

**Rutgers University Graduate School of Education
Ed.M. in College Student Affairs**

Field Experience Contract

This contract will serve as an agreement between the student and the field experience site supervisor about the work to be completed during the student's field experience placement. The student and site supervisor should work collaboratively to complete this contract and ensure that they agree upon the work and responsibilities described in the contract.

The contract should be completed, signed, and emailed to the CSA Program Coordinator (stephanie.brescia@gse.rutgers.edu) by the designated due dates:

- *Contracts for the Spring Field Placement: Due December 1st*
- *Contracts for Summer Field Placement: Due April 1st*
- *Contracts for the Fall Field Placement: Due May 1st*

Semester and Year of Field Experience: _____

School/Department of Field Experience: _____

Student Name: _____

Student Email: _____

Site Supervisor Name: _____

Site Supervisor Email: _____

Site Supervisor Title/Position: _____

A. STATEMENT OF FIELD EXPERIENCE GOALS AND OBJECTIVES

*The **student** should identify and list three specific goals they hope to achieve or knowledge they wish to gain through this Field Experience. Goals should be reviewed by the site supervisor.*

1.

2.

3.

B. ACTIVITIES TO BE UNDERTAKEN

*The **Site Supervisor** should list the specific activities that will be undertaken to fulfill the goals identified above. The student should review these activities to ensure they understand what is expected of them.*

1.

2.

3.

4.

C. PROJECT DESCRIPTION

*The **Site Supervisor** should describe the project that will be completed during the Field Experience. The student should review the project description to ensure they understand what is expected of them.*

D. HOURS

*The **student** and the **Site Supervisor** should work collaboratively to list the 8-10 hours per week when the student will be working at the Field Experience site. Students cannot schedule work hours that conflict with their class schedule.*

E. APPROVALS:

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Return the completed form to:

CSA Program Coordinator: Dr. Steph Brescia
Stephanie.brescia@gse.rutgers.edu