



School of Education
UNIVERSITY OF COLORADO **BOULDER**

**Master of Arts
In Higher Education
(MAHE)**

Practicum Booklet

Updated March 2020



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PRACTICUM OVERVIEW

Practicum Learning Outcomes

- Gain experience in specific areas of higher education by collaborating with peers and experts in the field.
- Translate theoretical knowledge into meaningful practices of the profession.
- Develop multicultural competence and justice perspectives to engage with diverse students and staff with sensitivity, effectiveness, and confidence.
- Perform the functions of program assessment, design, implementation, and evaluation as appropriate for individuals, student services offices, and administration.
- Develop professional relationships within the university and with peers.

Practicum Host Site Expectations

- Provide a learning space for the graduate student that allows engagement with the mission, vision, and goals of the unit.
- Provide constructive, developmental feedback to graduate student and communicate any concerns to MAHE Program Director.
- Assign supervisory role to staff member with relevant experience.
- Meet at least every other week with practicum student.
- Attend Division host sites supervisor orientation.
- Submit evaluation at end of practicum.

Practicum Level and Hours

- *Practicum I*: 3-4 hours per week for **one** semester
- *Practicum II*: 3-4 hours per week for **two** semesters



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ACADEMIC ADVISING CENTER, COLLEGE OF ARTS & SCIENCES

Practicum Supervisor

Erin Elder — Academic Coach Arts & Sciences Academic Advising Center (AAC)

Scope of Practicum

Supporting the academic advising mission of the College of Arts & Sciences by working with the Academic Coaching Program and focus on each student's developmental needs regarding the knowledge, attitudes, and skills necessary to achieve academic and personal success. Working in partnership with other Academic Coaching programs across campus as well as part of the advising teams that assist students in planning for academic success through interest and aptitude assessments.

Learning Goals

The graduate student will acquire knowledge and practical application of the best practices in Academic Advising within Arts & Sciences using the Appreciative Advising Approach. Learn hands on techniques, tools, and processes employed by academic coaches to support student in academic difficulty. Learn the daily operating structure of a dynamic and interdisciplinary academic advising center.

Practicum Level

Both Practicum I and II



ALUMNI ASSOCIATION

Practicum Supervisor

Phone: 303-492-8484

Email: alumni@colorado.edu

Scope of Practicum

This practicum experience would be supporting the Assistant Director for Events & Outreach at the Alumni Association with our Buffalo Legacy Program. The Legacy program honors current students and their parent or grandparent that attended CU Boulder. We currently offer scholarships to students, a legacy cord for commencement for graduating legacy students, and special legacy events mainly geared towards alumni parents throughout the year, <https://www.colorado.edu/alumni/buffalolegacy>.

Learning Goals

Our outreach to legacy students throughout the school year is minimal. This practicum student would be responsible for planning and executing a new outreach effort to engage our current legacy student. This would include programming, communication efforts, and recognition opportunities for this student population that would occur throughout the academic year. This is an opportunity to work in partnership with the Assistant Director to build and launch a new outreach initiative for the Alumni Association.

Practicum Level

Both Practicum I and II



CENTER FOR STUDENT INVOLVEMENT (CULTURAL PROGRAMMING)

Practicum Supervisor

Phone: 303-492-6366

Email: involvement@colorado.edu

Scope of Practicum

This practicum would be within the cultural programming area in the CSI and would primarily focus on working to create a more inclusive campus through selecting one of the focus areas below and working on a project within that area. The three specific areas that this position could focus on are:

- Student Activism: The Center for Student Involvement would like to develop new initiatives to specifically address student and student organization needs around activism.
- Co-Advising the Cultural Events Board: The Cultural Events Board is a student run board that works to fill cultural voids and create a more inclusive campus.
- Cultural Programming: Provide additional support to the student staff event planners as they plan their weekly programs.

Learning Goals

- Translating theoretical knowledge into meaningful practices of the profession; e.g., advising, instruction, supervision, program design and implementation, administration, and research.
- Developing multicultural competence and justice perspectives to engage with diverse students and staff with sensitivity, effectiveness, and confidence.

