HIED 658 Administration of Student Affairs in Higher Education
COURSE SYLLABUS: Summer 2023

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Instructor: Dr. Anissa Guerin
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Office Hours: By Appointment.
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Preferred Form of Communication: Email
Communication Response Time: Email is the best way to reach me as I check it daily. A
    reply will be sent within 48 hours, depending upon the time your message was received.

COURSE INFORMATION

Required Textbooks:

Student Services: A Handbook for the Profession (6th Ed). (2016). Jossey-Bass Publishing.
    ISBN-10: 1119049598 • ISBN-13: 978-1119049593

College Student Retention (2nd Ed.). (2012). Rowman & Littlefield Publishers. ISBN-10:
    1442212527 • ISBN-13: 978-1442212527

Publications Manual of the American Psychological Association (7th ed.). (2019). Washington
    D.C.: American Psychological Association.

Recommended Readings
Bess, J. L., & Dee. J.R. (2012). *Understanding college and university organization: Theories for
    Effective Policy and Practice*. (Vol. 1). Stylus Publishing, LLC.
Patton, L. D., & Renn, K. A., Guido, F. M., & Quaye, S. J. (2016). *Student development in
    college: Theory, research, and practice*. San Francisco, CA: John Wiley & Sons
Kuh, G. D., Kinzie, J., Schuh, J. H., & Whitt, E. J. (2011). *Student success in college: Creating
    conditions that matter*. John Wiley & Sons.
Marion, R., & Gonzales, L. D. (2013). *Leadership in education: Organizational theory for the
    practitioner*. Long Grove, IL: Waveland Press.
McClellan, G. S., & Stringer, J. (Eds.). (2011). *The Handbook of Student Affairs*

The syllabus/schedule are subject to change at the instructor's discretion.

Administration:(Sponsored by NASPA, Student Affairs Administrators in Higher Education). John Wiley & Sons.

Pascarella, E. T., & Terenzini, P. T. (2005). *How college affects students* (Vol. 2). K. A. Feldman (Ed.). San Francisco, CA: Jossey-Bass.

Patton, L. D., & Renn, K. A., Guido, F. M., Quaye, S.J. (2016). *Student development in college: Theory, research, and practice*. Jossey-Bass & Preiffer. ISBN-13: 978-1118821817

Course Description

      HIED 658: Administration of Student Affairs in Higher Education - Three semester hours. Examines organizational structures, 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 and diverse student affairs divisions, including admissions and orientation, housing and dining, recreation services, career services, counseling and health services, advising, and residence life, 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.
- Understand the essential competencies required of a student affairs practitioner.
- Plan, develop, and demonstrate a university-level program.
- Learn and apply theory to practice for student affairs divisions.
- Apply research findings to a student affairs-related content area.
- Begin to view the world and process information as a social scientist.
- Begin to use theory-based reasoning to organize student affairs programming.
- Format papers according to the APA 6th or 7th Edition.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Student Affairs Program Practice

      This assignment will be completed in steps. Each student will identify a competency within Part Five: Essential Competencies, found in Schuh et al. (2010). Each student will then identify a student affairs program. 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. Each student will then submit a two-page paper outlining the competency and the essential role of the competency in the identified student affairs program of choice. This assignment will be completed from Module 1 to Module 5, and detailed instructions will be provided during each Module (Please see Appendix A for detailed instructions).

Discussion post

The syllabus/schedule are subject to change at the instructor's discretion.

- For each posted discussion question, please answer to the question by Wednesday of the week 1 of the module; then please respond to at least two of your peers by Saturday of the second week of the module. The purpose of on-line discussion posts is to help facilitate understanding of the material during class. Discussion posts will add to the depth of discussions during the course.

Assignment Requirements

**Late assignments will not be accepted. All modules are provided in advance to allow for some flexibility.

Discussion post
- For each posted discussion question, please answer to the question by Wednesday of the week 1 of the module; then please respond to at least two of your peers by Sunday of the second week for each module. The purpose of on-line discussion posts is to help facilitate understanding of the material during class. Discussion posts will add to the depth of discussions during the course.

Writing Requirements
All papers are to follow APA format guidelines. Begin papers with an APA title page. Use 12-point, Times New Roman font, and double-space. Normal margins: one inch on the left, right, top, and bottom.

Grading
- Discussion Forum 5 points for each module
- Student Affairs Program 20 points

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

COURSE REQUIREMENTS

Minimal Technical Skills Needed
Using the learning management system: D 2 L system, using Microsoft Word and PowerPoint, using presentation and graphics programs, etc.

Instructional Methods
The learning process will be conducted via weekly modules with course contents, PPT lectures, course discussions, assignments and assignment feedback, and peer review works. Additionally, one on one faculty-student meeting is available when required.

Student Responsibilities or Tips for Success in the Course

The syllabus/schedule are subject to change at the instructor's discretion.

-Log into the course website regularly (preferably every other day).
-Expected amount of weekly study and participation time is 12 to 15 hours per week.
-Be prepared to be an active learner and participant for the class.
-Feel free to contact the instructor when you need help.
-Please submit all assignments on time. Late assignments are not accepted.
-Assignments that you complete for this course should not have been used in other courses.

