Host Information
Department
Student Transitions & Family Programs
Division of Student Affairs
Washington University in St. Louis

Practicum Supervisor
Renaldo Luna Gacad, Associate Director for Student Transitions & Family Programs

About Student Transitions & Family Programs
Student Transitions & Family Programs (STFP) supports students throughout their transitions in the Washington University community in order to build and sustain their academic and personal goals. STFP brings together people, programs, and resources to provide an undergraduate experience of exceptional quality where all students are known by name and story and where they prepare themselves for lives of purpose and meaning.

The Student Transitions team implements curriculum and interventions geared towards various class experiences including pre-matriculation, first-year, sophomore, junior & senior, transfer & exchange, and gap-year experiences. The team employs over 120 student employees including a 13 member student executive board, 105 first-year orientation leaders and peer mentors (WUSAs), 8 student mentors working with transfer and exchange students (TXSMs), and 8 student staff supporting the sophomore year (2SAs). All professional staff members on the Student Transitions team are involved at the regional and national level with NODA.

Position Description Information
Projects and Experiences
The Student Transitions practicum students will have hands on experience working closely with the professional staff in the spring semester with projects including but not limited to the following:
- Implement a programmatic interventions project on an undergraduate student population to be identified with the Associate Director (which may include sophomores, transfers, exchange students, or gap-year students). This will include the following:
    - Reviewing literature and research
    - Performing needs assessment and benchmarking including focus groups and data analysis
    - Creating intended learning outcomes and goals that align with theory and divisional priorities
    - Developing programmatic interventions recommendations
- Assist with the recruitment and hiring of student employees by reviewing applications, facilitating interviews, and preparing materials
- Oversee a training curriculum project to be implemented for one of the student employee populations. An example of a project includes Reviewing and updating training sessions on one aspect of the STFP Student Employee Competencies to be delivered in a scaffolded manner in spring, summer, August retreat, and fall semester

The practicum student will have the additional opportunity to network with colleagues from across campus in Residential Life, Campus Life, and academic advising as well as new student programs

staff from across the St. Louis Area. There will also be an opportunity to shadow and assist the Student Transitions & Family Programs with the Family Webinar Series.

The position will begin on January 9, 2023 and will end in early-May 2023. Practicum Students in STFP will complete between 105 and 140 contact hours, which equates to approximately 7 – 10 hours per week held at a consistent time, as agreed upon in a learning contract to be developed prior to the start of the experience with the Associate Director. The practicum student will have a weekly 30-minute 1:1 with the Associate Director during which the practicum student will get 1:1 coaching, provide project updates, and work through feedback. Additionally, the practicum student will participate in a 45 minute team meeting with the other practicum students and staff to train on relevant topics, share trends, and reflect on theory to practice. The practicum student may attend division or STFP professional staff meetings if schedule allows. All work is in-person with work-from-home arrangements available on a case-by-case basis to be agreed upon with the supervisor.

Program Outcomes
Through this position the student will benefit by developing skills outlined by ACPA and NASPA Professional Competencies. The successful practicum student will also gain an understanding of our departmental culture, and the ability to expand upon previous knowledge and practice. Though not comprehensive of all competencies that will be achieved, below are the primary and secondary competencies of experience.

Primary Competency: Student Learning and Development (SLD)
- Identify and take advantage of opportunities for curriculum and program development to encourage continual learning and developmental growth.
- Design programs and services to promote student learning and development that are based on current research on student learning and development theories.
- Assess teaching, learning, and training and incorporate the results into practice.

Secondary Competency: Assessment, Evaluation, & Research (AED)
- Assess the legitimacy, trustworthiness, and/ or validity of studies of various methods and methodological designs (e.g. qualitative vs. quantitative, theoretical perspective, epistemological approach).
- Effectively articulate, interpret, and apply results of AER reports and studies, including professional literature.
- Design program and learning outcomes that are appropriately clear, specific, and measureable, that are informed by theoretical frameworks and that align with organizational outcomes, goals, and values.

Compensation and Benefits
The practicum position is unpaid. Documentation from the student's graduate program and practicum course enrollment is required and Student Transitions & Family Programs will complete necessary paperwork and evaluations for the graduate program.

Sample Timelines
Below are sample timelines for the three major projects that Student Transitions Practicum Students complete. A finalized timeline will be created in the learning contract with updates to the timeline revisited and adjusted as needed during 1:1s with the Associate Director.

Programmatic Interventions Project Example Timeline

Week 1		January	Onboarding
Week 2	- 5	January	Annotated Bibliography and Short Narrative Literature Review
Week 6	- 7	February	Concept Mapping, Needs Assessment, and Benchmarking
Week 8	- 11	March	Focus Groups
Week 12	April		Intended Learning Outcomes and Program Design
Week 13	April		Intervention Memo
Week 14	April		Programmatic Intervention Planning
Week 15	April		Adjourning

Student Employment Hiring Assistance Example Timeline

Week 1	- 3	January	Onboarding and Familiarizing with Population
Week 4	- 5	February	Application Reading
Week 6 - 7	February	Individual Interviews
Week 8 - 9	March	Group Interviews
Week 10 - 11	April	Hiring
Week 12 - 14	April	Onboarding and Training
Week 15	April	Adjourning

Student Employment Training Curriculum Project Example Timeline

Week 1	- 2	January	Onboarding and Familiarizing with Student Competencies
Week 3 - 5	February	Needs Assessment, Curricular Mapping, and Intended Outcomes
Week 6 - 8	March	Training Development
Week 9 – 10	April	Quality Assurance Auditing with campus partners and students
Week 11 - 14	April	Building facilitation guides, resources, and implementation materials
Week 15	April	Adjourning

How to Apply

Applications open on Monday, October 17, 2022. Interested applicants should submit an application which includes a cover letter and resume at **newstudents.wustl.edu/about/apply** under Student Transitions Practicum Student. A prompt for the cover letter and resume is provided on the application website. Upon submission of the application, applicants will be prompted via email with steps to sign up for an individual interview with the Associate Director. A priority application deadline for the position is November 7, 2022 and positions will be hired on a rolling basis until positions are filled. Up to three positions may be made available for the spring semester. For questions, please message **transitions@wustl.edu.**

Updated 10.13.2022 by Renaldo Luna Gacad