

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.

SR 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: Student Involvement

Name of Site Supervisor: Susan Romano

Job Title: Assistant Director, Student Involvement

Phone: 848-932-6978 **Email:** _romanos@rutgers.edu

Address: Student Activities Center, 613 College Ave, College Ave Campus

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

1. Bachelor of Arts, Natural Science/minor in Psychology, Hofstra University
2. Master of Arts, Student Personnel Services, Indiana University of Pennsylvania

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, Livingston Student Center from August 2005-August 2006

Number of students sought: 1-2

- 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?**

The schedule is flexible and will be based on the projects selected and the time of year. It may require minimal evening hours on Wednesdays to meet with students. There may be occasional weekend hours depending on the projects.

The student would need to meet with the supervisor just before the beginning of the semester in order to review the expectations of the experience, discuss hours & answer any questions.

There is a field experience opportunity for Spring, Fall and Summer.

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

This experience will involve working with the Rutgers Commuter Student Association (RCSA) in order to help them develop as student leaders and assist them in assessing their needs and vision for their organization. It will also involve assessing the needs and interests of commuter students through the use of surveys and focus groups. The overall goal is to make recommendations on how RCSA can improve their skills, programs and services in order to better serve the commuter population. There may also be an opportunity to assist other student organizations develop their program planning skills by helping them implement some large scale events..

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

CAS Standards for Commuter & Off-Campus Living Programs

TBA depending on specific project

- 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.

Projects will be supervised by Susan Romano

Depending on the time of year, projects may include:

- Assisting with the development & implementation of RCSA trainings.
- Make recommendations on how RCSA can improve their structure, programs and services by utilizing various assessment methods.
- Assist RCSA in the planning of their events.
- Create surveys and conduct focus groups for commuter students and compile a report of the results.
- Help student organizations in planning large scale events.