

**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.

lbsj 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: Mason Gross School of the Arts, Office for Advising & Student Success

Name of Site Supervisor: Lisa Sanon-Jules

Job Title: Assistant Dean for Advising & Student Success

Work Phone: 848 932 5202 **Email:** lisa.sanonjules@rutgers.edu

Work Address: Civic Square Building

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

- Edd Philosophical Foundations, GSE, Rutgers University**
- MA Student Personnel Administration, Teachers College, Columbia University**
- BS Business Management, School of Business, Rutgers University**
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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: 1-2

Field Experience Site Description

1. Please provide a brief description of your field experience placement site:

The Office for Advising & Student Success at MGSA provides a very unique opportunity to combine academic advising and student affairs in one position. The office is in the process of converting to a more centralized model of advising and is looking for innovative ways to effectively deliver programs and services to our graduates and undergraduates. We work with students in the performing arts, so the opportunities we offer will differ from what would be expected in any other placement.

2. Please list or describe the mission, vision, and goals of the field experience placement site:

-Our mission is to provide excellent advising and support to our undergraduate and graduate students.

-Our vision is to create a holistic academic experience that honors the aspirations, expectations and needs of our students.

-The goals of the field experience are to expand the offerings of our unit to our students and to provide the interns with a quality experience in academic and student affairs.

3. Please describe the expected student learning outcomes for your site (*i.e. by the end of the field placement, students will...*):

By the end of the field placement, the placement students will have investigated various advising models and have helped select the best match for our various populations. They will have learned about the advising and student affairs practices among our Big 10 colleagues. They will have learned about the inner workings of an advising and student success center placed within an office of central leadership and have gained experience implementing appropriate change models.

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.

There are quite a few projects which the student will be able to consider. We will need to re-evaluate the MGSA Scholastic Standing Process. We will also need to create new systems to help automate some parts of the advising process, including the creation of data-based systems for reporting and assessment, and streamlining the first-year registration process. We will have opportunities for the field placement student to assist in supporting end of term evaluation processes and following up with students who need additional support. Finally, there will be opportunities to create newsletters and manage social media.

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?

We would be open to some hybrid hours and would appreciate someone who'd be willing to do some travel between our office locations in the Civic Square Building and on Cook/Douglass.

Most hours would be during the business day with very few evening or weekend hours.

Days and times between Monday and Friday 9-5 are flexible.

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

<https://nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Organizational-Models-for-Advising.aspx>; <https://www.middlesex.mass.edu/advising/downloads/advtheories.pdf>; **The Actor's Art and Craft William Esper; Unmasking Theater Design Lynn Porter; Stage Management Theory as A Guide to Practice; Vincent Tinto, Leaving College; <https://www.weseeyouwat.com>; Narda Alcorn and Lisa Porter; The Actor and The Target Declan Donnellan; Studying Dance: A Guide for Campus and Beyond Karen Schupp**