# ANGELO STATE UNIVERSITY
## Department of Curriculum and Instruction

EDG 6366  
STUDENT AFFAIRS AND ADMINISTRATIVE SERVICES  
Spring 2020  
DARA ANDERSON, M.Ed.

## SYLLABUS TABLE OF CONTENTS

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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 January 13, 2019 and ends on March 6, 2019.

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
Dara Anderson, M. Ed.
Email: dara.anderson@angelo.edu

OFFICE HOURS
Email is the most accessible way to contact your instructors. Your instructor 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. 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 instructor. Both candidates and instructor are responsible for effective, appropriate, and timely communications and interactions in the course.
CANDIDATE COMMUNICATIONS: Candidates should initiate communications with the instructor 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 instructor 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 extremely rude to forward someone else’s messages without their permission.
- 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 J 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: The instructor 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.

The instructor 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. The instructor will typically provide feedback on assignments within 48-72 hours of submission of the assignment through Blackboard. Feedback communication is provided to candidates by the instructor in Grade Center, TurnItIn 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 instructor. 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.

INCOMPLETE GRADE POLICY
It is the policy that incomplete grades be reserved for student illness or personal misfortune. Please contact your faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**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  

- ASU Undergraduate and Graduate Catalog  
  [http://www.angelo.edu/catalogs/](http://www.angelo.edu/catalogs/)

- Academic Calendar  
  [https://www.angelo.edu/services/registrars_office/academic_calendar.php](https://www.angelo.edu/services/registrars_office/academic_calendar.php)

**ACADEMIC INTEGRITY**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

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.

Candidates are expected to know and understand behaviors that can constitute academic misconduct. An academic integrity module is required of all candidates as part of their orientation to the program. Each course requires that the candidate complete an Academic Integrity Statement of Understanding acknowledging that the candidate has read and agrees to the Academic Integrity Standards, has passed the Academic Integrity Quiz with a score of 90% or higher, and understands the penalties associated with violations of the academic integrity standards.

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, ideas, etc., and passing it off as one’s own. Plagiarism is literary theft. In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the
It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

**Academic Penalties for Academic Misconduct**

The consequences for academic misconduct include, but are not limited to,

- Reduced score for the original assignment
- Zero (0) or no credit for the original assignment
- Make-up assignment different than the original assignment
- Failing grade for the course resulting in (F) on transcript and transcript notation
- Removal from internships or practicums
- Permanent or time-limited dismissal from the academic program and/or department and transcript notation
- Loss of departmental/graduate eligibility for financial aid and other awards, endorsements.
- Notification of certification board
- Documentation of professional disposition concerns
- Referral to Student Affairs for violations of the Angelo State University Student Handbook

**COPYRIGHT POLICY**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**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 AT ANGELO STATE UNIVERSITY:

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. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.

Director of Title IX Compliance/Title IX Coordinator

Mayer Administration Building, Room 210

325-942-2022

michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.
If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

**BASIC NEEDS**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to contact the Multicultural and Student Activities Programs center (multicultural@angelo.edu; 325-942-2729).

The Multicultural and Student Activities Program Center has a food pantry and other resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that they may possess.

**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.

**EDG 6366 Student Affairs and Administrative Services – Spring A 2020 - Course Calendar**

All activities should be submitted by 11:59 pm (CST) on the date as scheduled. A 10% grade reduction may occur for each day the assignment is late. Extensions may be administered on a case-by-case basis with the appropriate documentation according to the departmental policy.

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<th>Objectives</th>
<th>Learning Activity</th>
<th>Points</th>
<th>Due Dates</th>
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<tr>
<td>By the end of the course, the candidate will:</td>
<td></td>
<td>0</td>
<td>Wednesday</td>
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</table>
**PRE-MODULE & ORIENTATION**

Review and confirm understanding of syllabus.

Review and confirm understanding of plagiarism and academic misconduct.

Create an academic portfolio for documentation of course artifacts and reflection on program competencies.

