



HIED 658: ADMINISTRATION OF STUDENT AFFAIRS IN HIGHER EDUCATION

Fall 2014

Class: Aug 27 – Dec 13

Thursday, 5:00-7:20pm, UCD 410

Web-Enhanced (via eCollege)

Instructor: Derek Lester, PhD

Office Locations: Universities Center at Dallas, 1901 Main Street, Suite 430, Dallas, TX

Office Hours:

- Tuesday, 1pm to 5pm (TAMUC Campus)
- Thursday, 2pm to 4:30 pm (UCD)
- Available by appointment: In-person, phone, Skype, and Google Chat

Office Phone: (206) 407-9904

Office Fax: (214) 915-1903

University Email Address: Derek.Lester@tamuc.edu

COURSE INFORMATION

Required Textbooks:

J.H. Schuh, S.R. Jones, S.R. Harper (Eds.). (2010). *Student Services: A Handbook for the Profession* (Ed. 5). San Francisco, CA: Jossey-Bass.

Seidman, A. (Ed.). (2012). *College student retention: Formula for student success* (Ed.2). Lanham, MA: Rowman & Littlefield Publishers, INC.

Publications Manual of the American Psychological Association (6th ed.). (2010). Washington D.C.: American Psychological Association.

Recommended Readings

Evans, N. J., Forney, D. S., Guido, F. M., Patton, L. D., & Renn, K. A. (2009). *Student development in college: Theory, research, and practice*. San Francisco, CA: John Wiley & Sons.

Course Description

HIED 658: Administration of Student Affairs in Higher Education - Three semester hours
Examines organizational structures and leadership and management processes associated with college and university student affairs administration. Special emphasis is given to institutional policies, planning, and coordination to support enrollment management, housing and dining, recreation services, and career services, and how these key processes contribute to the mission of public and private 2- and 4-year institutions.

Student Learning Outcomes:

- Identify professional foundations and principles of the student affairs field.
- Understand the theoretical foundations of the field.
- Organize and manage programs and services.

- Understand the essential competencies required of a student affairs practitioner.
- Different techniques and aspects of student affairs administration.
- Plan and then demonstrate a university level program.
- Apply research findings to a student affairs related content area.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Reading Commentary

Students will write a 2-page reflection, about 500 words, for each chapter of the assigned readings. Reflections may be on any topic addressed in the reading.

Group Led Discussions

Each group will lead several chapter discussions over the course of the semester. Chapter discussions will be 40 to 45 minutes in length, unless otherwise stated, and include a 20-minute power point presentation of the main topics, followed by 20 minutes of discussion/application questions.

Student Affairs Program

Groups will plan and then demonstrate a student affairs program based off of one chapter within the Part Five: Essential Competencies found in the Schuh et al. The program may be an event, training, or informational session that a student affairs administrator may conceivably offer within a college setting. Programs may cover: housing, academic advising, student activities, financial aid, dining services, health services, disability services, legal services, or disciplinary committees. More details will be discussed as the semester progresses.

Research Paper

Students will write a 12 or 15-page research paper of any (instructor approved) student affairs related topic. The paper length will vary by degree, 12-pages for masters student and 15-pages for doctoral students. Paper format will be a literature review of a topic followed by an application of the research findings to practice. The findings will be presented in seven-minute presentation at the end of the semester.

Attendance Policy

Class attendance is an integral part of the educational process. Students who miss class miss out on the dialectic process of exchanging ideas with the instructor and colleagues. Two absences will not affect a student's grade. The third absence will result in a loss of 10% of the total grade. Four absences will result in a failing grade for the course.

Participation

Five percent of the total course grade is dependent on individual students' class participation. Every student is expected to contribute to class discussion every class period.

Writing Requirements

All papers will apply APA format guidelines. Begin papers with an APA title page. Font is to be 12 point, New Times Roman, double-spaced. Normal margins: one inch left, right, top, and bottom. Secure the paper with one staple in the top left corner. No folders please.

Written assignments will be graded according to the following criteria:

- Completeness of response to the assignment: 50% of grade
- Organization and coherence: 30% of grade
- Appropriate grammar, punctuation, spelling: 15% of grade
- Paper displays correct use of student's disciplinary format and citation style (APA, 6th Edition) for papers submitted for presentation or publication (5% of grade). Non-cited statements within a paper will result in a loss of points in accordance with the 5% earned for APA format and citation.

