

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: Princeton University: Carl A. Fields Center for Equality and Cultural Understanding

Name of Site Supervisor: Jes L. Norman

Job Title: Education and Outreach Program Coordinator

Phone: 6092588286

Email: jlnorman@princeton.edu

Address: 58 Prospect Avenue, Princeton NJ 08450

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

1. Criminology and Criminal Justice, Arizona State University, Bachelor of Science
2. Higher Education, Syracuse University, Master of Science
- 3.
- 4.

Do you currently supervise full time professional staff? Yes _____ No x

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

If your answer is Yes, please specify when and where: Not specifically within the context of Higher Education/Student Affairs. However, I worked as a House Director for a Sorority under Fraternity and Greek Life Affairs and the House of Athenians where I supervised professional staff

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?**

We are currently flexible with most of the specific times and days to assist with the student's academic responsibility. We would hope to set a schedule with the student upon hire that can be fairly consistent throughout the field experience. However, we will also provide space for flexing those hours based on programmatic needs and their academic schedule due to the type of programming we engage in.

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

Under the direction of the Education and Outreach Program Coordinator, the Graduate Assistant (GA) will primarily assist with CAF programming and the diversity and inclusion peer education program on campus; support undergraduate students, specifically students of color in their cultural, academic, and social development; gain organizational, administrative, and leadership skills around issues of race, class, gender and their intersections; engage with students, staff, faculty, and alumni in meaningful ways; and support the work of maintaining inclusive and educational spaces for students.

Overall Responsibilities of the Position:

Fields Fellows - Diversity Peer Education Program

- Assist with development and facilitation of trainings, recruitment, and Fields Fellows learning opportunities for the Fields Fellows
- Collaborate and advise the development of workshops and curriculum for Social Justice Education on campus
- Oversee the focus group process for the Fields Fellows to help inform assessment and CAF programming efforts

Carl Fields Center Programming

- Assist with logistics of peer education and peer leadership programs assessment and evaluation
- Assist CAF interns in developing Community Dinner and Wellness Wednesday Initiative for cultural student organizations on campus

- 3. Please present a list of selected readings that you might assign to a student as part of their learning contract.**
 - Excerpts from Pedagogy of the Oppressed by Paulo Freire
 - Excerpts from The Art of Effective Facilitation Edited by Lisa Landreman
 - Readings provided during Lunch and Learn Presentations with the Office of Diversity and Inclusion staff

- 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.**
 - **Social Justice Symposium**
 - The Fields Fellows Diversity and Inclusion Peer Educator Program will be working towards hosting a day-long peer-led symposium for various peer educators and student organizations on campus. The symposium will center learning on identity and topics of diversity, inclusion, and social justice dialogue. The Graduate Assistant would take the lead in assisting with trainings of peer educators, recruitment processes, and organizing the logistics of the symposium.

 - **Fields Fellows Focus Group Project**
 - The Fields Fellows Diversity and Inclusion Peer Educator Program will emphasize focus grouping with the cultural student organizations and various groups on campus. They will be intentional about meeting with each group to gain feedback about our center, campus climate, and their needs as it relates to diversity and inclusion related initiatives and support on campus. The Graduate Assistant would assist in the coordination of this project, advise the Fields Fellows for this project, and collect the assessment from this project to influence future Fields Fellows programming and initiatives.