Spring 2018 CSPA Practicum  
Student Staff Recruitment, Training, Hiring

Number of Positions Available: 1
Commitment: 150 hours/10 hours per week
Office/Department: Orientation
Director: Sarah Sunde

Mission Statement: Orientation engages students in the JMU learning experience by preparing them to be active and authentic members of the university community.

Functional areas included in this office/department:
- First-Year Orientation:
  - Summer Springboard
  - 1787 August Orientation
- Transfer Orientation
  - Transfer Summer Springboard
  - Transfer 1787 August Orientation
- Publications:
  - The One Book
  - Mappy
  - The Transfer One Book
  - Transfer Compass

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:

   First Year Orientation Guide (FROG) Recruitment
   - Create a marketing strategy that reflects the FROG position and mission of Orientation while utilizing Orientation’s slogan: “Let the Compass Be Your Guide.”
     - Including but not limited to: creating posters, emails, video, social media, table tents, electronic boards, chalking, Grafton Movie slide, information tables at the Commons, and coordinate Wear Your FROG Shirt Day
   - Outreach to specific student organizations and departments to ensure a diverse pool of applicants
   - Develop, plan, and present FROG Information Sessions that will provide prospective candidates with an introduction to Orientation; overview of the position, expectations, roles, requirements, and time commitment; and the interview and selection process which includes an application, group interview, and individual interview
   - Coordinate the application receiving process
   - Assist with managing the FROG database

   First Year Orientation Guide Interview and Selection Process
   - Assist with FROG Group and Individual Interviews, and the selection process.
   - Individual Interview Process
     - Develop Individual Interview questions
     - Assist in the creation and facilitation of a training focusing on the Individual Interview Process for OPAs and campus partners who will be evaluating FROGs
     - Assist with Individual Interviews
     - Enter candidate scores into FROG Database
   - Selection of Hired FROGs
     - Assist with determining the final selection of 300 FROGs based on scores, evaluations, and additional information.
Transition Team Training Day
- Actively participate in the Spring Training Day committee comprised of Orientation and Residence Life staff.
- Assist with the training of approximately 300 FROGs and 150 RAs focusing on debriefing the diversity presentation and the relationships between Orientation and Residence Life.

Additional Opportunities
- Participation in departmental staff meetings, committee meetings, and professional development opportunities.
- Collaboration with other departments on special projects.
- Development of new first-year programming initiatives.

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:
   - Psychosocial Developmental Theories: (Chickering and Reisser, Erikson, Parks, Sanford, Gardner)
   - Cognitive Developmental Theories: (Baxter Magolda, Kegan, Kolhberg, Belenky, Gilligan)
   - Typology: (Myers-Briggs, DiSC)
   - Identity Development Theories: (Racial, Sexual, Gender, Ability, Religious, Social Class, Multiple)
   - Transition Theory (Schlossberg)
   - Generational theories regarding millennial students and their parents.

3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:
   - Evaluation of various orientation programs, including but not limited to Summer Springboard (First-Year and Transfer) and 1787 (First-Year and Transfer).
   - Other evaluation or assessment projects as they arise.

4. Students who participate in this experience will be evaluated and provided ongoing feedback in the following ways:
   - Weekly one-on-one meeting with supervisor.
   - End-of-semester formal evaluation with practicum supervisor.
   - Written performance evaluations.

5. Specific expectations of students assigned to this site include:
   - Desire to take risks.
   - Ability to work in potentially ambiguous environments.
   - Desire to reflect on personal and professional learning.
   - Interest in learning more about transition programs, services, and/or experiences.
   - Establish and maintain regular office hours.
   - Attend required meetings and office events.
   - Ask for assistance when needed.
   - Complete assigned projects in a timely, organized, and professional manner.

Contact Person
Sarah Turman, Coordinator First Year Student Staff
Orientation Office
Student Success Center 2200
MSC 1010
Harrisonburg, VA 22807
http://www.jmu.edu/orientation
[Phone: 540-568-5175] [Email: turmansa@jmu.edu]