, but also the campus community, the local community, and the global community

This practicum would provide experience useful to international student offices at all universities and enable the participant to gain insight into the complexities and benefits of international education.

**Required Time:** This practicum would require 15 hours weekly.

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**Department Name:** International Student and Scholar Services

**Job Title:** Practicum in International Education, Research/Survey on Students Leaving Baylor

**Supervisor:** Alexine Burke, International Student Advisor

**Purpose of Practicum:** To examine the reasons international students (undergraduate, master’s, and doctoral) choose to study at Baylor and to determine the reasons they leave by setting up a survey and exit interview. These tools will enable Baylor to provide better services to international students and enhance international student retention. This practicum will also provide experience in research and data collection and interpretation of the results

**Learning Opportunities:**

This process would include –

- Learning the mechanics of data collection and analysis
- Learning to interpret collected data and transform it into support for the needs of international students
- Learning the fine points of cross-cultural communication and cultural sensitivities involving many diverse cultures
- Learning what factors (cultural, academic) determine how an international student chooses an American university
- Learning what support systems are essential in the retention of international students
- Communicating the results of the data to key staff to enhance retention of international students
- Recognizing how international education benefits not only the student involved, but also the campus community, the local community, and the global community

This practicum would provide valuable information to international student offices at all universities to implement appropriate support (cultural, academic, financial) systems and enhance retention of international students; thereby making their American university experience rewarding and successful.
Required Time: This practicum would require 20 hours weekly.

Department Name: International Student and Scholar Services

Job Title: Practicum in International Education

Supervisor: Treva Hall, SEVIS Coordinator

Purpose of Practicum: To provide an opportunity to gain experience in the field of International Education with SEVIS

Learning Opportunities:
The process would include –
- Learning the SEVIS system and related immigration regulations and guidelines
- Assisting in implementation of the fsaATLAS software for SEVIS compliance
- Analyzing, organizing and evaluating international student information for data entry

The practicum would offer a practical experience applicable to any International Student and Scholar Services office at all institutions.

Required Time: The practicum would require five to ten hours a week during the first six weeks of the fall semester.

Department Name: International Student and Scholar Services

Job Title: Program Planning and Implementation Practicum

Supervisor: Beth Walker, Advisor for Campus and Community Involvement

Purpose of Practicum: To provide the student with practical experience in: starting a new program, communicating effectively with others, understanding and working with international students, and recruiting and organizing volunteers

Learning Opportunities:
The process would include –
- Researching a community involvement opportunity for international students
- Researching retirement homes located in the area and the ones which might incorporate programming for residents
- Contacting programming personnel or administrators of these retirement homes to discuss the opportunity to have one or more international students present a program for a group of residents

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• Contacting programming personnel or administrators of retirement homes to discuss international student appointments with residents to enjoy one on one conversation and cross-cultural exchange and matching with specific profession/educational backgrounds
• Developing written description of the program to send to international student body and to add to Campus and Community webpage
• E-mailing back and forth with students to answer questions and begin to schedule visits

Required Time: The practicum would require 10 to 20 hours during fall semester. The practicum could continue for spring or have a new student continue implementation at two to five hours per week.

Department Name: International Student and Scholar Services

Job Title: Program Planning and Implementation Practicum

Supervisor: Beth Walker, Advisor for Campus and Community Involvement

Purpose of Practicum: To provide the student with practical experience in: managing and implementing a program, understanding and working with international students, recruiting and organizing volunteers, and experience in effectively communicating to community members and to students

Learning Opportunities:
The process would include –
• Learning about BIS (Baylor Internationals in the Schools program), how invitations are arranged, how volunteer students are recruited for participation and prepared, and how young Waco students and Baylor international students are impacted
• Reviewing Web site which explains the program, review files of former visits to prepare
• Communicating with schools and teachers who have expressed interest in integrating international speakers into curriculum
• Communicating with additional schools in order to increase days and times to allow more internationals to participate and more young students to be impacted
• Working with teachers to schedule visits
• Recruiting international participants for specific times to visit schools according to teacher requests/schedules
• E-mailing and talking back and forth with international volunteers to prepare them for setting, speaking time, and question and answer time
• Planning transportation
• Reconfirm with international participants and pick-up plans

Required Time: The practicum would require five hours per week during fall and spring semester.
**Department Name:** International Student and Scholar Services

**Job Title:** Program Planning and Implementation Practicum

**Supervisor:** Beth Walker, Director for Campus and Community Involvement

**Purpose of Practicum:** To provide the student with practical experience in: gaining a broader understanding of working with international students, gaining broader understanding of implementing a student volunteer program (PAWS Partners), experience in recruiting and organizing volunteers, and experience in effectively communicating a program to prospects at the PAWS table at the Mosaic Mixer

