

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.

JT- 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: Honors College | New Brunswick

Name of Site Supervisor: Jennifer Trancucci

Job Title: Academic Adviser

Phone: 848-932-0984 **Email:** jennifer.trancucci@rutgers.edu>

Address: 5 Seminary Place, College Avenue Campus

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

Master of Social Work- Rutgers University

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?**

Student will work 8 hours per week in the Honors College at the start of the semester. Majority of work hours are flexible to the student's schedule, but they can depend on the project(s) that the student is assigned. (i.e., advising workshops may require some evening or weekend hours. Advising Center's regular business hours are 8:30am to 5pm, Monday through Friday)

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

Foster understanding of student development and advising theories and how they apply to practice

Assist field experience student in developing their understanding of the unique needs of the honors student population

Support Honors College's mission of developing knowledge first-hand by helping to connect Honors College students to out-of-classroom opportunities

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

[Advising Honors Students](#) NACADA Clearinghouse Klein, Jacqueline

DeBard, R. (2004). Millennials coming to college. In M. D. Coomes & J. W. Lowery (Issue Eds.), *New directions for student services*, Iss. 106. *Serving the millennial generation* (33-45). San Francisco: Jossey-Bass.

Janet K. Schulenberg and Marie J. Lindhorst (2008) Advising is Advising: Toward Defining the Practice and Scholarship of Academic Advising. *NACADA Journal*: Spring, Vol. 28, No. 1, pp. 43-53.

Kerr, B. A., & Colangelo, N. (1988). The college plans of academically talented students. *Journal of Counseling and Development*, 67, 42-48.

Rinn, A. N. (2007). Effects of Programmatic Selectivity on the Academic Achievement, Academic Self-Concepts, and Aspirations of Gifted College. *Gifted Child Quarterly*, 51(3), 232-245.

- 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.**

The field experience student will have the opportunity to choose one or more from the following options:

Observe individual advising appointments to foster an understanding of the process, rewards, and challenges of academic advising.

Assist in planning/facilitating programming related to the academic concerns and needs of Honors College students, including group academic advising workshops designed to familiarize Honors College students with online academic planning tools.

Create a collection of School-Based Resource Guides for Honors College students (i.e., Research, Study Abroad, Internships) on an as-needed basis.

Implement assessment to investigate students' expectations, perceptions, and experiences of academic advising within the Honors College.

Assist with coordination of school-based Academic Advising days for admitted Honors College students.