

Rutgers University Graduate School of Education Ed.M. in College Student Affairs Field Experience Placement Site Application

This application must be submitted electronically. Completed applications should be emailed to Dr. Paul A. Herman (paherman@rci.rutgers.edu) with a copy sent to your supervisor.

_____ By inserting my initials here and copying my supervisor on the email that I send to submit this application, I certify that my supervisor has approved this application.

Name of Field Experience Site: __Career Services--College Avenue_____

Name of Site Supervisor: __David Ventura-Bills_____

Job Title: ____Associate Director of Career Development_____

Phone: __848-932-0138_____ **Email:** __dbbills@echo.rutgers.edu_____

Address: ____106 Somerset Street, 4th Floor_____

Please list degree, field of study and conferring institution for each degree you hold:

1. M.Ed., counseling psychology, Rutgers University
2. BA, psychology, Rutgers University
- 3.
- 4.

Do you currently supervise full time professional staff? Yes No

If not, have you supervised full time professional staff in the past? Yes No

If your answer is Yes, please specify when and where:

Number of students sought: __2__

Please indicate the time frames when you might expect a student to be present at your site. Would you want the student to begin before the semester begins or to extend beyond the end of the semester? Would you expect evening hours? Do you have a preference for days of the week when the student would be present?

During semester, Monday through Friday; business hours; occasional evening and weekend hours may be required.

2. Please list a statement of the Goals for your Site.

University Career Services is committed to assisting students with making connections between their academic experience and career paths. We provide career-related counseling, resources, and programs to help individuals clarify academic and career goals, establish career plans, develop job-search skills, and make successful career transitions. We build relationships with alumni, employers, and graduate schools to optimize internship, job, and career opportunities while also creating strategic partnerships with campus departments to assist students in developing and articulating co-curricular experiences that will help to ensure they are competitive in their future pursuits.

3. Please present a list of selected readings that you might assign to a student as part of their learning contract.

Selected readings from Journal of Career Development

Herr, Edwin, and Cramer, Stanley; Career Guidance and Counseling Through the Lifespan: Systematic Approaches, 6th Edition, 2003

4. The student will be expected to complete a project during their placement at your site. Projects should 1) enhance the student's knowledge or skills of the practice of student affairs in the Site; 2) the project should be consistent with and demonstrate completion of Field Experience goals, and 3) the project should be useful to the Site Supervisor and his/her agency. The project will be used by the student as an artifact in their Culminating Project that is a requirement of the program. Professional staff in the agency, other than the site supervisor, may supervise the student in the project. Please list two or three possible projects so that the student can have some idea of what they might be working on while completing their Field Experience in your agency. It is understood that actual projects may differ from those noted here. In listing the projects, please specify who would be supervising the project.

Spring 2015

A field experience project with Career Services will provide students with a multi-faceted and comprehensive experience that will include working with various departments, as well as several functional areas within University Career Services (counseling, programming, and projects). It will involve direct contact with students.

Projects Include:

Career Counseling undergraduate and graduate students on major and career choice, resume development, internship and job searching, and graduate school planning (training and shadowing will be provided for these counseling topics).

Assisting with the planning, implementation and marketing of the **Diverse Reverse Career Fair** program.

Diverse Reverse is a joint initiative with University Career Services and Student Life. Diverse Reverse flips the idea of a traditional career fair with members of clubs and organizations hosting tables while employer contacts walk around and network with students. This provides student leaders with a chance to showcase their networking and interpersonal skills, market their organizations and discuss possible job opportunities with potential employees.

The field experience student will have the opportunity to work in a hands-on capacity to:

- Develop and enhance program concept, including format and content
- Manage program logistics and details
- Engage in marketing strategies, including flyers, social media, student ambassador participation and press releases
- Develop and lead orientation programs for student leaders who will participate

Other Possible Projects include:

- Assisting with panels and programs with Career Development Specialists.
- Designing and implementing a career-related program for a targeted student population, such as: first years, diverse students, graduate students to address a specific topic, such as career exploration, job search and/or job market trends.