

8-2-2019

Western Michigan University – HESA

Higher Education & Student Affairs Leadership Online Registration Form for HESA Field & Capstone Experience Students

This is a sample of the online EDLD 6580 Field Experience / EDLD 6792 Capstone Registration Form.

Please use this document as a guiding framework for your discussion with potential sites. Once you have confirmed where you will be conducting your Field Experience or Capstone then visit the link and submit the form online. It is probably best to wait until you have all of the information before you fill out the form (not guaranteed that you can save and edit work).

The form requires you to login (sometimes it requires your Bronco Net ID rather than your email address).

You will be emailed a copy of your submissions to the online form.

Link to form here:

https://wmich.co1.qualtrics.com/jfe/form/SV_bEEPJ927vKVO1WR

Default Question Block

. HESA WMU Field & Capstone Experience Application and Registration Form

HESA Students: Please use this as a guiding document in your discussions with potential sites. It is recommended that you print it out and bring it with you to your exploratory site meetings. Once you have all of the information fill in this online form and it will be submitted to the Faculty Advisor for approval.

If you would like a copy then please print your results. (As you complete all of the questions, just click the -> arrow at the end and you will be directed to a Thank You page where you can download the summary of your responses in PDF format.)

Block 1

Q1. Student Name

Q2. Student WIN (Western Identification Number)

Q3. Student Email Address

Q4. Indicate the type of experience you are applying for:

- Field Experience
- Capstone

Q5. What is your specific plan for completing the field experience hours? And what semesters . Provide any needed explanation.

For example: I plan to begin the last week of April with training and then go until October 1 after orientation. I will be working about 15 hours a week for 20 weeks (one week I will be on vacation with my family)

Q6. In what semester will the majority of the hours take place? This is the semester that you will be billed for the Field Experience (be specific such as Summer I 2021). We will use this term to actually "enroll" you for the EDLD 6580 course.

Enter any comments or notes.

Remember: The semester you enroll in the official course (the semester you pay for it). However, Field Experience and Capstones sometimes run across multiple semesters. You officially begin keeping journals, hours, and maintain coursework the minute you begin your hours. You do this until you complete the hours.

Q7. Proposed site of Experience/Capstone (University Name and Department)

Q8. Have you met with the proposed Site Supervisor to discuss these items? If not please do so before submitting this form.

- Yes
- No

Q9. Site Supervisor Name

Q10. Site Supervisor Phone Number

Q11. Supervisor Email Address

Q12. Did you reviewed the basic guidelines of a Field Experience/Capstone with the Site Supervisor?

- Yes
- No

Q13. Does the individual meet the general requirements to be a Field/Capstone Experience Site Supervisor (as set forth by the CAS Standards)?

The HESA program utilizes the Council of Advancement of Standards (CAS) for Masters-Level Student Affairs Professional Preparation Programs as a guiding framework for standards for Field Experiences including hours, supervision, and skills development. If you have any concerns about these requirements, please speak with one of the faculty; we are happy to work with you on this.

- A master's degree in student affairs or related area of professional study
- At least 3 years of professional experience
- At least 1-year of experience at their institution

Q14. Is the Site Supervisor willing to supervise you?

- Yes
- No

Q15. Is the Site Supervisor willing to agree with the following: (Please indicate that the site supervisor has agreed to all of these items below by checking the individual boxes).

- Supervise student for 300 (Field Experience) or 100 (Capstone) hours of Experience.
- Comply with all ethical principles and standards of the ACPA-College Student Educators International and the NASPA-Student Affairs Administrators in Higher Education recognized professional associations.
- Work with the student to complete individualized learning goals/objectives.
- Provide ongoing feedback and evaluation to discuss students' progress and learning (through regular one-on one-meetings, reflective logs, etc).
- Review the ACPA/NASPA Professional Competency Areas. These are used as the basic backdrop for student's demonstration of learning. You are encouraged to ask about their development along these lines during your one-on-ones.
- Complete a mid-program evaluation/discussion with student about their progress.
- Complete the final electronic evaluation of student's experience provided to by HESA. This may be in the form of a letter of recommendation if preferred.
- Be willing to have the student evaluate and discuss their supervisory style and effectiveness a Site Supervisor. Complete the HESA Program Evaluation (as applicable).
- Additional notes

Q16. Please check all that apply to your proposed site:

- I will provide "direct service" to or with students
- I will have the opportunity to work with diverse clientele or populations
- I will gain exposure to both the breadth and depth of student affairs work

Q17. Which areas will this experience help you to gain exposure in? (Check all that apply)

- Developmental work with individual students and groups of students
- Program planning, implementation, or evaluation
- Staff training, advising, or supervision; and administration functions or processes

Q18. Where will you conduct your work?

Q19. What Professional Competency Areas do you plan to gain from this experience?
Please check all that apply

- Personal and Ethical Foundations (PPF)
- Values, Philosophy, and History (VPH)
- Assessment, Evaluation, and Research (AER)
- Law, Policy, & Governance (LPG)
- Organizational and Human Resource (OHR)
- Leadership (LEAD)
- Social Justice and Inclusion (SJI)
- Student Learning and Development (SLD)
- Technology (TECH)
- Advising & Supporting (A/S)

Q20. I understand the following applies to my experience:

- I will enroll in the course the semester in which the majority of hours take place.
- All journals, logs, and meetings with supervisors take place from the moment field hours begin until they are complete (regardless of semester of enrollment)

- It is my responsibility to forward required materials to Site Supervisor.
- It is my responsibility to schedule meetings with my Site Supervisor.
- I will keep the faculty instructor and my faculty advisor updated with any changes, issues, or problems.

. As you complete all of the questions above, just click the -> arrow below and you will be directed to a Thank You page where you can download the summary of your responses in PDF format.

Powered by Qualtrics