Practicum Level

Practicum II



CENTER FOR STUDENT INVOLVEMENT (GREEK LIFE)

Practicum Supervisor

Phone: 303-492-6366

Email: involvement@colorado.edu

Scope of Practicum

This practicum would be within the Greek Life area in the CSI and would primarily focus on developing and creating strategies to increase educational opportunities for students that are members of affiliated sorority and fraternity chapters. The specific areas that this position would focus on are:

- Develop a portion of the long term education strategy for Greek Community through benchmarking educational programs from other institution.
- Develop educational programming for the Greek Community. This could be ongoing learning opportunities and/or one-time large scale programming. Practicum student would work with supervisor to select one area to address. Examples of areas that could be addressed and focused on are: Health and Wellness, Hazing, AOD, Risk, Values, Innovation, Leadership.

Learning Goals

- Gaining experience in specific areas of higher education by collaborating with peers and experts in the field.
- Translating theoretical knowledge into meaningful practices of the profession; e.g., advising, instruction, supervision, program design and implementation, administration, and research.

Practicum Level

Practicum II



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CENTER FOR STUDENT INVOLVEMENT (STUDENT ACTIVITIES)

Practicum Supervisor

Phone: 303-492-6366

Email: involvement@colorado.edu

Scope of Practicum

The CSI is a multifaceted team working together to support students and student organizations. We create an engaging and inclusive environment that promotes leadership development, cultural awareness, and community involvement to help students find their passion and their place.

This practicum would be within the CSI and would primarily focus on supporting a late night campus program series. Three specific areas that this position could focus on are:

- Developing learning and process outcomes to assess the effectiveness of the late night programming.
- Perform benchmarking research and collect data around Late Night Programming.
- Support the creation, planning, implementation and assessment of program opportunities for students that occur from 9 p.m. – 1:00 a.m.

Learning Goals

- Translating theoretical knowledge into meaningful practices of the profession; e.g., advising, instruction, supervision, program design and implementation, administration, and research
- Performing the functions of program assessment, design, implementation, and evaluation as appropriate for individuals, student services offices, and administration

Practicum Level

Practicum II



CENTER FOR STUDENT INVOLVEMENT (STUDENT ORGANIZATIONS)

Practicum Supervisor

Phone: 303-492-6366

Email: involvement@colorado.edu

Scope of Practicum

The CSI is a multifaceted team working together to support students and student organizations.

This practicum would be focused on student organizations in the CSI with a primary focus on developing and creating strategies to increase the overall satisfaction and experience students have with CSI, specifically around student organizations. The specific areas that this position would focus on are:

- Develop Student Organization Advisor Support
- Provide Liaison Support – Through walk-in hours, provide support for student organizations that are coming into the CSI space to find out about how to get funding, and how to plan events.

Learning Goals

- Collaborating with campus partners to support student organization needs.
- Designing, implementing, and facilitating student organization advisor support opportunities
- Researching current trends and best practices within student organizations nationally/internationally to influence the work that is being done at CU.

Practicum Level

Practicum II



CENTER FOR TEACHING AND LEARNING

Practicum Supervisor

Dr. Kirk Ambrose

Scope of Practicum

The Center for Teaching & Learning (previously the Graduate Teacher Program) has provided professional development for graduate students and post-doctoral scholars on the CU Boulder campus for nearly 40 years. We help prepare graduate students and post-docs for roles as future faculty and for employment in industry, government, business and the arts outside of academia. Our programs aim to support professional development on campus, and to cultivate leadership, networking, and organizational skills useful in academic and non-academic workplaces.

The MAHE practicum student would assist the program in implementation of our programming, which will now include more collaborative offerings across all levels of instruction across the CU Boulder campus. The practicum student would assist in diversifying programming by helping to plan new workshop offerings and to foster collaborative relationships with other units on campus. The student would also undertake administrative tasks related to program needs. The goals of the practicum are to increase the student's understanding of key aspects of teacher development, including the role of graduate student and post-doctoral scholar development in teaching and learning initiatives across campus, and knowledge of campus resources.

