



APPLICATION TO BECOME A FIELD EXPERIENCE SITE
Ed.M in College Student Affairs Program

Name of Field Experience Site: Rutgers Residence Life: Staff Selection & Training

Name of Site Supervisor: Martin Petrella & Rachael Padula

Phone: (848) 932-4371 Email: martin.petrella@rutgers.edu

Job Title: Martin: Coordinator for Training & Staff Development
 Rachael: Assistant Director for Staff Selection & Training

The following information is required to assist the College Student Affairs program in its efforts to comply with the CAS Standards for Master's Preparation Programs.

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

Martin Petrella

1. Honors B.S. Physics, University of Delaware
2. Ed. M. College Student Affairs, Rutgers University

Rachael Padula

1. B.A. English, B.A. Elementary Education, Rowan University
2. M.A. Higher Education Administration, Rowan University

Do you currently supervise full time professional staff? Rachael – Y, Martin - N

If your answer above is No, have you supervised full time professional staff in the past?

Martin - No

If your answer is Yes, please specify when and where:

*Rutgers University – Residence Life Staff Selection & Training Unit – beginning 2015 to present

Signature: Martin Petrella (electronic) July 12, 2019

Supervisor's Approval. Name and title of Supervisor:

Rachael Padula, Assistant Director for Staff Selection & Training, Residence Life

My signature denotes my approval for the agency named above and for the person applying to be a Field Experience Supervisor to serve as a placement site for Field Experience students in the College Student Affairs program in the Graduate School of Education as represented in this application.

Signature: Rachael Padula (electronic) July 12, 2019

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? Is a summer experience possible? Do you have a preference for days of the week when the student would be present?

Time Period: The position will start one week prior to courses starting for Spring semester (middle of January), but end when classes end for the semester in early May

Although a majority of the hours would be between 9am-5pm, there are select days when evening hours and weekend obligations would be necessary. The days of the week that the intern prefers to work are flexible; **however the following dates would be required: Undergraduate Selection Dates: Held end of January. Graduate Selection Dates: Held middle to end of February.**

2. Please list or attach a statement of the Goals for your Site.

The Residence Life staff is charged with developing a strong inclusive community among a widely diverse group of residents. The mission of the Staff Selection & Training unit is to strengthen Residence Life staff. We do this by 1) recruiting and selecting individuals with a range of skills, experiences, and backgrounds that best serve our student population, and 2) implementing an outcomes-based training curriculum that centers learning, wellness, and our diverse residential community. Goals of this field placement include participating in the RA/AA selection process, gaining experience analyzing assessment data, leading interview feedback meeting with candidates, and working on one or two other projects within the Staff Selection & Training unit.

Tasks the Field Experience student will complete include:

- Assist in the preparation for RA/AA Interview Weekend
- Participate in RA/AA Interview Weekend (First weekend after Spring semester classes begin, second weekend if there is a cancellation due to snow)
- Evaluate application process from beginning to end, including all forms
- Participate in and lead meetings with students who were not selected for a Resident Assistant position to give feedback on their interview performance
- Compile and analyze assessment data from Winter Training
- Create recommendations for future processes on ways change process to find candidates that meet the needs of department

In addition to the “everyday” tasks listed above, the Field Experience student will choose 1-2 larger projects from a pre-determined list to make their own to bring from start to finish over the course of the semester. Each of these projects will be related to the recruitment, selection, training, and/or development of Residence Life staff. Projects will rotate yearly, and a list of the current year’s projects will be sent to prospective Field Experience students prior to interviews in October.

Website: ruoncampus.rutgers.edu

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

Readings:

- The Resident Assistant-Gregory Blimling (2010)-7th Edition
- A Good Job: Campus Employment as a High-Impact Practice – George McClellan, Kristina L. Creager, and Marianna Savoca (2018)

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.
 - 3) The project should be useful to the Site Supervisor and his/her agency.The project will be added to the student’s electronic portfolio. 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

Project(s):

- Our projects will rotate each year based on the needs of the department. Projects that previous Field Experience interns have worked on included:
 - Teaching a section of the RA/AA Spring Class (supervised by Martin Petrella)
 - Creating and implementing an online RA/AA contract process to replace the tedious paper process we have used in the past (supervised by Martin Petrella and Rachael Padula)
- *The Field Experience Intern will be expected to complete a transition report of their work of the semester; both highlighting accomplishments and recommendations for this position to future interns.*