**Seton Hall--Academic Support Services for Student-Athletes**

**Site Supervisor:** Carissa Leoni  
  
The Office of Academic Support Services for Student-Athletes exists to assist Seton Hall student-athletes in maintaining an appropriate balance between their academic, athletic and social responsibilities. Services include tutoring, objective-based study hall, study skills development and time management, among others. We are seeking dynamic candidates for the position of intern completing 10 hours per week of work.

* Student will assist in meeting with and monitoring the academic progress for selected students.
* Student will assist in meetings with appropriate faculty members.
* Student will gain valuable exposure to the workings of a Division 1 academic support system for student-athletes.
* Potential projects based on semester of involvement could include but are not limited to: creation of educational workshop for students, evaluation of office policies and procedures and tutoring manual, development of study hall monitor job training program, evaluation of assessment efforts of office, monitoring of academic center tv with power point presentation and tutor satisfaction survey and office social media accounts among other things.

Website: [www.shu.edu/academicsupport](http://www.shu.edu/academicsupport)

**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.

\_\_CML\_ 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:** Seton Hall University: Academic Support Services for Student-

Athletes

**Name of Site Supervisor:** Carissa Leoni

**Job Title:** Assistant Director, Academic Support Services for Student Athletes

**Phone:** (973) 761-9159 **Email:** carissa.leoni@shu.edu

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

1. B.A. Communication & Information, Rutgers University 2014
2. M.Ed. College Student Affairs, Rutgers University 2016

**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?**

- Monday (9am-5pm)

- Tuesday (9am-5pm)

- Wednesday (9am-5pm)

- Thursday (9am-5pm)

It would be helpful for the Field Experience student to be present for staff planning meetings prior to the start of the semester and also to be present at the end of the Seton Hall academic year.

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

- Student will assist in meeting with and monitoring the academic progress for selected students.

- Student will assist in meetings with appropriate faculty members.

- Student will gain valuable exposure to the workings of a Division 1 academic support

system for student-athletes.

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

- Familiarity with the Seton Hall athletics site, specifically the work done in the Academic Support offices <http://www.shupirates.com/>

- Seton Hall Charles W. Doehler Academic Center for Excellence Tutor Handbook <https://shupirates.com/documents/2020/8/18//Tutoring_Handbook_2020_2021.pdf?id=11960>

- Familiarity with NCAA rules and regulations

<http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/ncaa/NCAA/Legislation+and+Governance/Eligibility+and+Recruiting/index.html>

- National Association of Academic Advisors for Athletics (N4A) website [www.nfoura.org](http://www.nfoura.org)

**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 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.**

Carissa Leoni would oversee each of the following potential projects for the students:

1. The Field Experience student will be in charge of reviewing the comprehensive office policies and procedures manual along with our training manual for our tutors. The office manual has been in draft format and needs some final touches, the intern would focus on reviewing this information on our office’s behalf. The tutor training manual will detail various teaching and learning styles that would help to educate our tutors and benefit our student-athletes in terms of maximizing academic success. This project will come as a result of working closely with our student-athletes during the hours of the internship and knowing what could be added into the tutor training handbook for their benefits. Additionally, the manual will cover critical NCAA rules and regulations, including academic integrity.
2. The Field Experience student will be tasked with creating a workshop to present to not only student-athletes but Seton Hall students in partnership with our Academic Resource Center (ARC) on campus. The workshop would be related to academic success strategies and skills building.
3. The Field Experience student will be responsible for assisting in the creation of the study hall monitor training program. This program will prepare our study hall monitors with the accurate skills and knowledge they will need to have in order to maintain a conducive study space and accurate record of study hall hours completed by students.