

Iowa State University Practicum Sites

The following is a list of available practicum sites for ELPS Masters students. Students are encouraged to contact sites not listed in order to independently arrange a practicum.

Academic Success Center 1076 Student Services

The Academic Success Center includes six programs and services: Academic Consulting, Academic Intervention (AI), Disability Resources, Psych 131, Supplemental Instruction (SI), and Tutoring Services. Related practicum opportunities for you could include one or more of the following experiences, but we are willing to create opportunities with you that fit your interests and availability.

Teaching Opportunities:

- ◆ Teach a section of Psych 131, the College Success Seminar.
- ◆ Co-teach University Studies 130 (course for APEX students) during the summer.

Research/Assessment Projects:

- ◆ Conduct program evaluation and assessment using existing data for SI, AI, or Tutoring Services.
- ◆ Partner with us to develop your own assessment project idea.
- ◆ Complete a research project of any relevant topic (final project would be a report and/or presentation).
- ◆ Develop resource handouts for students.
- ◆ Contribute to the creation of paper and web-based academic resources for peer educators on campus (include Residence Life Staff, Greek Scholarship Chairs, Learning Community Peer Mentors, etc.)

Advising Opportunities:

- ◆ Observe staff when meeting with students.
- ◆ Serve as an academic consultant (observing consulting would be a first step).
- ◆ Work with SI Leaders to facilitate SI sessions.
- ◆ Observe tutoring and SI sessions and provide feedback to tutors and SI Leaders.
- ◆ Partner with SI to facilitate training of student staff.
- ◆ Assist with hiring of tutors, and the tutee-tutor pairing.
- ◆ Develop student staff training for Tutoring Services and SI.

Disability Resources:

- ◆ Administer tests to accommodate students (ex: reading tests, proctoring exams, etc.)
- ◆ Assist with text conversion for student accommodations.

Promotions:

- ◆ Represent the ASC through facilitation of a workshop or presentation.
- ◆ Develop new marketing materials for ASC services.
- ◆ Develop additional recruitment materials for Tutoring Services.

Administrative Experiences:

- ◆ Attend staff meetings.
- ◆ Edit staff manuals.

As you can see, there are many possibilities, and we welcome your ideas as well. If you are interested, please contact Craig Zywicki (czywicki@iastate.edu or 294-6624). Craig will serve as your initial contact to discuss your interests and help you determine if a practicum with us will best fit your interests. Feel free to contact us with your questions at any point during your time at Iowa State University!

Contact: Mr. Craig Zywicki, 294-6624, czywicki@iastate.edu

Alumni Association
Memorial Union

Senior Class Council (SCC) is looking for someone to help advise this 12 person committee, which is a part of the Student Alumni Leadership Council (SALC). The practicum would involve evaluating existing programs put on by SCC, creating a plan that would take this committee to the next level by developing new events for seniors and helping to incorporate traditions into Senior events. The student would attend and evaluate weekly meetings. This person must be organized, energetic and not afraid to take the initiative.

Contact: Jeffrey Johnson, 294-6525, jjohnsn@iastate.edu

College of Engineering Career Services
308 Marston Hall

I believe the staff of Engineering Career Services and an ELPS student could form a mutually beneficial partnership related to the assessment and evaluation of data collected from students in the professional workplace. The ELPS student could have important input from their understanding of student development theory as we collaboratively develop training for mentors and possibly advisors. Our goal in Engineering Career Services is to better understand the needs of the freshmen, sophomores, juniors and seniors as they develop their career management skills/competencies. From these potential areas of interest, the student can develop a project that enhances his/her education and benefits engineering students. I will serve as the supervisor.

Contact: Pat White, 295-3553, patwhite@iastate.edu

Disability Resources
1085 Student Services

Student Disability Resources (SDR) is indeed interested in 'hosting' practicum students in AY 2007-08. This practicum will offer students an opportunity to gain valuable insight and broad understanding of the functions/roles of a disability resources office in the higher education setting.

Our offices provide a variety of assistance to students with disabilities in the form of coordination of academic accommodations and necessary interaction with ISU professors/instructors related to accessing ISU courses and programs as required. The practicum

opportunity will involve assisting full-time staff in data management, student interviews and non-urgent/non-critical consultations, and other supportive roles. Excellent interpersonal communication skills, dependability, and ability to maintain confidentiality are required.

Please contact me in advance of the term so we may further discuss.