Learning Goals

Additional options for Practicum work could include working closely with the Center's new Inclusive Pedagogy Lead on work in designing and implementing workshops and seminars; the Assessment Lead on curriculum design and evaluation programs; and/or the Professional Development Leads on programming for all levels of instruction on campus. Projects can be flexible and can be designed to fit the needs of the Practicum student and the CTL.

Practicum Level

Practicum II



DISABILITY SERVICES, OFFICE OF DIVERSITY, EQUITY, AND COMMUNITY ENGAGEMENT

Practicum Supervisor

Kellen Story — Manager of Program Initiatives

Kellen Story has an MA in student affairs administration from Ball State University and has seven years of direct supervisory experience in both residence life and dis-ability services.

Scope of Practicum

Through this practicum, students will engage with the pro-grammatic areas within the unit to assess the programmatic efforts in Disability Services and nationwide. Areas that this position would be responsible for include:

- Implementation of assessment tools to formally evaluate programmatic efforts from Disability Services
- Written reports of assessment results used to formally evaluate programmatic efforts
- One-on-one learning skills (time management, organization, note-taking skills, etc.) modules in the Academic Skills Kit pro-gram with registered students with disabilities

Learning Goals

- Performing the functions of assessment implementation and written reporting (e.g. supervised focus groups, surveys, etc.)
- Program management of a learning skills program through the application of student development theory, communica-tion, and differentiation for diverse learners
- Student case management in an academic setting
- Gain experience in a disability compliance and programmatic framework

Practicum Level

Practicum I or II





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LEEDS SCHOOL OF BUSINESS: OFFICE OF ADVANCEMENT, STUDENT PHILANTHROPY AMBASSADORS PROGRAM

Practicum Supervisor

Laura Earman

Associate Director of Engagement, Student and Recent Alumni.

Scope of Practicum

The Student Philanthropy Ambassadors program is a new initiative to build a team of student ambassadors to meet with alumni – locally and regionally – and identify trends and themes among Leeds alumni. Through this practicum, students will be responsible for:

- Creating programmatic documents for training of students, running training sessions
- Follow up with alumni and analyzing the outcomes from the interviews
- CRM data integrity surrounding contact reports and contact updates
- Cross-collaboration with internal and external stakeholders

Learning Goals

- Translate theoretical learnings into practical experience around building a program, implementation, communication with students and alumni, research, supervision and external communication.
- Benchmark peer institutions to ensure Leeds is on the forefront of student outreach programs.
- Assess and report out progress and submit recommendations.

Practicum Level

Practicum II (Spring '20 through Spring '21 – option to add additional hours as necessary).



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LEEDS SCHOOL OF BUSINESS: OFFICE OF ADVANCEMENT, STUDENT AND YOUNG ALUMNI ENGAGEMENT PROGRAMS

Practicum Supervisor

Laura Earman

Associate Director of Engagement, Student and Recent Alumni.

Scope of Practicum

Oversee the student and young alumni engagement programs at Leeds. Through this practicum, students will be responsible for:

- Liaising with the GOLD Alumni Board (Leeds' young alumni board), assisting in identifying their strategic initiatives and driving those forward.
- Coordinate, iterate and oversee hallmark events for young alumni – Global Networking Nights and Welcome to the City.
- Manage student engagement programming including, but not limited to, thank-a-thon, Senior Celebration and Grad Bash.
- Building a culture of student philanthropy and engagement.
- Cross-collaboration with internal and external stakeholders.

Learning Goals

- Translate theoretical learnings into practical experience around implementation, communication with students and alumni, research, supervision and output communication.
- Benchmark peer institutions to ensure Leeds is on the cutting edge of student and young alumni opportunities and offerings.
- Assess and report out progress and submit recommendations

Practicum Level

Practicum II (Spring '20 through Spring '21 – option to add additional hours as necessary).



