

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.

JC 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: School of Engineering – Undergraduate Engagement & Recruitment

Name of Site Supervisor: Jesenia M. Cadena

Job Title: Assistant Dean, Engagement & Recruitment

Phone: 848-445-2410

Email: jcadena@soe.rutgers.edu

Address: 98 Brett Road
Engineering Building, Room B103
Piscataway, NJ 08854
Busch Campus

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

1. Rutgers University, GSE, Masters in Educational Psychology
2. Rutgers University, Douglass College, Bachelors in Biological Sciences

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

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

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

Rutgers University – New Brunswick, Student Support Services, 2014-2015

Number of students sought: 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?

It would be ideal for the student to start one week before the semester begins, in order to become acclimated to office procedures and the staff.

There is no preference for days during the week. Although, we would prefer that the student be present for shorter shifts, two days per week, usually 10am-2pm or 2pm-6pm. This is to ensure student interaction with ambassadors on occasions where an afternoon/ evening engagement may be required.

1. Please list a statement of the Goals for your Site.

Within the department of Undergraduate Education at Rutgers School of Engineering (SoE), there are resources dedicated to the engagement of current undergraduate students through the Engineering Ambassador Program, with the hopes to recruit a diverse group of future students that align with the organizational culture of collaboration, intellectual curiosity, and social conscientiousness.

The program has multi-faceted objectives to train and hone Engineering student ambassador communication, collaboration and leadership skills. Key programs include: SoE Student Ambassador Program, SoE Recruitment Events (Prospective & Admitted Tours), E-Week, Spring Open House, Transfer Tours, Women in Engineering events, Shadow Tours, NJ Professional Engineers Career Day, Rutgers Day, Community Outreach Events, Alumni Receptions as well as Ambassador Engagement Events.

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

Sinek, Simon. Start with Why: How Great Leaders Inspire Everyone to Take Action. Portfolio/Penguin, 2013.

Randel, A. E. et al. (2018). Inclusive leadership: Realizing positive outcomes through belongingness and being valued for uniqueness. *Human Resource Management Review*, 28, 190-203. DOI:<http://dx.doi.org/10.1016/j.hrmr.2017.07.002>

Ilies, R., Morgeson, F. P., & Nahrgang, J. D. (2005). Authentic leadership and eudaemonic well-being: Understanding leader-follower outcomes. *The Leadership Quarterly*, 16,373-394. DOI:[10.1016/j.leaqua.2005.03.00](http://dx.doi.org/10.1016/j.leaqua.2005.03.00)

Bresciani, Marilee J., Carrie L. Zelna, and James A. Anderson. Techniques for Assessing Student Learning and Development in Academic and Student Support Services: Tips From and For Practitioners

Roberts, D. C., Designing Campus Activities to Foster a Sense of Community. Jossey-Bass, Washington, 1989.

- 3. 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.**
- Design and facilitate a semester training program for engineering ambassadors; themes should include student development and current needs of the student demographic; online and in-person sessions should be considered.
 - Coordinate an implementation and evaluation plan for a wide range of large- scale initiatives and program objectives for SoE ambassador outreach, communication, accessibility, engagement and department knowledge.
 - Design coaching and training modules for new ambassadors or event volunteers.