ANGELO STATE UNIVERSITY
Department of Curriculum and Instruction

EDG 6366
STUDENT AFFAIRS AND ADMINISTRATIVE SERVICES
SPRING 2019
KINSEY HANSEN, Ed.D.

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COURSE INFORMATION

COURSE NUMBER
EDG 6366

COURSE TITLE
Student Affairs and Administrative Services

COURSE DELIVERY
This is a distance course utilizing the Blackboard course management tool with course requirements, learning activities, assignments, and due dates specified in the course calendar and modules in Blackboard. The course site can be accessed at http://blackboard.angelo.edu
The course begins on June 4, 2018 and ends on July 27, 2018.

COURSE DESCRIPTION
This course provides an examination of the institutional need for student affairs programs and the many different units that make up student affairs. Students will become familiar with the structure and function of the student affairs office and its context in higher education.

INSTRUCTOR INFORMATION

LEAD INSTRUCTOR
Kinsey Hansen, Ed.D.
Email: kinsey.hansen@angelo.edu

INSTRUCTOR TEAM
Graduate courses in the Department of Curriculum and Instruction may utilize an instructor team to support the Lead Instructor. All members of the instructor team are highly qualified with educational and practical experiences related to the subject-matter of the course.

OFFICE HOURS
Email is the most accessible way to contact all instructors. The instructor team is available via email using only your ASU email address (angelo.edu). You should receive a response within 24 hours.

STUDENT LEARNING OUTCOMES

• Identify the variety of roles student affairs professionals play on college campuses.
• Discuss the connections between student affairs and student success.
• Articulate and apply principles of good practice in student affairs.
• Identify and describe professional responsibilities inherent to excellence in practice.
• Prepare new professionals employment packets for student affairs units representative of the professional competencies for student affairs professionals.
REQUIRED TEXTS AND MATERIALS

REQUIRED TEXTS

RECOMMENDED READINGS
Course materials and readings are located in Blackboard. Candidates are expected to locate peer-reviewed, research-based resources for research on individual topics and learning activities.

TECHNOLOGY REQUIREMENTS
A complete list of technology requirements for online education at Angelo State University is available at [https://www.angelo.edu/online-education/technology_requirements.php](https://www.angelo.edu/online-education/technology_requirements.php). Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned learning activities. Technical support concerns should be submitted to the IT Service Center via phone at (325) 942-2911 or toll-free at (866) 942-2911.

GRADING SYSTEM
Each assignment will be worth a varying number of points. Grades will be determined by the percentage of the total possible points earned.

The following grading scale is in use for this course:
- A = 90.00-100%
- B = 80.00-89%
- C = 70.00-79%
- F = below 70%

METHODS OF INSTRUCTION
- Since this course is delivered online, candidates are responsible for understanding the assignments and learning the material. If questions arise, it is important to ask the instructor immediately for help since many of the tasks build on one another.
- Course design includes a combination of learning activities to strengthen the academic and professional competence of candidate's writing skills, presentation skills, collaboration, analysis, and practical application/experience.
- Learning activities may include, but are not limited to critical analysis submissions incorporating research, writing, and reflection; digital presentations with multimedia and/or interactive elements; collaboration opportunities through online discussion boards, wikis, or blogs; practical case studies requiring research, writing, and collaboration; and other projects and activities such as interviews, field visits, modeling, and videos.
COMMUNICATION
The course is designed to offer regular and substantive interaction between candidates and instructors. Both candidates and instructors are responsible for effective, appropriate, and timely communications and interactions in the course.

CANDIDATE COMMUNICATIONS: Candidates should initiate communications with instructors through Class Café or the ASU email system. Check frequently for announcements and reminders. Scoring rubrics and module information outline the specific interaction and communication requirements for each learning activity.

Course content and subject-specific questions should be posted to Class Café for interactions with other candidates and instructors about the content. Technical support concerns should be submitted to the IT Service Center via phone at (325) 042-2911 or toll-free at (866) 942-2911.

WRITTEN SUBMISSIONS: It is an expectation of this department that you use academic and professional writing skills. Candidates should follow APA guidelines for formatting and citations in all learning activities unless otherwise specified. Failure to utilize accurate APA citations and references constitutes plagiarism.