Contact: Steven Moats, 294-6624, smoats@iastate.edu

Food Science and Human Nutrition (FS HN) Transfer Advising Practicum
Food Sciences Building

Credits: Flexible, but anticipated as 1-2 cr. (3-6 hours per week for the length of the semester—potential for increased hours per discussion with the supervising academic advisor)

Supervisor: Sarah Bender Miller, FS HN Academic Advisor

Responsibilities: A graduate student in the higher education student affairs master's program is invited to join the FS HN advising team as a practicum student for one semester to gain advising-related administrative skills through the creation of transfer plans for the 5 majors in the FS HN Department. Additional opportunities may be available for students to become involved in making connections with local community colleges and assisting with an emerging transfer student learning community. These additional opportunities will be agreed upon based upon the number of credits the student wishes to obtain, the practicum student's goals, and a conversation between the practicum student and the academic advisor.

Requirements: The practicum student must follow the professional expectations set forth in the *Practicum Manual for Students and Site Supervisors* (<http://www.elps.hs.iastate.edu/hged/document/PracManualS04.pdf>). Additionally, the creation of transfer plans necessitates that students be attentive to detail and strive for accuracy. As the practicum student may discover, transfer students rely heavily on the information provided by an academic advisor to ensure that the coursework they take will help them reach their goals in as timely a manner (and using as few financial resources) as possible. Therefore, a practicum student must be willing to ask questions of the academic advisor as needed to ensure clarity.

Benefits to Practicum Students: Students will be able to have hands on experiences that can lead to administrative advising skills to be highlighted on a resume for future employment purposes. Students will have direct contact with FS HN academic advisors and will have the opportunity to work in an academic affairs unit. After completing the transfer plans, students will have concrete evidence of their contributions.

Contact: If interested please contact Sarah Bender Miller, FS HN Academic Advisor, 515-294-2553, sembender@iastate.edu. The position will be filled as soon as a fit is found. Ideally, the practicum will begin the first week of classes for the semester, however, students may inquire past that point.

Greek Affairs
B6 Memorial Union

Marketing Advisor - Advise the marketing and public relations officers of the four Greek governing councils. Responsibilities include fiscal oversight and project management of an 18 point marketing plan.(Available fall and/or spring)

Greek Leadership Retreat - Co-plan agenda and programming with Greek leaders and staff for the Greek Leadership Retreat held the weekend prior to the spring semester. Coordinate all logistics including agenda, marketing, registration and evaluation. (Available fall and required attendance at the retreat the weekend prior to the spring semester beginning)

Greek Calling Project - Work with recruitment officers of the governing councils to coordinate calling project in collaboration with admissions for all incoming freshmen and transfer students.(Available spring semester)

Greek Leadership Conference - Co-plan agenda and programming with Greek leaders and staff for the Greek Leadership Conference held within the first month of the fall semester. Coordinate all logistics including agenda, marketing, registration and evaluation. (Available summer into the first month of the fall semester)

Other practicum opportunities available upon individual consultation.

Contact: Jennifer Plagman-Galvin, 294-1023, jpgalvin@iastate.edu

Hixson Opportunity Awards or National Student Exchange

Assessment/Research Projects:

- .. Conduct program evaluation and assessment
- .. Complete a research project of any relevant topic (final project would be a report and/or presentation).
- .. Research retention programs and develop online and print resources for students.

Advising Opportunities:

- .. Observe 1:1 advising meetings or serve as a program adviser.
- .. Observe UST 111, 311, or 312 and provide feedback to peer leaders.
- .. Co-facilitate UST 111 recitation with peer leaders.
- .. Assist with hiring of peer leaders.
- .. Develop student staff training or development sessions.

Outreach:

- .. Represent NSE through facilitation or presentation in classrooms or with student organizations.

Teaching Opportunities:

- ◆ Teach modules of UST 111, 311, or 312.

Contact: Debra Sanborn, dsanborn@iastate.edu

Honors Program

The University Honors Program provides the opportunity to gain experience working with and enhanced understanding of high ability students and their needs. Practicum opportunities are available during the fall and spring semesters as well as throughout the summer, and may include such experiences as: assisting with hiring and training the Freshman Honors Program Leaders (TAs), planning and overseeing the overnight FHP Retreat for 400+ students, enhancing marketing presence through brochure/web design, organizing campus-wide research symposium and/or Poster Presentation, and training the volunteer Honors Ambassadors to work with prospective students, among other possibilities. Please contact the University Honors Program at 515-294-3471 for more information. We would be happy to work with you to find a practicum experience within our rich learning environment.

