

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.

HH___ 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 Center for Career Development

Name of Site Supervisor: Hayley Hedgpath

Job Title: Associate Director, Alumni Engagement & Experiential Learning

Phone: 609-258-7603 **Email:** hesther@princeton.edu

Address: 36 University Place, Suite 200 Princeton University, Princeton, NJ 08544

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

1. M.A. English, University of Georgia
2. B.A. English, University of Missouri – Columbia

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: Princeton University, current supervision

Number of students sought: 2

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 would want the student to come in once in January for orientation/training before the semester starts. We would be flexible with the student during the semester knowing that travel to and from Princeton will take time, so we can do 1, 2, or 3 days depending on what is easiest for the student. We wouldn't anticipate evening hours unless a specific program comes up.

We are also open to a fall or summer experience depending on student interest and project availability.

Please list a statement of the Goals for your Site.

Our Vision

All students feel prepared to forge their own unique paths in which their values, interests and work align.

Our Mission

To empower students to develop the insights, experience and connections to pursue personally meaningful careers throughout their lives.

Student Learning Outcomes

Learning outcomes are designed to help students identify their interests and strengths; expose them to a diverse range of opportunities to build experience and clarity about their goals; and empower them to pursue internships, jobs and leadership experiences they find personally meaningful.

Princetonians will cycle through each of the following three phases multiple times while at the University and after graduation. Throughout each of these phases, students are encouraged to pause and reflect on their experiences in order to discover valuable insights about themselves and how their goals are evolving during this process.

- Evaluate: Clarify your values, skills and strengths to help you begin to identify opportunities that interest you.
- Engage: Participate in experiential opportunities and conversations with alumni and employers to begin to build a professional network and clarity about your goals.
- Implement: Search and prepare to effectively apply for internships, jobs and graduate/professional school programs.

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

Center for Career Development Learning Outcomes

<https://careerdevelopment.princeton.edu/how-we-help/learning-outcomes>

National Association of Colleges and Employers (specific readings to be determined)
<https://www.naceweb.org/>

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 student would have an opportunity to participate in a project that will involve students, alumni and employers and how those three groups of stakeholders interact. This role will likely have less focus on one-on-one career advising and more focus on student engagement projects and programs; however, if the student is interested in advising, we can provide opportunities for exposure to this part of our office operations. The student would be able to discuss the project in more detail as we get closer to the start date, but a few options include:

- Coordination and planning for the spring session of the City Trek Program, an externship program that takes place between a student and employers/alumni during Spring Break. More details available here: <https://careerdevelopment.princeton.edu/alumni/volunteer-help-students> This includes reviewing trek applications, leading orientation sessions, managing communication with students, and putting together an end-of-year experiential learning assessment.
- Assisting with planning, marketing, and day-of coordination of Site Visits, which are individual visits to organizations that provide an opportunity for students to network and learn about roles within a particular organization.
- Coordinating end-of-semester/summer programming and assisting with strategy development for the Summer City Connections program, where students connect with alumni in various cities where they will be interning for the summer. This includes reviewing student survey data and creating regional listservs, creating a communications plan for listservs, coordinating an on-campus Summer Sendoff event, and helping plan summer receptions.