Leeds School of Business
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MCNAIR SCHOLARS PROGRAM

Practicum Supervisor

Yvonne Skoretz, PhD

Scope of Practicum

The McNair Scholars Program is a 5-year project funded by the Department of Education to increase the attainment of doctoral degrees by students historically underrepresented in higher education. It enrolls 25 undergraduate students who engage in research and other scholarly activities. Because the project is staffed by one fulltime director (1.0 FTE) and one halftime coordinator (0.50 FTE), the MAHE will take a key role on a small team to assist with implementing the new project. Specific duties will include developing a campus-wide network of graduate students to serve as “near-peer” mentors to the McNair Scholars. This task will comprise preparatory steps such as conducting a literature review of evidence-based mentoring practices as well as summative steps such as implementing an assessment of the near-peer mentoring model. Because the director is an education scholar who serves as co-PI on the grant, the MAHE will also receive professional mentoring on increasing levels of responsibility.

Learning Goals

The MAHE student will benefit from affiliation with a prestigious TRiO project as well from development as a higher education professional in applying theory to practice.

Practicum Level

Practicum I and II





OFF-CAMPUS HOUSING AND NEIGHBORHOOD RELATIONS

Practicum Supervisor

Jeremy Moore

Previously served as a graduate assistant in student affairs while completing their graduate degree in counseling, adult, and higher education, served as a ACUHO-I graduate intern, and have supervised a summer graduate assistant and full-time staff member while at CU Boulder.

Scope of Practicum

Provide a well-rounded perspective into the town/gown relationship through intentional support of the professional staff in planning, implementing, and assessing programs and services for off-campus undergraduate/graduate students to insure an inclusive educational experience. Programs that the practicum student might help with would include such opportunities as the CU Housing Fairs, CU in the Neighborhood, community outreach (ie: neighborhood dialogue meetings) and retention-focused initiatives for first-year commuters and transfer students.

Learning Goals

- Develop professional relationships within the university and with peers
- Translating theoretical knowledge into meaningful practices of the profession
- Developing multicultural competence and justice perspectives to engage with diverse student and staff with sensitivity, effectiveness, and confidence

Practicum Level

Practicum I or II based on student's interest (preferably II).



OFFICE OF FACULTY AFFAIRS

Practicum Supervisor

Michele Moses

Vice Provost and Associate Vice Chancellor for Faculty Affairs

Scope of Practicum

The practicum involves assessment and evaluation of faculty affairs programs. The Office of Faculty Affairs serves the faculty and academic community on campus in the following domains: faculty mentoring and development, faculty personnel processes (e.g., tenure and promotion), conflict resolution, data and scholarly communications, and academic program review. The practicum student assists the vice provost and a research assistant with data collection and a review of relevant literature related to the program being evaluated.

Learning Goals

These will be negotiated collaboratively between the supervisor and the practicum student, but may involve the following:

- Become familiar with the division of academic affairs.
- Learn about support services for the faculty.
- Strengthen research and program evaluation skills.
- Strengthen writing.

Practicum Level

Practicum I & II



OFFICE OF UNDERGRADUATE EDUCATION

Practicum Supervisor

Dana Parcher Dana.Parcher@Colorado.edu

Program Director, Advisor Training & Development

Scope of Practicum

This practicum experience would be supporting the Director of Advisor Training & Development within the Office of Undergraduate Education. The Director is responsible for providing training and professional development opportunities to all academic advisors, academic coaches, and student success professionals who work within the CU Boulder advising community. The Director is also responsible for building and establishing a year-long, holistic onboarding experience, which includes relationship building, creating and updating an online, not-for-credit course, managing programmatic elements, and establishing community-building opportunities. The work of the Director is, at the end of the day, about creating a campus-wide community of informed, compassionate, and knowledgeable professionals who feel empowered to provide high-quality experiences for students.