Grading

- Student Led Discussions (20%)
 - Power Point (6%)
 - Content (7%)
 - Discussion Questions (7%)
- Research Paper (25%)
 - 1-page proposal (Research paper topic, references) (2%)
 - 10 to 12-page research paper (18%)
 - Presentation (5%)
- Program (25%)
 - 1-page proposal (program topic, sources) (2%)
 - Program Write-up (10%)
 - Presentation (10%)
- 1.5 to 2-page commentary of each assigned reading. (20%)
- Attendance (5%)
- Participation (5%)

A =	4.0 = 90-100%
B =	3.0 = 80-89%
C =	2.0 = 70-79%
D =	1.0 = 65-69%
F =	0.0 = <65%

TECHNOLOGY REQUIREMENTS

Internet-based research is required in this course. A computer, smart phone, or tablet with Internet access will be needed to complete some assignments. A wireless connection is available to students on campus. Computers are available for student use in the Gee Library and campus computer labs. For more information concerning library or campus computer labs, visit <http://www.tamu-commerce.edu/library/>

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Email me at Derek.lester@tamuc.edu. I will reply to emails within 48 hours. I may also be reached on my cell phone: 206.407.9904.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Respect Differing Views

As with all graduate courses, this course deals with ideas. Please be respectful of individuals with ideas and beliefs that differ from your own. If you disagree with someone then ask them why they believe as they do, and then listen to the answer. People can have complex reasoning for what is seen as, on the surface, a simple idea. Only civil and even-tempered discussions will be permitted in class.

Academic Honesty

Plagiarism within an assignment will result in a failing grade for that assignment. I expect all assignments for this course to be original works produced specifically for this course. At the instructor's discretion, if the plagiarism may have been accidental, an assignment may be redone for a maximum grade of 80% of the original total. Work produced, whether in part or in whole, from assignments for other courses will not be accepted for credit.

Technology Use

Personal use of computers, cell phones, or tablets is not permitted during the class session.

Late Assignments

An electronic or hard copy of each assignment is due at the beginning of class. Electronic copies must be emailed to my TAMU email address. Hard copies will be handed in at the beginning of class. Late assignments will lose one letter grade (10%) per day late. The measurement of days ends at 11:59pm the following day of class. A new day begins at Midnight (12 am) and continues to 11:59 pm. Late assignments may be turned in via email.

Examination Policy

Exams are timed and closed book.

Religious Holidays Policy

Reasonable accommodation will be given to students who require class absences because of religious holidays. However, the attendance policy is still in effect.

Writing Center

Students are encouraged to visit the A&M-Commerce Writing Center for writing assistance. Also, I am available to help with the writing process during office hours and by appointment.

University Specific Procedures

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See *Code of Student Conduct* from *Student Guide Handbook*.

COURSE OUTLINE / CALENDAR

COURSE SCHEDULE FOR FALL 2014

<u>Date</u>	<u>Topic</u>	<u>Reading(s)</u>
Aug 28	Intro to Course: Course Requirements Program Information Term Projects Literature Review Info Historical Overview of American Higher Education Institutional Variety	 Ch 1 Ch 2
Sept 4	Development of Student Affairs Sedman Sedman Campus Climate and Diversity	Ch 4 Ch 1 Ch 2 Ch 3
Sept 11	Part Three Intro The Nature and Uses of Theory Psychosocial and Cognitive-Structural Perspectives Sedman	135-148-DL Ch 8 - DL Ch 9 - DL Ch 3
Sept 18	Perspectives on Identity Development Student Learning Organizational Theory	Ch 10 Ch 11 - DL Ch 12 - DL
Sept 25	Sedman Campus Ecology and Environments Student Success Framing Student Affairs Practice	Ch 4 Ch 13 Ch 14 Ch 15
Oct 2	Writing Day – No Class	
Oct 9	Program & Paper Review Sedman Philosophies and Values Ethical Standards and Practices	 Ch 6 Ch 5 Ch 6
Oct 16	Strategy and Intentionality in Practice Assessment and Evaluation Group Program Presentations (Demonstration of Essential	Ch 16 Ch 18
Competencies)		
Oct 23	Sedman Sedman Group Program Presentations	Ch 7 Ch 8

Oct 30	Sedman Sedman Group Program Presentations	Ch 10 Ch 9
Nov 6	Sedman Group Program Presentations Group Program Presentations	Ch 11
Nov 13	Sedman Using Research to Inform Practice Student Technology Use and Student Affairs Shaping the Future	Ch 12 Ch 29 - DL Ch 30 Ch 31 - DL
Nov 20	No Class – Writing Day (ASHE Conference)	
Nov 27	No Class – Thanksgiving	
Dec 4	Final Presentations Final Paper Due	
Dec 11	Final Presentations Final Exam	