Writing Requirements

All papers are to follow 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. Written assignments will be graded according to the following criteria:

• Completeness of response to the assignment
• Organization and coherence
• Appropriate grammar, punctuation, spelling
• Use of disciplinary format and citation style: Paper displays correct use of student's disciplinary format and citation style (APA, 6th Edition).

Check out these resources before you start

APA information:

http://www.apa.org/education/ce/4210701.aspx $80

https://owl.english.purdue.edu/owl/resource/560/01/ --everything you need to know in manageable chunks, by topic

https://owl.english.purdue.edu/owl/resource/560/24/ --APA 6th edition

https://karenbrooks.wikispaces.com/file/view/APA+6th+Edition+Tutorial+from+Purdue+Owl.p df – PPT on APA formatting and style

Plagiarism:

http://www.youtube.com/watch?v=EF5eFeJMplA

https://owl.english.purdue.edu/owl/resource/589/1/

http://www.youtube.com/watch?v=9z3EHIoa9HI

Paraphrasing:

http://www.youtube.com/watch?v=sgMJ16WUEPg *basic but helpful (8 mins)

http://www.youtube.com/watch?v=nSGzuxbdheI

https://owl.english.purdue.edu/owl/resource/619/1/

Citation Style:

The syllabus/schedule are subject to change at the instructor's discretion.

https://owl.english.purdue.edu/media/pdf/20110928111055_949.pdf

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.

- For desktop systems, you must have Adobe Flash Player 10.1 or greater.

- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

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Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:

    o 512 MB of RAM, 1 GB or more preferred

    o Broadband connection required courses are heavily video intensive

    o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:

    o Sound card, which is usually integrated into your desktop or laptop computer

    o Speakers or headphones.

    o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

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- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

       Pop-ups are allowed.

       JavaScript is enabled.

       Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

  o Adobe Reader https://get.adobe.com/reader/

  o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/

  o Adobe Shockwave Player https://get.adobe.com/shockwave/

  o Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

The syllabus/schedule are subject to change at the instructor's discretion.

Interaction with Instructor Statement

Please periodically review (1) updated announcements within the HIED 695 eCollege course homepage for updated information pertaining to this course and (2) your MyLeo email account in case I need to send you a confidential message. Although I will reply to emails from non- university email accounts, I will only send original messages to MyLeo email accounts. Thank you for understanding my request, as I have no control over firewalls from your home or work.

Participation & Communication: I expect each of you to be active and thoughtful participants within the learning environment and your learning community. You are to expect the same of me. This includes completing the extensive readings related to course topics, team and/or individual research plan topics and participation in research plan revision activities (submission of individual draft sections and evaluation of draft sections from other class members).

- Email is the best way to reach me as I check it daily. A reply will be sent within 48 hours during week days, depending upon the time your message was received.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **LiveChat** **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

**Assignments that you complete for this course should not have been used in other courses.

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. 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.

Scholarly Expectations:

The syllabus/schedule are subject to change at the instructor's discretion.

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. Please note that recycling your previous paper submitted to other courses for this class is considered as a plagiarism.

Writing Requirements

All papers are to follow 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 are generally graded according to the following criteria:
- Completeness of response to the assignment: 55% of grade
- Organization and coherence: 30% of grade
- Appropriate grammar, punctuation, spelling: 10% of grade
- Use of disciplinary format and citation style: Paper displays correct use of student's disciplinary format and citation style (APA, 6th Edition) for papers submitted for presentation or publication. Non-cited statements within a paper will results in a loss of points in accordance with the 5% earned for APA format and citation: 5% of grade

Dropping the Class

At times, we become overloaded or have unplanned events that demand our attention. If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. Please do not just disappear. If you fail to officially drop the class, a grade must be assigned at the end of the course.

Incomplete Grades

Per university policy, you must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks." You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

The syllabus/schedule are subject to change at the instructor's discretion.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Academic Honesty:

Please see the TAMU-C Graduate Catalog and the Publication Manual of the American Psychological Association (2010) for the discussion of academic honesty. Academic honesty is especially important when it comes to citing/quoting sources in research papers and

assignments. Students are responsible for reading this material and becoming familiar with the conventions for acknowledging sources of information. Consequences for academic dishonesty range from failing a specific assignment to expulsion from the University. "Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty, which includes, but is not limited to plagiarism (the appropriation or stealing of ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments) and abuse (destruction, defacing, or removal) of resource material."

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

The syllabus/schedule are subject to change at the instructor's discretion.

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/under
graduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/gradu
ate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so.

The syllabus/schedule are subject to change at the instructor's discretion.

Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#)

document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Late assignment is not accepted. However, if you have a reasonable issue on the late submission, your late module 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) at continues to 11:59 pm. Late assignments may be turned in via email.

Scholarly Expectations:

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

Dropping the Class

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Per university policy, you must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks." You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

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The syllabus/schedule are subject to change at the instructor's discretion.

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Recycling papers from previous classes is also considered as self-plagiarism.

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).*

NOTE: The instructor may modify the course syllabus if the need arises. Students will be informed in writing of any change.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M- Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to
((http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer).
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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