This practicum experience aims to provide opportunities in line with the student's interests, but four specific areas that this position could focus on are:

- Campus-Wide Course: Assist in transforming sections of the current Canvas, not-for-credit, course to become more engaging and interactive with the user. For example, the student may help in translating a section on student development theory into a case study, video, or group discussion board. Additionally, facilitating campus partners in updating their content on the site in similar, interactive, ways.
- Onboarding: Assist in the programmatic elements involved in developing a brand-new welcome experience, as well as carry out the creation and distribution of a newsletter for new professional staff members.
- Training: Help create and manage a number of training elements, including the first-ever, consolidated campus-partner sessions, aimed at streamlining some of the training process for colleges, schools, and programs.
- Professional Development: Assist in developing new initiatives regarding professional development, including a new leadership program for staff.



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Learning Goals

- Employ communication and relationship-building skills to effectively partner with a variety of stakeholders.
- Identify the role of onboarding, training, and professional development involved in academic advising and academic coaching.
- Translate theoretical knowledge into meaningful practices of the profession; e.g., content creation, training, program design and implementation, onboarding, professional development, and administration.

Practicum Level

Practicum I & II



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SCHOOL OF EDUCATION

Practicum Supervisor

Dr. Krishna Pattisapu — Director of Diversity Recruitment and Retention for the School of Education

Scope of Practicum

Students will explore strategies employed at CU Boulder and in the School of Education to recruit, support, and center first-generation students and students of color. As part of the CU LEAD Alliance (the network of diversity and inclusion programming across CU Boulder's campus), the Education Diversity Scholars and Multicultural Leadership Scholars programs serve nearly 100 undergraduates who are working toward degrees in Education and Leadership. Additionally, the School of Education hosts an annual Teachers of Color and Allies Summit, as well as multiple high school student outreach projects. This practicum can be tailored to encompass all or any of the students' individual interests under the umbrella of diversity and inclusion, including but not limited to data collection and management, developing recruitment strategies, producing events, assisting with individual and small-group student support, and identifying new partnerships and avenues for growth.

Learning Goals

Discover the barriers and possibilities for supporting students from underrepresented groups on campus

Use theoretical foundations to support the maintenance and expansion of diversity and inclusion programming in the School of Education and beyond

Practicum Level

Practicum I & II



STUDENT ACADEMIC SUCCESS CENTER (SASC)

Practicum Supervisor

Sophie Low

Scope of Practicum

The responsibilities of the position is to work with the McNeill student volunteer program. This program will have 5-10 undergraduate student participants. The students will volunteer with day of event preparation and staff at 5 McNeill program events throughout the year, most of these events are on weekends and evenings. Events include the McNeill freshmen fall and spring retreats, workshop for students, admission outreach events (on a Saturday in January and Saturday in April,) graduation celebration, Monologue performance. A possible ser-vice learning project may be added. The Graduate

Assistant will supervise the volunteers and provide training about volunteerism and service learning for this academic year-long program.

Learning Goals

- Create a student volunteer program in McNeill within a multicultural context. Create community among these students, students will learn about volunteering, their role as volunteer for the McNeill program, build leaderships skills, gain knowledge about service learning. The McNeill Academic Program is a multicultural learning community. Undergraduate scholars in the program are often first generation and/or from underrepresented backgrounds. Programming includes academic courses, academic coaching, peer mentoring, student leadership, academic and professional development seminars. We focus on the academic transition to college and support students through graduation.

Practicum Level

Practicum I & II



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STUDENT SERVICES, DIVISION OF CONTINUING EDUCATION

Practicum Supervisor

Suzanne Classen

Scope of Practicum

The Division of Continuing Education (CE) is an integrated service model that includes its own advising, bursar, and enrollment services, and that offers online, evening, and applied music classes. CE serves degree-seeking (current and former) and non-degree-seeking students alike. CE's Student Services unit houses academic, pre-health, and career advisors who work with a wide variety of non-traditional student populations, including returning adults, international students, veterans, distance learners, high-school concurrent students, and students in academic difficulty. Because these students come from a wide variety of backgrounds, advisors must have familiarity with policies and requirements for all colleges on campus.

