

Q1. Thank you for your interest in becoming a CSA Field Experience or Internship Site. Please review the information below about the difference between Field Experiences and Internships.

**CSA Field Experience:** CSA Field Experience students work 8-10 hours per week for the duration of the 15 week semester and receive 3 course credits for their work. Fall and Spring placements are usually unpaid and summer placements are usually paid. Students typically work on projects that will aid them in their learning, growth, and development as student affairs professionals. Field placement supervisors are responsible for creating a contract that describes the specific projects the student will work on over the course of the semester. Supervisors are also responsible for meeting with the student once per week and evaluating their performance at the end of the term. As a field placement site, you are permitted to take on more than one field placement student at a time.

The process to interview students for a Spring Field Experience placement is overseen by the CSA program. Students will interview with internship sites virtually during the month of October and a matching process will be conducted. Students who are interested in a Summer or Fall placement secure their own field experience by outreaching to field experience sites they are interested in working with.

You can learn more about field placements and view examples of job descriptions at other sites here: <http://csafieldexperience.weebly.com/>.

**CSA Internship:** CSA internships are a two-year commitment. Students work approximately 20 hours per week and are compensated with (1) Rutgers GSE tuition remission for full-time study at the in-state rate, (2) summer tuition for 3 credits, and (3) a stipend of at least \$10,000 per academic year. To become an internship site, you must create a job description that includes information about the work the student will undertake over the course of two years. Students must engage in work that will aid them in their learning, growth, and development as student affairs professionals. All internship sites are required to take part in our interview days process which occurs each year in February. You can find samples of job descriptions for internship sites on our Interview Days website: <https://csainternships.weebly.com/>.

Q2. Are you interested in becoming a CSA Field Experience Site and/or a CSA Internship Site?

- Yes, I am interested in becoming a Field Experience Site
- Yes, I am interested in becoming an Internship Site
- Yes, I am interested in becoming both an Internship and Field Experience Site
- No, I am not interested in either

Q3. Name of Field Experience Site:

Princeton University - Office of the Dean of the Faculty

Q6. Please complete the following questions about the Field Experience Site Supervisor.

Q4. Name of Field Experience Site Supervisor:

Alice Seneres

Q5. Job Title:

Sr. Assistant Dean for Postdoctoral Affairs

Q9. Email Address:

aseneres@princeton.edu

Q7. Work Phone Number:

aseneres@princeton.edu

Q10. Campus Address:

006 Stanhope Hall, Princeton University, Princeton, New Jersey, 08544

Q11. Please list the degree, field of study, and conferring institution for each degree you hold:

Teachers College, Columbia University Doctor of Philosophy (PhD), Mathematics Education 2011 - 2016 Research: What effect does the flipped course format have on classroom interactions? Rutgers University Master's of Science, Biomedical Engineering 2003 - 2007 Tufts University Master's of Science, Mechanical Engineering 1999 - 2000 Research: The Characterization of Viscoelastic Materials for Finite Element Analysis Tufts University Bachelor's of Science, Mechanical Engineering 1993 - 1997 1993 - 1997 Activities and societies: Mathematics minor, Magna Cum Laude

Q12. Do you currently supervise full-time professional staff?

Yes

No

Q13. Have you supervised full-time professional staff in the past?

Yes

Maybe

No

Q14. Number of field experience students sought:

- 1
- 2
- 3

Q16. Please provide a brief description of your field experience placement site:

Provide support for a Princeton Ph.D.-to-Postdoc program. This program involves interfacing with the Graduate School regarding the selected students and working with the host departments to hire these students as postdocs once they have completed their Ph.D. program. Assist the Senior Assistant Dean for Postdoctoral Affairs with creating a process map of this appointment process and identifying areas where the process can be improved or simplified. Work to implement identified changes.

Q17. Please list or describe the mission, vision, and goals of the field experience placement site.

Princeton University's academic mission is actualized by a distinguished community of scholars that advances knowledge both for its own sake and as a mechanism to inspire the next generation. Our office is charged with ensuring the success and well-being of the faculty, professional researchers, professional specialists, and professional librarians who work at Princeton — and as a team charged with upholding the University's mission, that responsibility motivates us in all that we do. As an accessible, deliberative partner that is invested in the groundbreaking achievements of Princeton's academic units and the talented individuals whose scholarly pursuits lead them to Princeton, we aim to respond to the ongoing interests, concerns, and needs of all of our scholars, teachers, and researchers appointed through our office. With a big-picture view of the University's priorities and a deep understanding of its long-term strategic framework, we also work hand-in-hand with the many academic and administrative offices at Princeton in order to support the life and work of our colleagues. Princeton is a place where ideas with global implications take root, and that is central to what makes this an incredible place to work. It is also a foundation from which people with a wide range of life experiences and backgrounds build profound careers.

Q18. Please describe the expected student learning outcomes for your site (i.e., by the end of the field placement, students will....).

Q19. 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.

*This question was not displayed to the respondent.*

Q21. 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?

*This question was not displayed to the respondent.*

Q22. Please present a list of selected readings that you might assign to a student as part of their learning contract.

*This question was not displayed to the respondent.*

Q23. Do you have any questions about becoming a field experience site?

*This question was not displayed to the respondent.*

Q21. Name of Internship Site:

*This question was not displayed to the respondent.*

Q24. Please complete the following questions about the Internship Site Supervisor.

*This question was not displayed to the respondent.*

Q25. Name of Internship Site Supervisor:

*This question was not displayed to the respondent.*

Q26. Job Title:

*This question was not displayed to the respondent.*

Q28. Email Address:

*This question was not displayed to the respondent.*

Q29. Work Phone Number:

*This question was not displayed to the respondent.*

Q30. Campus Address:

*This question was not displayed to the respondent.*

Q31. Please list the degree, field of study, and conferring institution for each degree you hold:

*This question was not displayed to the respondent.*

Q32. Do you currently supervise full-time professional staff?

*This question was not displayed to the respondent.*

Q33. Have you supervised full-time professional staff in the past?

*This question was not displayed to the respondent.*

Q34. Number of interns sought:

*This question was not displayed to the respondent.*

Q35. Please upload a proposed internship job description. For examples of CSA internship job descriptions, please visit <https://csainternships.weebly.com/open-internships.html>. Once your proposed job description is received, a meeting will be scheduled between the intended site supervisor and Dr. Brescia. Please note, submissions received during the summer, winter, or spring break will be reviewed as soon as classes resume.

*This question was not displayed to the respondent.*

Q36. Do you have any questions about becoming an internship site?

*This question was not displayed to the respondent.*