USE GOOD “NETIQUETTE“:
- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.
- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as ‣ or :) to let others know you are being humorous.

(From “The Net User Guidelines and Netiquette” by A.H. Rinald, 1994, Florida Atlantic University. Adapted with permission.)

INSTRUCTOR COMMUNICATIONS: Instructors will provide communications relevant to the course and subject matter through weekly emails, Blackboard announcements, Class Café, interactions during learning activities such as moderating discussion boards, and feedback on submitted assignments. These course activities help build a sense of community among learners.
Instructors will typically respond to email within 24 hours. Class Café discussions will include both peer and instructor responses as appropriate to assist with candidate mastery of the subject. Instructors will typically provide feedback on assignments within 48-72 hours of submission of the assignment through Blackboard. Feedback communication is provided to candidates by instructors in Grade Center, Turn It In Feedback Center, or on scoring rubrics in Blackboard as appropriate for each assignment.

CANDIDATE PARTICIPATION

- Candidates are expected to be active learners. It is a basic assumption of the instructor that candidates will be involved discovering, processing, and applying the course information using peer-review journal articles and researching additional information through the ASU Online Library and Internet.
- Candidates are expected to engage with the material, their peers, and their instructors. Ensure that you are reading all of the materials provided in the Blackboard modules. Participate in discussions with your peers about the content through Class Cafe.
- If you have questions, it is important to ask immediately since many of the tasks build on one another.

ATTENDANCE

Distance course. Candidates are required to follow the course calendar and the expectations related to candidate participation. Candidates are expected to engage in course activities and submit assignments by due dates and times identified in the course calendar.

The last date of access to the Blackboard course will be used as the last date of course attendance for reporting to the Registrar.

LIBRARY RESOURCES

Candidates should familiarize themselves with the numerous resources available through the Angelo State University Porter Henderson Library at www.angelo.edu/services/library/. Information on library resources is available in the Orientation tab of each course. All candidates can use the Ask A Librarian research support feature.

ASSIGNMENT SUBMISSION

In this class, all assignments need to be submitted through the posted Blackboard or TurnItIn link in the Blackboard course site. You should record the confirmation number received when you submit your work. Assignments are not accepted via email.

If a technology issue does occur regarding an assignment submission, email your instructor along with documentation that you notified the help desk. This process will document the problem and establish a timeline for submission.
LATE WORK OR MISSED ASSIGNMENTS
All learning activities should be submitted by the scheduled due dates. A 10% grade reduction may occur for each day the assignment is late. Documented medical or personal emergencies will be reviewed on a case-by-case basis with the appropriate documentation and in accordance with department policy.

POLICIES RELATED TO THIS COURSE
All candidates are required to follow the policies and procedures presented in the following documents:

- Angelo State University Student Handbook
  http://www.angelo.edu/student-handbook/

- ASU Undergraduate and Graduate Catalog
  http://www.angelo.edu/catalogs/

- Academic Calendar
  https://www.angelo.edu/services/registrars_office/academic_calendar.php

ACADEMIC INTEGRITY
Candidates are expected to know and understand behaviors that can constitute academic misconduct. A plagiarism module is required of all candidates as part of their orientation to the program. Each course requires that the candidate complete a plagiarism statement acknowledging that the candidate completed the plagiarism module in the orientation, understands what plagiarism is, understands all work must be the candidate’s original work, and understands the potential consequences of plagiarism.

The Angelo State University Student Handbook provides a detailed list of behaviors that constitute academic misconduct and plagiarism. Academic misconduct includes, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics or standards, and/or any act or attempted act designed to give unfair academic advantage to oneself or another student.

STUDENTS WITH DISABILITIES
Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For
more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
(325) 942-2047  
dallas.swafford@angelo.edu

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS  
Candidates can find information on the observance of religious holy days in ASU Operating Policy 10.19. Candidates should also review the information related to course attendance.

TITLE IX  
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sexual discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. You are encouraged to report any incidents to ASU’s Title IX Coordinator Michelle Boone at michelle.boone@angelo.edu or using ASU’s online form at http://www.angelo.edu/services/title-ix/file-a-complaint.php.