Contact: Brandy Cunningham, 294-3471, brandyc@iastate.edu

Human Sciences Recruitment
Student Services Office
131 MacKay Hall

Student Ambassador Program Practicum

The new student ambassador organization for the College of Human Sciences was established in Spring 2007. The ambassadors serve the college by assisting with:

- Experience Iowa State during the resource fair, academic appointments, and optional afternoon sessions.
- Daily prospective student visits to the college
- Special group visits
- Individualized second campus visits

As a practicum student, you will have the opportunity to use student development and leadership theory, as well as your organizational skills, to guide the ambassador group. You will provide support as they:

- plan training sessions and retreats
- schedule members to participate in activities
- conduct officer meetings
- develop a budget

Contact: Darlene Fratzke, Recruitment Coordinator., hs@iastate.edu, 294-0865

College Recruitment

Recruitment occurs at several levels within a university. The Admissions Office is the central location, but each college has a responsibility for promoting its own programs of study and providing services to prospective students and families.

As a practicum student, you would assist with college-level recruitment through:

- university-wide recruitment events, such as Experience Iowa State and Transfer Visit Day
- visits with families during daily campus visits
- recruitment committee meetings within the college
- group visit requests
- individualized prospective student visits

There might also be the possibility to focus on specific populations, such as transfer students or multicultural students, or to develop a new recruitment program.

Contact: Darlene Fratzke, Recruitment Coordinator., hs@iastate.edu, 294-0865

Intercollegiate Athletics Department
Hixson-Lied Success Center

Athletics Academic Services Internship

Job Responsibilities:

Will assist the Director and Associate Director for Academic Services in the following areas:

- Coordinate academic development workshops for student-athletes
- Organize advertising and promotions for the public relations events for Athletics Academic Services
- Prepare and/or disseminate academic reports to coaches and staff
- Complete other related office duties and projects

Schedule/Work Hours:

10-20 hrs per week
Flexible schedule

Term of Internship:

Summer (May-August)
Fall (September – December)

This is an unpaid internship. May lead to other paid opportunities within the unit.

Application Instructions:

Interested students should email a cover letter and resume to: dreed@iastate.edu

Contact: Dr. Donald Reed, 294-9324, dreed@iastate.edu

International Students and Scholars
3248 Memorial Union

The ELPS practicum student would design a 12-16 hour training program for orientation leaders for the international student orientation program. This training program would need to incorporate theory and practice of small group dynamics, cross-cultural communications,

interpersonal communications, and the helping relationship. To accomplish this goal, the practicum student would research information, develop training materials, and conduct the training program.

Contact: James Dorsett, 294-1120, jdorsett@iastate.edu

ISU Alumni Association
ISU Alumni Center, 420 Beach Ave.

The Alumni Association has a unique opportunity for an ELPS Graduate student interested in getting a different perspective on Higher Education. In July of 2007 the ISU Alumni Association (ISUAA) placed an increased effort on outreach to Young Alumni (graduates of the last ten years). As a part of this initiative a Young Alumni Council was created consisting of 15 young alumni (from coast to coast) and 2 current ISU students. This diverse group of young people were charged with evaluating current programs of the ISUAA and developing ideas to make them more friendly to young alumni. This program is in the early stages which will provide the student a great opportunity to see results and experience the field of Alumni Relations.

This practicum student would work with the ISUAA, the Assistant Director for Clubs and Young Alumni Programs, and the Young Alumni Council to achieve the following goals:

- Continue development and implementation of a marketing strategy for young alumni outreach through:
 - further development of our young alumni Web site
 - the creation and evolution of a young alumni e-communication piece
- Develop and execute local and national event opportunities through the ISUAA Clubs Program
 - Young Alumni Homecoming Event, travel opportunities, etc.
- Establish benchmarking techniques to track success of young alumni outreach initiatives
- Conduct on going research on:
 - opportunities occurring at Alumni Association's across the county
 - understanding what our young alumni interests are.
- Assist in planning and execution of on campus bi-annual Young Alumni Council meetings.

