

CSPA Practicum - Spring Semester

Number of Positions Available: 1

**Office/Department:** University Program Board (UPB)/Student Activities and Involvement/Student Life

**Director:** Jen Grossman Leopard

**Mission Statement:** To provide all students with experiences for self-discovery, belonging, and authentic engagement with each other, their communities, and beyond.

**Functional areas included in this office/department:** Student Activities and Involvement (University Program Board and Student Organizations), Fraternity and Sorority Life, Off-Campus Life and Student Leadership Center.

**1. Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**

Student Development

- Hiring, on-boarding, and training of paid student employees
- Hands-on advising of paid student employees

Programming Support

- Hospitality (catering, lodging, and travel arrangements for artists and guests)
- Marketing (print, display, multimedia, and web-based interactive promotion of events)

Students who participate in this experience will have an opportunity to learn:

- Programming skills – all components from conception to evaluation
- Collaboration with various organizations, offices, and departments
- Student advising and development
- Budget management
- Contract processes and procedures

**2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**

- Chickering and Reisser - Psychosocial
- Astin – Involvement

**3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**

Advising

- Student volunteer committee members
- Newly hired student employees

Assessment

- Development, implementation, and analysis of the hiring process

**4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**

- Attend weekly meeting with Student Activities & Involvement/UPB Coordinator
- Meetings with UPB leadership team
- Student evaluations
- Formal evaluation

**5. Specific expectations of students assigned to this site include:**

- Complete a learning contract
- Attend weekly meeting with Student Activities & Involvement
- Attend weekly supervision meeting with UPB Coordinator
- Attend bi-weekly UPB General Body Meetings
- Interact with student leaders, faculty, staff, and administration
- Participate in development of hiring and interview process, attend related meetings, and attend certain programs/info sessions as appropriate
- Participate in collaborative activities or meetings within Student Activities & Involvement and UPB as deemed necessary
- Preferred start date is late November to orient student to office and current UPB expectations and timelines.

**Contact Person:**

**Sydney Scott**

Coordinator, University Program Board  
Student Activities & Involvement  
The Union 320  
540-568-7892  
scottsn@jmu.edu