

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

Field Experience Site Application

This application must be submitted electronically. Completed applications should be emailed to the CSA Program Coordinator, Dr. Brescia (stephanie.brescia@gse.rutgers.edu) with your supervisor copied on the email.

___ 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: _____

Name of Site Supervisor: _____

Job Title: _____

Work Phone: _____ **Email:** _____

Work Address: _____

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

- 1.
- 2.
- 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 _____

Number of field experience students sought: _____

Field Experience Site Description

1. Please provide a brief description of your field experience placement site:
2. Please list or describe the mission, vision, and goals of the field experience placement site:
3. Please describe the expected student learning outcomes for your site (*i.e. by the end of the field placement, students will...*):
4. The student will be expected to complete a project during their placement at your site. 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 at your site. It is understood that actual projects may differ from those described here. In listing the projects, please specify who would be supervising the work of the field experience student.

Field experience projects should:

- A. Enhance the student's knowledge or skills of the practice of student affairs;
- B. Be consistent with the mission, vision, and goals identified by the field experience site and
- C. Be useful to the site supervisor and their unit.

5. 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 or weekend hours? Do you have a preference for days of the week when the student would be present? Is remote work available?

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