

CAROLINA ARROYO
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Higher Education

State University of New York, Buffalo, New York
B.A. Linguistics, Magna Cum Laude, 1983
Stanford University, Stanford, California
M.A. Anthropology, 1990

Scholarships

National Hispanic Scholarship Fund Scholar, 1983

Professional Experience

University of Notre Dame, Notre Dame, Indiana

Associate Director of Undergraduate Studies
Assistant Director of Undergraduate Studies
Director of Internships

1996 to present

2006 - present

2001 - 2006

2003 - present

Academic Advising: Provide individual advising to current and prospective majors on class selection, study abroad programs, credit transfers, internships, careers, graduate school, senior thesis and departmental honors; manage all aspects of military academy conferences. Represent the department at majors fairs, Early Admit Open House and Welcome Weekend. Track the number of majors on a monthly basis; keep FileMakerPro student database updated; contact students who may not be making adequate progress in the major. Serve as faculty advisor for College Democrats, the Gamma Delta Chapter of Pi Sigma Alpha, Model UN Club and Beyond Politics Undergraduate Journal.. Participate in Fulbright interviews and Rhodes Scholarships.

Teaching: Teach Internship course every semester, Fall, Spring and Summer. Co-taught course, HESB 33900, The Business of Nonprofits: Passion into Practice, during Spring 2017, Fall 2017, Fall 2018 and Spring 2019 semesters. Co-taught Hyper-Incarceration in Fall 2013, Spring 2014 and Fall 2014. Co-taught an immersion seminar, Incarceration, in Fall 2015. Directed a senior thesis on the effectiveness of education in prisons and recidivism during academic year 2015-2016.

Research: Conducted community based research on collateral consequences of imprisonment from expungement laws, Ban the Box and the Supplemental Nutrition Assistance Program (SNAP) law in Indiana. House Bill 1317 asking Indiana to opt out of the Federal law prohibiting individuals convicted of specific drug offenses from receiving SNAP benefits became law and went into effect on January 2, 2020.

Research on undocumented migrants' lives in a caste system as defined by Michelle Alexander in *The New Jim Crow* continues to focus on undocumented migrants, especially those who cross or die crossing the Sonoran Desert. This will culminate in hosting "Hostile Terrain 94" during academic year 2020- 2021.

Internships: Continue to increase the number of local sponsors and interns. Added Anita Rees, Career Counselor, as a resource to help students translate skills to resumes and LinkedIn profiles. Publicize and manage the \$50,000 Mary & Greg Downes Endowment for Excellence in Government Summer Internship Grant. Initiated "Careers for Political Science Majors" speaker series. Managed "What Can You Do With Political Science" publicity campaign.

Administration: Plan and implement Senior Awards Ceremony and Senior Recognition Ceremony, administer and maintain databases and budgets for the Strake Grant for senior thesis research, Gary F. Barnabo Writing Award, the Gamma Delta Chapter of Pi Sigma Alpha, Beyond Politics Journal, Model UN High School Conference and Undergraduate Division's budget. Chair selection committee for all grants. Manage all aspects of selection of students to attend three military academy conferences.

Hesburgh Program in Public Policy: simplified the FileMakerPro database, redesigned the application for funds for a summer internship, met with each HP student to review and update their progress in the minor; eliminated the multiple page application for admission to the minor and replaced it with a one page sheet outlining the requirements; assisting the new program manager with the transition into the program.

Grants Awarded

Teaching Beyond the Classroom Grant for Chicago Career Trek, March 2018
Mini-Conference Grant Awarded to bring author Luis Alberto Urrea to campus in October 2018.
Pi Sigma Alpha Chapter Activity Grant to fund trip to Regional Conference at Purdue
Henkels Interdisciplinary Lecture Grant to bring John Fetterman, Mayor of Braddock, Pennsylvania for a 2 day conference
Indiana Academic Advising Network Professional Development Grant to attend the 2012 NACADA National Conference
Learning Beyond the Classroom Grant to join 2 classes for a discussion on felon disenfranchisement
Learning Beyond the Classroom Grant to bring Prof. Mitchell to campus in Spring 2013
Henkels Grant to bring Prof. S. David Mitchell to campus in Spring 2013
Pi Sigma Alpha Chapter Activity grant to support the visit of Gary & LaPorte mayors in 2013
Pi Sigma Alpha Chapter Activity grant to fund a trip to Indianapolis to visit the Capitol in 2015

Service

Member of Washington Internship Support Committee
Member of College Council, for 3 year term Fall 2016 to Spring 2019.
Building Bridges Mentor to 3 students.
Member of Arts & Letters Assistant Dean Search Committee, Spring 2018
Interview applicants for Fulbright Fellowships and Rhodes Scholarships

Presentations

Community for Peace and Nonviolence, Ban the Box, March 14, 2015
Higgins Lunchtime Labor RAPS, Ban the Box, November 14, 2014

Distinctions, Honors, Awards

Pi Sigma Alpha Gamma Delta Chapter, Best Chapter Award 2011-2012

Professional Development

Legal Issues in Experiential Education, August 2019
Graduation Administration Training, September 2019
Engaged Learning Luncheon, September 2019
Learning Beyond the Classics, Fall 2018
Center for Social Concerns Faculty Institute, June 2018
Implicit Bias Training, Spring 2018
Sakai Lunch & Learn
Course Leaf Training
Engaged Learning Forum, 2017
Community of Difference, Healthy Communities Initiative, 2003
Leading Change, University of Notre Dame, 2003
Fundamentals of Experiential Education, National Society for Experiential Education, 2005
Myers-Briggs Assessment Tool for Career Development, 2007
NACADA 2009 Summer Institute, Project: How to Better Advise Transfer Students
NACADA 2010 Summer Institute, Project: Revising Guide to the Political Science Major

Professional Affiliations

Hispanic Scholarship Fund Mentor
Cooperative Education & Internship Association (CEIA)
National Academic Advising Association (NACADA)
National Society for Experiential Education (NSEE)