**Learning Opportunities:**
The process would include -
- Learning about PAWS program, how it recruits and uses volunteers, and how U.S. and international students are impacted
- Dialoguing with current and former partners to learn about the impact having a partner made in their Baylor experience
- Gathering information, quotes and photos and integrate into a standing tabletop exhibit and power point presentation
- Recruiting current PAWS participants as volunteers to staff the PAWS table, talk with students, distribute information, recruit new volunteers, and make contacts with student organization leaders at Mosaic Mixer
- Working with volunteers in advance to communicate expectations and schedule them for staffing the PAWS table
- Organizing all of the above into plans for an informative table and exhibit for PAWS at the Mosaic Mixer as well as assist the supervisor at the table

**Required Time:** The practicum would require 15 to 20 hours during three to four weeks prior to the Mosaic Mixer the third week in August.

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**Department Name:** International Student and Scholar Services

**Job Title:** Study Abroad Fair Practicum

**Supervisor:** Karen Connors, Maastricht Program Coordinator

**Purpose of Practicum:** To provide an opportunity to assist in the planning and implementation of the Study Abroad Fair

**Learning Opportunities:**
The process would include –
- Evaluating the previous Study Abroad Fair events
• Providing logistical planning details, such as reservations, door prizes, and signage for event
• Coordinating publication distribution and implementation to promote the event

**Required time:** This practicum would require approximately eight hours per week for one month (September or January).

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**Department Name:** International Student and Scholar Services

**Job Title:** Study Abroad Photo Contest Practicum

**Supervisor:** Katie Erickson, Exchange Program and Study Abroad Advisor

**Purpose of Practicum:** To provide an opportunity to assist in the planning and implementation of the Photo Contest

**Learning Opportunities:**
The process would include –
- Maintaining the entry form database
- Contacting/following-up with applicants concerning any photo problems or missing requirements
- Assisting with the selection of judges
- Preparing the photos for judging
- Writing and editing photo captions
- Facilitating the enlargement and framing of photos
- Coordinating and planning the award reception

**Required time:** This practicum would require approximately five hours per week for two months (mid-September until mid-November).

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**Department Name:** New Student Programs

**Job Title:** BaylorBound Staff Practicum

**Supervisor:** Elisa Dunman, Director for New Student Programs

**Purpose of Practicum:** To gain experience in the recruitment, interviewing, and selection of a student paraprofessional staff

**Learning Opportunities:**
The process would include –
- Assisting New Student Programs in developing marketing plan, application format, interview content, and system for selection
• Facilitating group interviews for approximately 400 applicants
• Coordinating the communication with applicants after the interview
• Evaluating the process

Required Time: The practicum would begin mid-January and be completed by the end of February. The practicum requires two hours per week for two weeks before and after scheduled group interviews. The two weeks of group interviews will require a total of 30 hours.

Department Name: New Student Programs

Job Title: Orientation Practicum I

Supervisor: Elisa Dunman, Director for New Student Programs

Purpose of Practicum: To gain experience in the development and delivery of orientation/new student programming

Learning Opportunities:
The process would include –
• Developing components of January Orientation and Welcome Weekend to meet needs of new transfer and freshman students
• Training student Orientation Leaders
• Organizing the evaluation and assessment of January Orientation and Welcome Weekend
• Planning and implementing programming for new transfer students in the first weeks of the semester

Required Time: The practicum requires two hours a week for the month of November and the first week of December. The practicum student would be required to report back one day before Orientation and attend all of January Orientation and Welcome Weekend. The final three hours of the practicum must be completed by January 15.

Department Name: New Student Programs

Job Title: Orientation Practicum II

Supervisor: Elisa Dunman, Director for New Student Programs

Purpose of Practicum: To gain experience in the development and delivery of orientation/new student programming

Learning Opportunities:
The process would include –
• Developing components of summer orientation sessions to meet needs of new transfer and freshman students
• Planning, implementing, and evaluating the training for student Orientation Leaders
• Closely collaborating with Orientation Planning Council and Department of New Student Programs
• Being involved with the daily operation of Orientation during the month of June – exact responsibility determined on individual basis

**Required Time:** The practicum requires three hours a week for the months of February through May, then 15 hours a week for the month of June. The final three hours of the practicum must be completed by July 15.

