

UCCS Career and Innovation Center Practicum Description

A practicum experience with the Career and Innovation will provide you with the skills and knowledge to understand centralized career services in higher education. You will be trained and gain experiential learning in career readiness and career exploration, meet directly with students, presentations for classes, table at events, learn about different professions and industries and respective colleges and departments campus-wide. You will work closely with a team of professionals and gain mentorship. You may also take on at least one project for the office with options and guidelines and can be based on your own interests and growth as a future student affairs professional. Prospective practicum students will be approved after an Interview with the Practicum Supervisor and going over position requirements and questions.

Qualifications:

- A current UCCS Master's student in the Student Affairs in Higher Education program, Counseling or Mental Health Counseling program, Communications or other relevant UCCS Graduate Program
- In good standing and site approval through program coordinator.

Reports to:

Practicum Supervisor- Catherine Barrios-Persall, Senior Career Coach

Training:

Minimum 3 Days of Training, 2-hour blocks- with multiple Career Coaches

- Training consists of: Career theory, career readiness practices, ethics, student engagement and counseling in higher education, career exploration, positive mindset and mental well-being, equitable office practices centered in DEI, campus resources, Uconnect platform, day to day practices, shadowing opportunities before meeting 1:1 with students- more specialized training if desired.

Duties:

- 1:1 Student Appointments to advise on resume, cover letter, mock interviewing, graduate school application, job searching, networking, major and career exploration.
- Outreach Programming: workshops, presentations for classes or tabling events: In person requirement
- Other duties based on your interest and abilities and general needs of the office: employer outreach, social media/marketing, industry insights, website building etc.

Requirements: (*Based on program: 100 hours with 40 hours student-facing)

- 10-20 hours/week
- 1 Day-In Office/Week (minimum 4 hours)
- Weekly or Bi-Weekly Meeting with Supervisor
- Must choose a minimum of 1 project to complete for the Career and Innovation Center to be agreed upon during your training in collaboration with site supervisor. Project options can be provided.

Administrative Requirements:

- Record hours: Maintain record of hours in accordance with program guidelines
- Evaluation Forms to be completed by student and supervisor upon completion of hours.

* The amount of hours required for your program are **not** guaranteed and depend on your availability, student appointments, needs of the office and other factors. It is important to give yourself more time than needed for the completion of your practicum experience. You are responsible for obtaining all hourly requirements, including student-facing hours.

If interested, contact **Catherine Barrios-Persall** at cbarrios@uccs.edu