

15:245:601 CSA Field Experience Seminar

Rutgers University — Fall 2012
Tuesdays 9:00 – 11:40 am BH 211

Instructor

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Course description

This section is for second year CSA students who have been approved to take a third Field Experience course to meet one of the three required electives for the Ed.M. The focus of this course is for students to recognize and draw upon their developing areas of specialization in student affairs practice.

Course objectives

1. Integrate professional knowledge and skills to a “real world” setting
2. Practice specific professional skills required to work successfully in the field, such as advising, assessment, planning and evaluation. Interpersonal, organizational and communication skills will also be practiced.
3. Gain an overview of the day-to-day operations of a higher education or student affairs unit and an understanding of a variety of professional roles and functions in student affairs.
4. Provide service to the unit.
5. Strengthen a personal philosophy and commitment to student affairs work.
6. Provide an opportunity to explore career options.

Course Requirements

- **Participation in seminars (October 2 and November 27)**
Students are expected to attend all scheduled seminar sessions and be prepared to discuss scheduled topic for the day. Since much of the discussion in the seminar will be related to your experience in the field, discussions are to be considered confidential.
- **Weekly meeting with site supervisor**
Ongoing communication with the site supervisor is critical to the learning experience. This is a time to review with the supervisor progress made on assigned activities along with processing observations and reflections of the site experience. You should use this opportunity to address specific questions outlined by the seminar instructor. You should take the initiative at the beginning of the semester to secure these meeting dates and times on your site supervisor’s calendar.
- **Site visit by seminar instructor**
Please make arrangements to schedule a meeting between you, your site supervisor and the seminar instructor sometime during late October/early November. You should schedule this meeting early in the semester. This meeting should typically last 45 minutes and should take place at your site.

Documents to submit for course credit

- **Project write-up (narrative + project artifact)**

All students have negotiated a project as part of their Field Experience. Write-ups consist of a learning narrative (approximately 5 pages) that is a reflection of the learning that occurred as a result of the projects completed; interactions with staff, coworkers, and students; and personal development (e.g., gaining insight on your preferred working relationship with colleagues and supervisors, how you worked through difficult dialogues, the ways that you challenged yourself to go out of your comfort zone). *This narrative should not be a mere summary of work completed.*

Attached to the narrative should be an artifact that showcases the outcomes of your project. This artifact can be a powerpoint, flyer announcing a workshop you conducted, a report submitted, etc.

Due Date: December 12, 2012 (submit via Sakai)

- **End-of-Semester Evaluation**

Each student should seek feedback from his/her supervisor on an ongoing basis. A formal evaluation process will occur at the end of the semester. The form for this evaluation is on the Field Experience web site (<http://csafieldexperience.weebly.com>) and should be completed by the site supervisor and submitted via email or fax.

Due Date: December 12, 2012

Evaluation and Grading Process

The grading system for this course is Pass or No Pass. Students will pass the course only if they have satisfactorily completed their learning objectives in the contract and completed each assignment for the seminar with a passing grade. Lack of professionalism in the Field Experience site or in the seminar is grounds for failing this course. The standards are consistent with what one would find working as a full-time professional. Sample behaviors that demonstrate a lack of professionalism include: consistently being late or absent from either your site or seminar, failure to complete assignments in a timely manner, poor communication with your supervisor or seminar instructor, inadequate interpersonal skills.

Tentative Class Schedule

CLASS ONE – October 2

- Review syllabus and assignments
- Review each other's expectations and role
- Share with class your field experience for the semester.
- Professional development dialogue

CLASS TWO – November 27

- Share with class your field experience – what's been going on
- Professional development dialogue