Learning Goals

A practicum student at this site will learn best practices for advising all students, especially populations that do not fit a clear mold, through trainings, shadowing, peer advising, assisting with study skills workshops, and managing the advising email account.

Practicum Level

Practicum I and II



Continuing Ed
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STUDENT SUPPORT AND CASE MANAGEMENT

Practicum Supervisor

Hilary Love

Scope of Practicum

Students will learn about SSCM by reviewing protocols and cases. Once a student has had the opportunity to learn how case management functions for university students, they will start shadowing case managers. Practicum students will observe the student-case manager interactions and how needs assessment, resource referrals, and rapport building are a key parts of good case management. One of the most important components of excelling at case management is learning the many ways to navigate the university system and relationships across campus.

Learning Goals

- Develop professional relationships within the university and with peers.
- Translating theoretical knowledge into meaningful practices of the profession.
- Developing multicultural competence and justice perspectives to engage with diverse student and staff with sensitivity, effectiveness, and confidence.

Practicum Level

Practicum II



UNIVERSITY EXPLORATION AND ADVISING CENTER

Practicum Supervisor

Miki Brooks — UEAC Campus Advising Specialist

Scope of Practicum

The University Exploration & Advising Center (UEAC) supports students across CU Boulder through academic and exploratory advising, coaching, and advocacy. We connect students to campus resources and provide support to empower them to make insightful decisions about their educational, career, and life goals. We are excited to collaborate with the MAHE student to create a practicum experience in line with their academic and career interests. As examples, here are ways the student could get involved:

- Shadow advising and coaching appointments.
- Assist in triage advising with the Peer Advisors.
- Develop programs and/or resources for our students' parents and families.
- Support the new FYXP 1000: Academic Exploration & Critical Decision Making course

Learning Goals

- Gain experience by collaborating with seasoned professionals in the field of academic advising.
- Design and implement student success services and resources.

Practicum Level

Both Practicum I and II



UPWARD BOUND

Practicum Supervisor

Tanaya Winder — Director of CU Upward Bound

Scope of Practicum

The CU Upward Bound (CUUB) program is a TRiO, government funded program to increase the rates of bachelor's degree attainment for first-generation college going and/or low-income students. CUUB focuses on Native American communities and continually developing a culturally responsive pedagogical approach to post-secondary readiness and success. CUUB is funded to serve 104 high school students throughout the academic year and brings on average 95 students to its Summer Academic Institute each June-July.

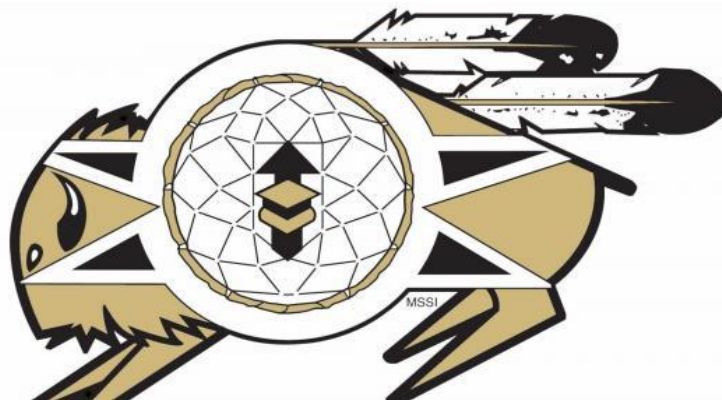
Learning Goals

The areas of focus for this position are researching, assessing, and understanding the cultural divides that must be navigated by CUUB's participants through evidence-based practices for remotely supporting students from disadvantaged backgrounds and better understand our students' needs and to inform all of the work of the program.

The MAHE student will benefit from applying theory to practice, addressing some of the most urgent national needs with respect to college access and success. Partnering with a program that has developed close ties with indigenous communities for over 30 years will provide a one-of-a-kind, culturally responsive pedagogical experience.

Practicum Level

Both Practicum I and II





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Questions: SOE.Gradvise@colorado.edu