Contact: Cory, Hanson, cmhanson@iastate.edu

Judicial Affairs
1010 Student Services Building

The Office of Judicial Affairs (OJA) has practicum opportunities for students who are interested in judicial process, policies, and procedures. In addition our office focuses on student rights and responsibilities with the goal of assisting students in learning from the experiences and using that knowledge to be successful in the future. Practicum students in our office will have an opportunity to observe judicial hearings, assist in the development of creative educational

sanctions, and to review process and policy information. In addition, opportunities may arise to participate in collaborative meetings between OJA and constituents on campus (ISU PD, Department of Residence, faculty, student organization, etc.). Each experience will take into the account specific goals and learning outcomes designed by the student in conjunction with either the Director or Assistant Director for OJA.

Contact: Michelle L. Boettcher, 294-1021, mboettch@iastate.edu

LAS Career Services
351 Catt Hall

Duties: Conduct mock interviews, critique students resumes, evaluate students interviewing skills, participate in staff meetings, and assist our GA, director and/or assistant director with projects.

Training: Interview training; resume training; possible attendance at workshops and/or conferences.

Mentoring: weekly meeting with either director or assistant director.

Time Commitment: Can be 1 credit (3-4hours/week), 2 credits (6-7 hours/week), 3-credit (8-10 hour/week) practicum.

Added Bonus: We invite selected practicum students back for the remainder of their grad program to conduct mock interviews and pay them \$25 per mock interview. .It's great experience for your own resume and interview skills!

So if any of you are interested in academic advising or career services this is a great experience to have on your resume. Please contact Trina Haverman Haverman@iastate.edu (current second year ELPS and former Practicum student and current mock interviewer) if you have any questions about this opportunity.

Contact: Interested in applying? Please send your resume directly to Steve Kravinsky (srkravi@iastate.edu) or stop by and speak with him in person at 351 Catt Hall.

LAS Student Academic Services
102 Catt Hall

Liberal Arts and Sciences Student Academic Services provides graduate students the opportunity to explore the professional field of academic advising. The LAS SAS office offers practicum experiences associated with Orientation, advising and advising models, college honors program, academic standards, and learning communities. We also have collected data on students and student programs associated with our office that could be used for research purposes. To talk about practicum possibilities please contact Jane R. Jacobson, 102 Catt Hall.

Contact: Jane Jacobson, jrjacob@iastate.edu

Program for Women in Science and Engineering
218 Carver Hall

The Program for Women in Science and Engineering (PWSE) offers programming to encourage and support women in science, technology, engineering and math (STEM) disciplines. The program connects with the nearly 3000 undergraduate women enrolled in STEM fields and provides outreach programming that reaches 6000 K-12 youth each year. PWSE has a wide range of programs including eleven learning communities, programs for sophomore and transfer students, student organization support, programs for undergraduate students to serve as role models for K-12 students, recruitment/visit programs for high school students, and more. An ELPS practicum student does not need a background in science or engineering to work in PWSE. Examples of practicum experiences might include the following:

- Assist with sophomore year programming development and assessment, including co-teaching sophomore success course.
- Meeting with prospective students and their families to discuss program opportunities.
- Coordinating group visit program for underrepresented minority middle and high school students.
- Work on needs assessment project with consultants to identify opportunities for program enhancements.
- Gathering input from community college and/or transfer students to develop plans/strategies on how to better support this student population.
- Begin developing programs/services to engage alumni with program.
- Enhancing and coordinating electronic communications with undergraduate students (weekly e-news, etc.)
- Developing pod-casts that highlight PWSE programs

PWSE staff will work with ELPS practicum students to develop a customized practicum opportunity that will help PWSE achieve its mission and allow the student to develop skills and experiences beneficial to his or her future career goals.

Contact: Dr. Karen Zunkel, 294-4317, kzunkel@iastate.edu

Registrar
214 Alumni Hall

The Office of the Registrar at Iowa State University supports teaching, learning, and student progress endeavors of the University by providing quality services to students, faculty, academic and administrative departments, alumni, and the public. Practicum positions in the Office of the Registrar could involve one or more of the following:

- (1) Assist with the design, development, and implementation of new technologies and systems; or the evaluation and improvement of existing technologies and systems.
- (2) Contribute to Office of the Registrar assessment efforts.
- (3) Help develop and/or coordinate a special project.

- (4) Provide assistance to communications area with various projects, e.g. catalog production, Web site design and updates.
- (5) Assist the various areas of the Office of the Registrar with processing and the delivery of services to the campus community, which provides an overview of the Office of the Registrar functions.

Contact: Kathy Jones, 294-1840, kmjones@iastate.edu

Residence Life
1203 Friley Hall

The Department of Residence offers customized practicum opportunities for students. Experiences can include those based in residence life (including traditional residence hall community, single student apartment community, and/or single/family apartment community) conference services, administrative services, or facilities management. A residence life staff member will be the practicum supervisor.

