

Raritan Valley Community College Office of the Dean of Student Services

Website: <http://www.raritanval.edu/>

Site Supervisor:

Jason Fredericks

Assistant Dean of Student Services

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908-526-1200 Ext 8311

Time frames when student might be expected to be present at site:

The office hours are normally 8:30am to 5:00pm but some offices within Student Services are open until 7:00pm. We would be flexible in the student's schedule. Depending on the area of interest there may be evening or weekend events. We are flexible but since the office is a round the year office, there are opportunities to move beyond the semester depending on the student's area of interest.

Projects possible during field experience placements

The site assignment will be made up of daily work within Student Services but will focus on Student Conduct.

- Work with student clubs, the Office of Student Life, and local community service organizations on sexual assault prevention initiatives.
- Create an awareness and training campaign for the new degree audit and planning software being implemented in the Spring 2017 semester.
- Review college wide conduct policies related to Title IX and work with the Assistant Dean, Campus Safety and Human Resource departments to ensure compliance with latest regulations.

Supervised by Assistant Dean of Student Services, Jason Fredericks

Goals for Site:

Community Colleges currently educate about 40% of undergraduate college students within the United States. One of the key goals of this site location will be to immerse CSA students into the world and culture of the Community College. The Office of the Dean of Student Services' overall goal is to do everything possible to support our students through their educational process and beyond. The office handles a broad range of responsibilities, from student conduct and student retention efforts to the overall supervision of student service departments. Prior field experience participants have engaged in the organization of the student conduct CAS report, revision of the code of student conduct and the creation of training programs for college employees. The Assistant Dean's role is varied and CSA students should expect to participate in a variety of projects within the expansive scope of the dean's office.