BOSTON COLLEGE
Field Experience in Higher Education
Agreement between Supervisor and Student

1. Each student is expected to spend a minimum of 10-12 hours each week in the field experience placement and to participate in a biweekly seminar at Boston College throughout the academic year. Upon successful completion of both aspects of the field experience, he/she will receive 3 hours of academic credit (2 credits Fall/1 credit Spring).

2. The student should become familiar with the operations of the host office, including the staff and their functions, the nature of the office's responsibilities, and the relationship of the office to the wider institutional structure.

3. The student should engage in a special project or activity related to the area of assignment. This project may consist of planning a program, conducting related assessment, or any project or activity which the student and supervisor consider appropriate. Several smaller projects may be substituted for one major project.

4. Whenever possible, the student should attempt to work during regularly scheduled working hours.

5. To the greatest extent possible, the student should have personal contact with clientele served by the office.

6. The student should have regularly scheduled meetings with the field experience supervisor to discuss the student’s progress and experience.

7. In the case of new field experience sites, the Field Experience Director from the Higher Education Program will check in with the field supervisor and the student during the second half of the semester.

8. At the conclusion of the field experience, the supervisor will be asked to evaluate the work of the student.

Student: ________________________________  Date: ________________
(signature)

Supervisor: ________________________________  Date: ________________
(signature)

Instructor: ________________________________  Date: ________________
(signature)

Please attach this form to the position description and return to Field experience Director, Dr. Heather Rowan-Kenyon or Michele Brown, Graduate Assistant.