Contact: Dr. Pete Englin, 294-2900, penglin@iastate.edu

Student Activities Center
B6 Memorial Union

The Student Activities Center is seeking Graduate Students to assist in the coordination, implementation and development for a number of programs within the Iowa State Memorial Union. This includes a number of organizations advised by staff members, programs coordinated by the Memorial Union and projects we would like to implement in the near future.

The 10,000 Hours Show Fall-Spring

Advise a group of students on all elements of The 10,000 hours show at Iowa State University including recruitment of volunteers, registering of volunteer hours, assisting in the development of an entertainment program, working with the operational aspects of the entertainment concert and more

- Facilitate with the student outreach co-coordinators the recruitment events and entire programming calendar
- Supervised by the Coordinator for Leadership and Service, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.10000hoursshow.org>

ClubFest I, WelcomeFest, ClubFest II

- Assist in the operations for the one day event WelcomeFest is August 23, 2006, ClubFest I is on September 13, 2006 and/or ClubFest II is in January 2007. This Practicum will include promotion, registration, operations, assessment and all elements within the fests.
- Supervised by the Assistant Director of Student Activities, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.sac.iastate.edu/ClubFest/homepage.html> for ClubFest
- >>See: <http://www.sac.iastate.edu/Wfest/wfest.html> for WelcomeFest

Dance Marathon February - February

- Assist in the coordination of the day-long event which occurs in January including operations, assessment and all elements within the philanthropic event for University of Iowa's Children's Hospital and Children's Miracle Network

- Work with student committee, staff, faculty, community members and staff from Children's Miracle Network to assist with the event
- Supervised by the Coordinator for Leadership and Service, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.dm.stuorg.iastate.edu>

Freshmen Council Spring- Fall

- Advise a group of students on all elements of programming including programming, promotion, operations, assessment and all elements within Freshmen Council
- Supervised by the Coordinator for Leadership and Service, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.fc.stuorg.iastate.edu/>

Global Citizenship Symposium January- October

- Coordinate the day-long event which occurs in fall semester including promotion, registration, operations, educational programs, keynote speakers, assessment and all elements within a conference
- Work with students, staff, faculty and community members to assist with the event
- Supervised by the Coordinator for Leadership and Service, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.sac.iastate.edu/PowerofOne/GCS/homepage.html>

Galleries & Exhibits

- Collaborate with the SUB Director for Fine Arts to coordinate the gallery hanging educational program including promotion and assessment for exhibits
- Assist in the coordination of volunteers to help with exhibit hanging and maintaining during each semester
- Assist in promotional and marketing development for exhibits and juried shows
- Supervised by the Coordinator for Fine Arts/Workspace, Student Activities Center, Iowa State Memorial Union
- >> See: <http://www.mu.iastate.edu/activities.php?page=artExhibits>

Leadership ISU Spring- Fall

Coordinate the semester-long class (potentially for credit) which occurs in fall semester including promotion, registration, operations, educational programs, keynote speakers, recruitment of cluster facilitators, assessment and all elements within the course

- Work with students, staff, faculty and community members to assist with the event
- Supervised by the Coordinator for Leadership and Service, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.sac.iastate.edu/PowerofOne/ldrsisu/home.html>

Leadership Workshop Facilitator, various

- Develop and facilitate leadership workshops/programs to various groups of students.
- Facilitate educational program at one of the many student conferences at Iowa State University.
- Supervised by the Coordinator for Leadership and Service, Student Activities Center, Iowa State Memorial Union

MU Underground [aka Recreation Center]

Create a needs assessment tool for programs within the Iowa State Memorial Union Recreation Center

- Assist with the recruitment and selection of committee members and utilize Iowa State Memorial Union Recreation Center student staff to staff the programs
- Assist in the recruitment, development of committee responsibility descriptions and event planning task lists
- Develop, implement, promote and evaluate programs within the Iowa State Memorial Union Recreation Center

The Maintenance Shop

- Assist in the development, implementation and promotion of inexpensive daytime programs
- Supervised by the Coordinator for Entertainment Programs, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.m-shop.com>

VEISHEA Committees

- Serve as one of the advisers for one of the VEISHEA programs along with a faculty or staff member
- Assist advising VEISHEA student leaders to develop a comprehensive programs which promote a positive event
- This will occur mainly during spring semester
- Supervised by the Coordinator for Entertainment Programs and/or Assistant Director of Student Activities, Student Activities Center, Iowa State Memorial Union
- >>See: <http://www.veishea.iastate.edu>

