Organization:
Undergraduate Programs Office, College of Business

Supervisor Name & Contact information:
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Practicum Description:
The primary responsibilities of the Undergraduate Programs Office include Academic Advising, Recruitment of Prospective Students, Retention Programs for Current Students, Diversity Programming, and Club and Organization Leadership for the College of Business (COB). The Undergraduate Programs Office facilitates a comprehensive academic experience for business students, with special attention on providing the professional development and skills necessary to help students succeed.

Reporting to the professional advising staff, the SAHE practicum student will support the overall objectives of the Undergraduate Programs Office.

Major Responsibilities:
- **Develop Academic Program Series for international College of Business Students** - The COB has a large international student population and the practicum student will work with the academic advisor for international students to develop a series of programs to meet the researched and/or observed needs of international students in transition.

- **Support 2nd Annual Business Leadership Institute** – The Business Leadership Institute (BLI) is a two day, overnight leadership conference for academically strong and ethnically/racially diverse high school juniors and seniors interested in studying business. This event occurs in Spring 2011 and the practicum student will co-coordinate both the logistical and community outreach elements of the program.

Other Responsibilities:
- **Understand Developmental Advising Philosophy** – Development Advising is the holistic, student-centric advising philosophy of the Undergraduate Programs Office. The practicum student will train on the advising philosophy, shadow advising appointments, and learn portions of the Business curriculum. However, students will not have specific advising responsibilities.

- The student will also complete various projects as agreed upon by the student and practicum supervisors. Opportunities include assessment and evaluation, event planning and promotion, publications, and other relevant assignments.

**Desired time frame for position:** Start in September with flexible hours per week until internship commitment is fulfilled.

**After the 60 hours is there an opportunity for a paid internship:** No