**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.

\_\_amd\_jmkl\_\_ By inserting our initials here and copying our supervisors on the email that we send to submit this application, we certify that our supervisors have approved this application.

**Name of Field Experience Site:** **School of Arts & Sciences Honors Program**\_\_\_\_\_\_\_

**Name of Site Supervisors:**

**Adrianne Musu Davis, Administrative Director, College Avenue Campus**

Phone: **848-932-7534** Email: **a.musu.davis@rutgers.edu**

35 College Avenue, College Avenue Campus

**Jennifer Kim-Lee, Assistant Dean, Busch Campus**

Phone: **848 445-3912** Email: **jmkim@sas.rutgers.edu**

Nelson Biological Labs, A-110, Busch Campus

**Education: Degrees and Fields**

**Davis:** Ph.D., Temple University, Urban Education; M.S. in Higher Postsecondary Education, Syracuse University; B.S.in English, State University of New York at Oneonta.

**Kim-Lee:** Ed.D., Rutgers University Graduate School of Education; M.A. in Sociology, Brandeis University; B. A. in Communication, Mount Holyoke College.

**Number of students sought:** We would like to interview and select one graduate student for a Field Experience placement. The student will work primarily with the two site supervisors, but the student would also interact regularly with all members of the SAS Honors Program staff as well as SAS Honors Program students.

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?**

Ideally, the graduate field placement student would be available for approximately 8 hours per week during regular business hours in the spring semester. Most of the hours are flexible and work hours can be tailored to accommodate the student’s internship and coursework. A few evenings or weekends would be required for meetings and SAS Honors Program events.

1. **Please list a statement of the Goals for your Site.**
* Help new professionals learn about student affairs, academic advising, and honors education.
* Provide an opportunity to teach or co-teach the SAS Honors Colloquium course.
* Acquire experience with recruitment, admissions, advising, training, and event planning.
1. **Please present a list of selected readings that you might assign to a student as part of their learning contract.**
* Bok, Derek. “Beyond the Ivory Tower: Social responsibilities of the Modern University”. Cambridge: Harvard University Press, 1984
* Ford, Donna Y., Joy L. Baytops, and Deborah A. Harmon. “Helping Gifted Minority Students Reach Their Potential: Recommendations for Change.”  Peabody Journal of Education 72.3 (1997): 201-16.
* Pascarella, Ernest T. and Patrick T. Terenzini.  How College Affects Students: Findings and Insights Research. San Francisco: Jossey-Bass Publishers, 1991.
* Seifert, Tricia A. et al.. The Effects of Honors Program Participation on Experiences of Good Practices and Learning Outcomes,  Journal of College Student Development 48.1 (2007) 57-74.
* Shushok, F. Educating the Best and Brightest: Collegiate Honors Programs and the Intellectual, Social and Psychological development of Students.  Dissertation Abstracts International, 63
1. **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 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.**

Depending on the interests and strengths of the CSA student, he/she may be assigned to any of the following projects:

* The student may assist Campus Deans with academic advising and developing programs for honors students.
* The student may have the opportunity to teach or co-teach a section of Honors Colloquium.
* The student may participate in many SAS Honors Program functions such as recruitment events, admissions discussions, student leader training, and staff meetings.
* The Field Placement student may work closely with SAS Honors Program student leaders such as the Social Media Team, Peer Mentors, Tutors, Ambassadors, Summer Reading Selection Committee, and Student Advisory Board.
* The student will have an opportunity to shadow and network with all SAS Honors Program staff and learn about their career paths and current role at Rutgers.
* The student will have substantial input on their individual project, and the site supervisors will work to ensure that the project meets the student’s goals, schedule, and interests.

Form Last updated: 6/2/2016