Contact: 294-1023

Veterinary Medicine Student Services

2270 A Vet Med

Summer

Projects: Fall Orientation Programming, Student Activities Calendar, Tutoring Session Coordination, Student Counseling Session Scheduling/Coordination, Financial Aid Advising Scheduling/Coordination

Activities: Academic and Student Affairs Staff Meetings

Fall

Projects: Student Activities Board Mentoring, College Tour Coordination/Veterinary Ambassador Mentoring, Homecoming Events Planning, Student Counseling Session Scheduling/Coordination

Activities: Academic and Student Affairs Staff Meetings, Administrative Unit Staff Meetings, Ad-Hoc Committee Member: CVM Student-Faculty Relations Cte; CVM Gender Issues Cte; CVM Advising Cte; ISU Committee on Disabilities; ISU Advising Cte

Spring

Projects: Student Activities Board Mentoring, College Tour Coordination/Veterinary Ambassador Mentoring, Spring Open House Programming, Call-A-Thon to Admitted Students, Freshman-Sophomore Contact Programming, OPP-TAG Planning (odd years only: '03, '05...), Commencement Planning Activities: Academic and Student Affairs Staff Meetings, Administrative Unit Staff Meetings, Ad-Hoc Committee Member: CVM Student-Faculty Relations Cte; CVM Gender Issues Cte; CVM Advising Cte; ISU Committee on Disabilities; ISU Advising Cte

Possible Research Opportunities

Myers-Briggs Type Indicator (MBTI). Profile knowledge and the possible uses for students, faculty and/or the admission committee.

Implications of gender ratio in the admission process, professional curriculum, and general areas of profession of veterinary medicine.

Implications of male dominated elected positions of leadership in female dominated student body.

Horizontal and vertical curriculum ideas/theories. (i.e. learning communities-species/specialty related topics/exercises, professional orientation-careers/professionalism/ethics topics/exercises tied to each year of the curriculum...)

Student leadership in professional curriculum. Definition of what current philosophy is/should be (what works with professional students), ways to encourage students to take leadership roles, training methods, rewards for involvement. Student organization leadership (web-site construction, recruitment ideas...).

Contact: Lisa Brinkley, 294-8657, lisbom@iastate.edu

Women's Center
Sloss House

Margaret Sloss Women's Center (MSWC) Practicum

Students will have the opportunity to coordinate a project that meets the needs of the MSWC mission and goals. This might be a new program or event generated by the practicum student or center staff. This might be an ongoing project that the practicum student applies her/his skills and experiences to enhance the project/event. The practicum student and the center director, with approval of the student's advisor, together develop and determine the practicum experiences at the MSWC.

Contact: Penny Rice, 294-4154, pennyr@iastate.edu

Off-campus Practicum Site

Career Services, AIB College of Business

Small, private college of 900 students located just south of downtown Des Moines has an opportunity for a practicum student during the fall 2007 term. AIB College of Business (www.aib.edu) offers associate degrees focusing on business and realtime reporting as well as two newer bachelor degree programs in business administration and accounting. Courses are offered day, evening and online.

The AIB Career Services mission is to encourage and assist students and alumni in achieving their career goals. In light of this mission, the AIB Career Services office can offer the following experiences to a practicum student:

- Significant contact with students and alumni to review resume & cover letters and to coach on the job search. This contact is in person and via e-mail.
- Conduct mock interviews in a classroom setting.
- Shadow career counselor in working with students on career development issues.
- Assist in planning and hosting a part-time job fair attracting 30 employers and 150 students.
- Help convert educational presentations to an online format.
- As time permits, gain exposure to other office operations of this two-person office: college work study administration, disability services, employer relations, and online job posting service.
- Meet other college staff and learn about collaborative efforts between housing, activities, dean of students' office, counseling, and academic advising.

Hours available are between 7:30 a.m. to 4:30 a.m., Monday through Friday. Most student contact, however, happens before noon on Thursday as there are no classes on Fridays.

If interested in this experience, please contact:

Jane DeHaven

Career & Disability Services Coordinator

AIB College of Business

2500 Fleur Drive

Des Moines, IA 50321

515/246-5342

dehavenj@aib.edu

(1993 ISU ELPS alum; former president of Iowa Student Personnel Association)