

CSPA *Practicum*
Available: Fall/Spring

Number of Positions Available: 1 per semester

Office/Department: **UNDERGRADUATE ADMISSIONS**

Director of Admissions: Melinda Wood

Mission Statement: Practicum students will observe the metrics used to identify and recruit academically talented and well-rounded freshman and transfer applicants to the university.

1. Practicum students will gain an understanding of working as an Admissions professional and will have the opportunity to learn about the following:

- a. Freshman and transfer student admissions processes
- a. International recruitment
- b. Multicultural recruitment
- c. Athletic recruitment
- d. Recruitment travel
- e. Freshman and/or transfer application evaluation and review
- f. Campus visitation
- g. Information sessions
- h. Fall Open Houses/CHOICES Admitted Student Open House (Spring)
- i. Counseling of students and parents on admissions procedures
- j. Volunteer management with our student volunteer group (PAWS)
- k. Hiring and training our summer tour guides

2. Admissions practicum students will be exposed to the following student development theories:

- a. Understanding the difference in high school development during the transition to college
- b. Understand the role of parents and psychosocial behavior in their child's development
- c. Understanding marketing and recruiting strategies based on high school students' developmental stage

3. Admissions practicum students will be able to participate in the following assessment and/or evaluation projects:

- a. Limited reading/evaluating applications/decision making
- b. Participate in admissions committee
- c. Assessment of campus visitor experience

4. Practicum students will be evaluated and provided ongoing feedback in the following ways:

- a. Weekly supervisory meetings
- b. Midterm evaluation and final evaluation

5. Expectations of the Admissions practicum student include:

- a. Excellent oral presentation skills and interpersonal communication skills
- b. Organization skills and the ability to work independently
- c. Support mission and activities of the Office of Admissions
- d. Communicate consistently and honestly with supervisor and staff

e. If looking at the spring semester practicum, beginning your Admissions experience in late November/early December (not the full 10 hours/week, but approx. 2-3 hours/week) would benefit your overall Admissions practicum experience. At JMU, the undergraduate Admissions application process begins on November 1st. CSPA students only available starting in January will miss some recruitment and application cycle benchmarks (the Early Action application process will be over with only the Regular Decision process remaining). To gain broad admissions experience and observe the admissions cycle, beginning in late November/early December is recommended (but certainly not required).

Contact Person (temporarily)

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