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**Department Name:** New Student Programs

**Job Title:** Orientation Resource Fair Coordinator

**Supervisor:** Elisa Dunman, Director for New Student Programs

**Purpose of Practicum:** To gain experience in the development and delivery of orientation/new student programming

**Learning Opportunities:**
The process would include –
• Overseeing all aspects of the Resource Fair, including communication with campus departments, program format, and evaluation
• Collaborating with Orientation Planning Council on schedule of each two-day session and final evaluation

**Required Time:** The practicum would begin in March and require a total of 25 to 30 hours, with half of the hours dedicated to the actual program in June.

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**Department Name:** Student Activities

**Job Title:** Campus Programming Practicum

**Supervisor:** Mike Riemer, Associate Director of Student Activities for Campus Programming

**Purpose of Practicum:** To gain experience in the development and implementation of campus programming

**Learning Opportunities:**
This process would include –
• Assisting in the planning and marketing of special events
• Contributing to the implementation of campus wide programs including but not limited to Special Performances (SING, Pigskin, After Dark, Stomp Fest), late night and evening programs (i.e., Place 2BU), music performance and production (Acoustic Café, Baylor Rising Artist Network), campus programs center, and bowling/game room recreation center

The practicum would offer a practical experience applicable to any function of Student Affairs at any institution.

**Required Time:** Staff members in Student Activities are willing to tailor the practicum experiences to the individual needs of a given student to ensure the maximum benefit is received.

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**Department Name:** Student Activities

**Job Title:** Practicum in Greek Life and Administration

** Supervisor:** Tam Dunn, Associate Director of Student Activities for Greek Life and Administration

**Purpose of Practicum:** To gain a deeper understanding of Greek Life operations

**Learning Opportunities:**
The process would include –

• Assisting in the continued development and enhancement of Baylor’s Greek Life system and community (i.e., fraternities and sororities) including but not limited to areas of recruitment, education, assessment, and program/chapter development

• Performing other administrative opportunities including approval processes and online event system management

The practicum would offer a practical experience applicable to any function of Student Affairs at any institution.

**Required Time:** Staff members in Student Activities are willing to tailor the practicum experiences to the individual needs of a given student to ensure the maximum benefit is received.

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**Department Name:** Student Activities

**Job Title:** Practicum in Student Union Facilities

** Supervisor:** Dana Lee Haines, Associate Director of Student Activities for Student Union Facilities

**Purpose of Practicum:** To gain experience in facilities management
Learning Opportunities:
The process would include –

- Assisting in the continued development and enhancement of the Baylor University Student Union – including but not limited to reservations/event management, space utilization and renovation, general facility management/maintenance/assessment; bowling and game room/ticket office/temporary disability shuttle service operations and special areas for marketing and development.

The practicum would offer a practical experience applicable to any function of Student Unions at any institution.

Required Time: Staff members in Student Activities are willing to tailor the practicum experiences to the individual needs of a given student to ensure the maximum benefit is received.

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Department Name: Student Activities

Job Title: Practicum in Student Organization Development and Community Service

Supervisor: Karin Klinger, Associate Director of Student Activities for Student Organizations and Service

Purpose of Practicum: To gain a better understanding of student organization development and service and service learning programming

Learning Opportunities:
The process would include –

- Developing leadership retreat programs for student organization leaders and members
- Fostering community service outreach opportunities and the continued expansion of community service opportunities including Baylor Line Camp service programming, Steppin’ Out, Baylor Buddies, and other longer term relationship based service initiatives

The practicum would offer a practical experience applicable for work with any student organization.

Required Time: Staff members in Student Activities are willing to tailor the practicum experiences to the individual needs of a given student to ensure the maximum benefit is received.

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Department Name: Student Life

Job Title: Assessment Practicum
Supervisor: Martha Lou Scott, Associate Vice President for Student Life

Purpose of Practicum: To provide an opportunity to gain experience in assessment

Learning Opportunities:
The process would include –
• Serving on a Council for the Advancement of Standards in Higher Education (CAS) work group
• Providing feedback to the division based upon the analysis from administration of the Student Experience Questionnaire (SEQ) and Core Institute on Alcohol and Drugs

The practicum would offer a practical experience applicable to any function of Student Affairs at most institutions.

Required Time: The practicum would require approximately two hours per week for one month during the spring.

Department Name: Student Life

Job Title: Publication Practicum

Supervisor: Martha Lou Scott, Associate Vice President for Student Life

Purpose of Practicum: To gain experience writing and publishing documents

Learning Opportunities:
The process would include –
• Formatting an alumni directory for graduates of the Student Affairs Administration program
• Writing and publishing a newsletter for alumni of the SAA program
• Generating information for inclusion in each publication
• Writing and designing the newsletter and the directory

The practicum would offer a practical experience applicable to any function of Student Affairs at any institution.

Required Time: The practicum would require a total of 10 to 20 hours, five to ten hours of time for each publication, over the course of the semester.