



College Student Development and Counseling Program
Department of Counseling and Applied Educational Psychology
Bouvé College of Health Sciences, Northeastern University



Learning Contract

Proposed Practicum Site: Asian American Center
Office or Functional Unit: Academic and Cultural Enrichment Services (ACES)/
Enrollment Management and Student Affairs
College or University: Northeastern University
Address: 109 Hemenway Street, Boston, MA 02115

Job Description:

Northeastern University is seeking a practicum student to assist with developing programs, daily operations, and strategic planning for the Asian American Center and Academic and Cultural Enrichment Services (ACES) to promote cultural awareness of Asian American and other diversity related issues in the university community. Responsibilities will include program planning and implementation, providing guidance to student leaders in charge of running the mentor program, advising student mentors on any issues relating to academic, career, and personal development, participating in bi-monthly meetings as a member of the Pan-Asian American Council, and assisting the Associate Dean/Director and Assistant Director with the day to day operations and strategic planning of the Center and ACES. The individual applying for this position must be enrolled in a master's program in the college student development, higher education administration, or other related area. Must have excellent organizational, written, and verbal communication skills and the ability to handle multiple tasks and work independently. Proficiency with computer applications and experience with giving presentations is required. The hours for this position are flexible, include nights and possibly weekends.

Personal and Professional Interest in Learning Experience:

I am interested in seeing the role that cultural centers play in the identity development of college students, more specifically Asian American students. As an undergraduate, I always struggled with my identity and in retrospect, I wonder if it would have been different if I were more involved with the Asian American students and activities on campus. I chose this particular practicum position with the hope that it will answer my previous question and expose me to an area of student affairs that is different from my full-time job. I selected the Asian American Center because I think it will offer valuable experience in working with my population of interest through its programming and support services. Not only would this position give me an opportunity to work with my population of interest, it also provides the opportunity to learn about the operations of other cultural centers on campus and how they work together to raise diversity awareness in the university community. This would give me increased exposure to other minority student populations and not be limited to working with only one specific population based on my own background and experiences.

Many researchers have reported that minority students need a safe space for comfort, identity development, psychosocial growth, and community advocacy. At the same time, it is important that these students do not isolate themselves from other students. I think that the role of the Asian American center and other cultural centers on campus must maintain this balance. I hope to gain insight into how these centers, particularly the Asian American Center, are viewed by the university and vice versa. This experience will provide valuable exposure to the types of programs and services that are offered to students and how they play an important role in their development.

Specific Learning Outcomes:

At the end of this practicum experience, I would like to have a clearer understanding of the role and impact that the Asian American Center and other cultural centers have on the students. I propose the following specific learning outcomes from this learning experience:

1. To explore and understand the developmental needs of Asian American and other minority students at Northeastern University.
2. To gain exposure and experience with promoting identity development and diversity through programming and assessing the role of campus cultural centers in supporting the academic and personal development of the student body.
3. To develop the skills needed for a student affairs professional such as program planning, organization, communication, time management, decision making, budget management, presentation, and advising student leaders.

Plan for Achieving and Measuring Learning Outcomes:

Outcome #1: To explore and understand the developmental needs of Asian American and other minority students at Northeastern University.

To achieve this outcome, I will participate in bi-monthly meetings as a member of the Pan-Asian American Council, meet with my supervisor Andrew Shen regularly to stay informed on departmental activities, and assist him with the day to day operations and strategic planning of the Center and ACES.

Measurement of Learning Outcome: I will write a report based on my observation of meetings, programs, events, and analysis of feedback from students at the conclusion of the practicum experience. This will be in the form of a reflection paper so no particular criteria will be assigned.

Outcome #2: To gain exposure and experience with promoting identity development and diversity through programming and assessing the role of campus cultural centers in supporting the academic and personal development of the student body.

To achieve this outcome, I will develop, plan, and implement at least one event each semester for ACES and two events for the Asian American Center which may include: 1) Collaborating with the Center for Community Service or an outside organization to organize short-term community service opportunities for students and staff 2) Creating a coffee series where students gather to share, explore, and discuss Asian American and other cultural issues.

Measurement of Learning Outcome: I will create a survey to obtain written feedback from students who participate in programs and events by the use of evaluation forms. The surveys will be based on the following criteria:

- Was the purpose of the program clear?
- Was the program attended informative?
- Did you find the information or experience useful in helping you gain a better understanding of the topic at hand?

The survey results will be compiled and submitted to my supervisor for review. I will also ask for written feedback from him in the form of an evaluation based on the following criteria:

- Accurateness: Material was presented without errors or misinterpretation.
- Appropriateness: Intended audiences will be able to utilize the information.
- Effectiveness: Had the desired impact for the intended audience.
- Organization: The event was well organized at every stage of the planning process.
- Preparation: Was professional and well prepared for the event.

Outcome #3: To develop the skills needed for a student affairs professional such as program planning, organization, communication, time management, decision making, budget management, presentation, and advising student leaders.

This outcome will be achieved through the overall interaction with students and staff members in the Asian American Center and ACES. I will also provide guidance to student leaders in charge of running the mentor program for the Asian American Center and advise student mentors on any issues relating to academic, career, and personal development.

Measurement of Learning Outcome: I will ask for written feedback from Andrew Shen in the form of an evaluation at the end of each semester based on the following criteria in addition to those listed in the outcome statement:

- Comprehensive: Showed ability to perform the scope of tasks with extensive understanding.
- Depth of understanding: Showed thorough understanding of issues affecting Asian American and other minority students on campus.
- Professional: Demonstrated professionalism with all students and staff members.
- Reflective: Showed thoughtful and self-analysis of all situations throughout practicum.

Additionally, I will write a self evaluation of the skills obtained from practicum experience at the end of each semester based the same criteria.

Support Needed to Meet Learning Outcomes for Practicum Experience:

The support needed to meet my learning outcomes include weekly or bi-weekly meetings with my supervisor for direction and constructive feedback on job performance, inclusion in meetings when possible to stay informed on departmental activities, specified project times and goals, training in specific issues as needed, and support in creating assessment tools.

Site Schedule:

The proposed work hours are Tuesdays 4:30-7:30, Wednesdays 4:00-7:00, and Thursdays 4:30-7:30 which will be flexible due to my full-time commitment. The total estimated hours worked per week will be nine hours. The total time commitment of the practicum must be 300 hours. Remaining hours will be made up on other days during special events or completing special projects which will be discussed at a later time with the supervisor. Start date will be September 5, 2006.

Professional Requirements and Competencies:

As a student affairs professional in training, I am responsible for promoting students' learning and development, enhancing the understanding of student life, and advancing the profession and its ideals. As a new professional in training, I possess the knowledge, skills, emotional stability, and maturity to fulfill my practicum responsibilities as outlined through the aforementioned learning outcomes. I understand that high levels of professional competence are expected in the performance of my duties and responsibilities. I also understand that I am ultimately responsible for the consequences my actions or inaction (Downloaded & Adapted from www.myacpa.org).

Signatures Approving Proposed Learning Experience and Job Description:

Student's Signature:

Date:

NU Practicum Advisor's Signature:

Date:

Field Site Supervisor's Signature:

Date:

Form A