SYLLABUS CHANGES  
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

ASSIGNMENT OBJECTIVES & DUE DATES

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<thead>
<tr>
<th>Objectives</th>
<th>Learning Activity</th>
<th>Points</th>
<th>Due Dates</th>
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</table>
| PRE-MODULE & ORIENTATION  
Review and confirm understanding of syllabus.  
Review and confirm understanding of plagiarism and academic misconduct. | Plagiarism Module  
Academic Integrity Statement of Understanding | 0 | Wednesday, January 16 |
Create an academic portfolio for documentation of course artifacts and reflection on program competencies.

**MODULE 1: Principles of Good Practice in Student Affairs**

Understand the framework upon which this course is organized and how the course builds toward the Module 7 culminating project.

Describe some of the foundational philosophies on which the student affairs profession is built.

Articulate the principles of professional practice in student affairs.

Know the professional competencies identified by the National Association of Student Personnel Administrators (NASPA) and the American College Personnel Association (ACPA).

Describe different institutional types and student affairs functional areas.

Identify student affairs organizational structures and how they influence others to act in the organization.

Articulate the logic and impact of institutional structures and implication for student affairs practice.

**MODULE 2: Admissions and Enrollment Management**

Describe and apply research and models related to college choice.

Understand student development models and how they can inform and enhance work with students.

Identify and analyze elements influential to college choice.

Recognize the importance of reflection in personal, professional, and ethical development.

**Syllabus Review**

**Academic Portfolio Creation**

**Activity 1**

Discussion Board #1: Principles of Good Practice in Student Affairs

Activity 1: Initial Post: Thursday, January 17

Responses: Sunday, January 20

**Activity 2**

Comparison Activity of Student Affairs Organizational Structures

Activity 2: Sunday, January 20

**Reflection on College Choice Paper**

10

Sunday, January 27
### MODULE 3: Student Populations & Inclusion

Explore the various populations that make up college student populations and their unique characteristics.

Articulate professional philosophies related to student affairs and inclusion.

Understand how the equitable distribution of campus programs, policies, and services impacts the ability to adequately meet the needs of all campus communities.

| Discussion Board #2: Inclusion & Special Population Debate | | Initial Post: Thursday January 31 |
| Response Post: Sunday February 3 |

### MODULE 4: Student Activities

Create program proposals for student activities and initiatives, including writing learning outcomes, identifying risk management concerns and methods to manage risks, and planning assessment activities.

Understand how student activities contribute to student learning.

Apply the principles of good practice for student affairs to student activities.

| Student Activity Observation & Program Proposal | | Sunday, February 10 |

### MODULE 5: Campus Safety and Wellness

Identify and discuss current issues and events and their relationship to campus safety and wellness.

Demonstrate strategic, critical, and creative thinking to address current issues in campus safety and wellness.

Understand the role of student affairs in campus safety and wellness.

| Discussion Board #3: Campus Safety & Wellness | | Initial Posts: Thursday February 14 |
| Response Posts: Sunday February 17 |
## MODULE 6: Auxiliary Services, Facilities, and Finance

Identify the variety of roles student affairs professionals play on college campuses and best practices in student affairs work.

Describe finance structures and sources of student affairs organizations.

Explore different perspectives of the student affairs profession and the impact on higher education in the United States.

| Student Affairs Practitioner Interview | 10 | Sunday, February 24 |

## MODULE 7: Professionals in Student Affairs

Identify and prepare application packets for relevant student affairs job opportunities.

Describe personal and professional responsibilities inherent to excellence in practice.

Learn and articulate the principles of professional practice.

<table>
<thead>
<tr>
<th>Student Affairs New Professional Packet, to include...</th>
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<tbody>
<tr>
<td>Student Affairs Department Profile</td>
<td>7</td>
</tr>
<tr>
<td>Job Posting/Cover Letter</td>
<td>5</td>
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<tr>
<td>Video Simulation</td>
<td>8</td>
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## MODULE 8: Reflections

Explain how one’s behavior reflects the ethical statements of the profession.

Identify and describe personal and professional responsibilities inherent to excellence in practice.

Articulate an understanding of self-care in student affairs.

Present and defend judgments about the information and assignments related to student affairs and administrative services and program competencies.

| Ethical Considerations and Self-Care Reflection | 5 |
| Academic Portfolio Submission and Reflection     | 0 |
| Course Evaluation                                 | 0 |
| Permission Statement                              | 0 |
|                                                      |   | Wednesday, March 6 |