



## Higher Education Fieldwork Agreement

Dear Site Mentor,

You have accepted the responsibility of mentoring a fieldwork student who is enrolled in our masters' degree program preparing students to work in higher education and/or student affairs. The student has the responsibility of completing *at least* 120 hours for this course. Some students do all their hours in one placement and others do hours in different places. Please negotiate with the student their intended time commitment to fieldwork with your department/program/unit. If you wish students to do more than 120 hours, please negotiate this with them.

In the time frame allotted, we hope that you can provide the student with a variety of opportunities and learning experiences depending on their professional experience. Some students will be having their first experiences in higher education as a place of work and others will have significant experience but perhaps in a different functional unit. We ask that you don't use fieldwork students for secretarial work but provide meaningful opportunities for students to learn about and engage in your professional area. As part of this opportunity, students should gain:

- an overview of the purposes and objectives of this professional area (the what and why)
- by meeting with you, attending meetings or "shadowing" you and others, gain an appreciation of the work itself and how best it can be accomplished within and across units (the how),
- knowledge of some of the operational and political realities of the area (the context),
- experience participating in actual work of your unit as useful to the assigned area to the extent time is available for discrete projects and involvement, and
- information about the possible career paths and career entry points.

As part of your supervision we ask that you please sign the student's log to indicate hours completed and complete a mid-way and final evaluation of their work with you. "When" these evaluations occur will depend on the amount of time you and the student commit to working together. Students will need these evaluations to be able to gain credit for their fieldwork experience and it is their responsibility to initiate their evaluations. At any time in the conduct of this fieldwork, you may contact the Office of Licensures & Credentialing ([olc@redlands.edu](mailto:olc@redlands.edu)) to resolve questions or discuss any issues that might arise as part of the placement. We also ask that you provide opportunities to formally and informally discuss their experience, providing opportunities where they can ask candid questions about what they've observed.

I wish to express my huge appreciation for your agreement to add this to your busy and important schedule. It is my hope that you will enjoy assisting this student and will gain the satisfaction of knowing that you have contributed to their success as a professional in higher education and/or student affairs.

Many thanks,

**Dr. Rocio Mendoza**

Program Coordinator for the Higher Education and Student Affairs Program  
Department of Leadership and Higher Education