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**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.

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**Activity 1**

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

(Activity 1: Initial Post: Thursday, January 16)

Responses: Sunday, January 19

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**Activity 2**

Comparison Activity of Student Affairs Organizational Structures

(Activity 2: Sunday, January 19)
<table>
<thead>
<tr>
<th>Identify student affairs organizational structures and how they influence others to act in the organization.</th>
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<tr>
<td>Articulate the logic and impact of institutional structures and implication for student affairs practice.</td>
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<tr>
<td><strong>MODULE 2: Admissions and Enrollment Management</strong></td>
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<tr>
<td>Describe and apply research and models related to college choice.</td>
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<tr>
<td>Understand student development models and how they can inform and enhance work with students.</td>
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<tr>
<td>Identify and analyze elements influential to college choice.</td>
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<td>Recognize the importance of reflection in personal, professional, and ethical development.</td>
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<tr>
<td><strong>MODULE 3: Student Populations &amp; Inclusion</strong></td>
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<tr>
<td>Explore the various populations that make up college student populations and their unique characteristics.</td>
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<tr>
<td>Articulate professional philosophies related to student affairs and inclusion.</td>
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<tr>
<td><strong>Activity 1:</strong> Discussion Board #2: Inclusion &amp; Special Population Debate</td>
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<td><strong>Reflection on College Choice Paper</strong></td>
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<td>10</td>
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<tr>
<td>Sunday, January 26</td>
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<td>10</td>
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<tr>
<td>Initial Post: Thursday January 30</td>
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<td>Response Post: Sunday February 2</td>
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</table>
Understand how the equitable distribution of campus programs, policies, and services impacts the ability to adequately meet the needs of all campus communities.

**MODULE 4: Student Conduct and Due Process**

Locate, read, and analyze student conduct policies and annual campus crime reports.

Discuss elements of due process important when managing student concerns.

Understand the implications of compliance with federal and state regulations related to student conduct and campus crime.

Analyze the potential impact of evolving legal frameworks for colleges and universities.

**MODULE 5: Managing Campus Crisis**

Review and analyze resources to learn about crisis management in higher education.

Develop an understanding of suicide risk in higher education today.

Demonstrate strategic, critical, and creative thinking to address crisis management in higher education.

| Activity 2: Implicit-Association Test and Reflection | 5 | Sunday, February 2 |
| Policy Analysis Slide Presentation with Audio | 15 | Sunday, February 9 |
| Campus Crisis Reflection Paper | 10 | Sunday, February 16 |
Understand the role of student affairs in a crisis situation.

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<th>MODULE 6: Auxiliary Services, Facilities, and Finance</th>
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<td>Identify the variety of roles student affairs professionals play on college campuses and best practices in student affairs work.</td>
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<td>Describe finance structures and sources of student affairs organizations.</td>
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<td>Explore different perspectives of the student affairs profession and the impact on higher education in the United States.</td>
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<td>Student Affairs Practitioner Interview</td>
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<th>MODULE 7: Professionals in Student Affairs</th>
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<td>Identify and prepare application packets for relevant student affairs job opportunities.</td>
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<td>Describe personal and professional responsibilities inherent to excellence in practice.</td>
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<tr>
<td>Student Affairs New Professional Packet, to include...</td>
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<tr>
<td>Student Affairs Department Profile</td>
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<tr>
<td>Job Posting</td>
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<tr>
<td>Cover Letter</td>
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<td><strong>Learn and articulate the principles of professional practice.</strong></td>
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<td><strong>MODULE 8: Reflections</strong></td>
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<td>Explain how one's behavior reflects the ethical statements of the profession.</td>
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<td>Identify and describe personal and professional responsibilities inherent to excellence in practice.</td>
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<td>Articulate an understanding of self-care in student affairs.</td>
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<tr>
<td>Present and defend judgments about the information and assignments related to student affairs and administrative services and program competencies.</td>
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</table>