

**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.

JW 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: Rutgers Undergraduate Admissions – Visitor Center

Name of Site Supervisor: Jessica Wilson

Job Title: Admissions Counselor

Phone: 848-445-1860 **Email:** Wilson@ugadm.rutgers.edu

Address: 100 Sutphen Road Piscataway, NJ 08854

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

1. Gettysburg College: Bachelor of Arts in Women's Studies and French
2. Rutgers University Graduate School of Education: Master of Education in College Student Affairs

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

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

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

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?**

This position requires a strong knowledge base about Rutgers University. As a result, a student who attended Rutgers as an undergraduate or a second year CSA Graduate student will be most successful in this position.

The large majority of the field experience will occur during our on-campus recruitment programs which run between the hours of 8:30am and 3pm. Limited evening and weekend hours may be available to assist with online chats, phon-a-thons, and special programs.

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

The mission statement of University Undergraduate Admissions is:

- To identify, recruit, select, and enroll the most capable students to meet the university's various enrollment goals while promoting Rutgers as a premier public research institution.
- To build and enhance partnerships within the Rutgers University community and with external constituents to best represent and serve the university.
- To explore and implement innovative outreach approaches to promote Rutgers University.

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

Dean, Laura (Ed). (2009) *CAS Professional Standards for Higher Education* (7th edition), Washington, DC: Counsel for the Advancement of Standards in Higher Education.

- *Admissions programs*
- *Campus Information and Visitor Services*

McClellan & J. Stringer (Eds). *The handbook for student affairs administration* (3rd ed). San Francisco, CA: Jossey Bass.

Komives, S. R., & Woodard, D. B. (2003). *Student Services: A handbook for the profession* (4th edition). San Francisco, CA: Jossey Bass.

Journal of College Admission

- *Select articles*

- 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.**

Members of the on-campus recruitment team interact directly with prospective students and their families as well as with the Scarlet Ambassador tour guides. Throughout the field experience, students will learn to conduct admissions information sessions, respond to visitor inquiries in person and via email, and coordinate the daily tour program.

The first half of the field experience semester will be spent shadowing staff members and training on the above mentioned activities. The student's experience in the second half of the semester will become progressively more autonomous. Ultimately, by the end of the semester, the culminating experiences include conducting his/her own admissions information sessions, independently responding to visitor inquiries, and assisting in the oversight of the tour program.

The student will work directly with the Associate Director of Recruitment and Enrollment, the Assistant Director of Recruitment and Enrollment, and other Admissions Counselors staffed at the Visitor Center.

Last updated: 7/9/13