

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: Deans of Students-Case Management Team

Name of Site Supervisor: __Justin Kelley_____

Job Title: Assistant Dean of Students _____

Phone: 848-932-2300 **Email:** justin.kelley@rutgers.edu

Address: 88 College Ave. New Brunswick, NJ 08901

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

1. Lander University, B.S. Mass Communication (Public Relations)
2. Virginia Tech, M.A.Ed., Educational Leadership and Policy Studies
3. Rutgers University, Ph.D. Student, Higher Education
- 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: 1 _____

- 1. 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?**

The field intern will begin the first week of classes in the spring semester and would work through the full spring semester. Days of the week will be determined based on schedule prior to start of the position. This position will also include some occasional evening work.

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

Student interns will be fully introduced to higher education case management at a large research institution. This will include exposure to complex challenges many college students face such as high-level mental health challenges, food and housing insecurity among many other things. This site will allow student interns to experience a central office on campus within student affairs that is equipped to handle an array of student challenges and also provide exposure to how academic services and advising works from the various academic schools.

The intern will also assist the Program Coordinator for Undocumented Students plan events and initiatives for undocumented students on the New Brunswick campus.

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

Adams, S.D., Hazelwood, S., & Hayden B. (2014) [Student affairs case management: Merging social work theory with student affairs practice](#). *Journal of Student Affairs Research and Practice*, 51(4), 446-458. doi: 10.1515/jsarp-2014-0044

Harper, K., Paterson, B., & Zdziarski, E.L. (Eds.). (2006). *Crisis Management: Responding from the heart*. Washington, D.C.: NASPA.

Lewis, W. S., Schuster, S. K., & Sokolow, B. A. (2012). [Suicidal students, BITs and the direct threat standard](#). Retrieved from <http://www.nabita.org>

National Behavioral Intervention Team Association, & American College Counseling Association (2012). [Case management in higher education](#). *Publication of the*

National Behavioral Intervention Team Association and the American College Counseling Association . Retrieved from <https://nabita.org/resources/>

Wilson, C., Powell, A., Woodley, E., Nelson-Moss, T. M., Blamey, A., & Thibodeau, T. (2013) [The History of Case Management in Higher Education](#). *Publication of the Higher Education Case Managers Association*. Retrieved from www.hecma.org

- 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.**
- Innovative program for undocumented students
 - Food/housing insecurity initiative
 - Faculty outreach programming on reporting and identifying students in distress