



TEXAS A&M UNIVERSITY

COMMERCE

DEPARTMENT OF COUNSELING
College of Education and Human Services

COUN 590.01W – 81777

Ethical and Legal Issues in Student Affairs

COURSE SYLLABUS ~ FALL 2024

August 26, 2024, to December 13, 2024

INSTRUCTOR INFORMATION

Instructor: C. Oneal Hill, Ed.D., M.S., LPC, NCC (Dr. Curtis)

Office Location: Virtual

Office Hours: By Appointment Only

Phone: (972) 896-3991 (Please text first to check my availability as this is my personal cell phone.)

Office Department of Counseling: 903-886-5637 **FAX:** 903-886-5594

University Email Address: Curtis.Hill@tamuc.edu

Preferred Form of Communication: Email, then text, then phone (text before calling)

Communication Response Time: Typically, 24 hours, except weekends.

Course Location and Meeting Time: This course is taught virtually and asynchronously.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook Recommend: Kaplin, W.A. & Lee, B.A. A legal guide for student affairs professionals: Adapted from the Law of Higher Education. San Francisco: Jossey-Bass. **(PDF Version available in D2L);**

Case Briefs will be provided as links from Google Scholar.

COURSE DESCRIPTION

Catalogue Description of the Course

Legal Issues in College Student Affairs. Three semester hours. Provides information about the legal issues common to college student affairs administrators, Includes student university relationship, risk management techniques, civil rights, contracts, and federal regulations.

General Course Information

Legal Issues in College Student Affairs is a piece of the master's degree program in the Department of Counseling. Although the structure of the course will be that commonly encountered in graduate studies, the teaching philosophy of the instructor is invitational. The pursuit of a degree in counseling means different things to different people. In the opinion of the instructor, even those who do not intend to work specifically with students in legal issues, it is still important to be aware. As a graduate of a CACREP accredited program, the professional community and the public will expect you to have basic knowledge of legal issues pertaining to this field.



COURSE REQUIREMENTS

Minimal Technical Skills Needed

In this class, you will utilize the Learning Management System (LMS) entitled D2L for portions of instructional and learning methods, submitting assignments, participating in online discussions, and completing quizzes. You will need to utilize other technologies such as Microsoft Word, PowerPoint, etc. If you have issues with this system, it is your responsibility to contact the help desk immediately.

Instructional Methods

All work will be done through lecture in D2L online platform.

Student Responsibilities or Tips for Success in the Course

As a student in this course, you are responsible for the active learning process. Expectations of this course include the following:

1. You are expected to always display professionalism. Be respectful of your professor and peers. Be open to feedback, as you will receive this throughout the program.
2. Prepare for classes. Complete all readings prior to class time.
3. Complete all assignments by the deadline.
4. Adhere to the university student code of conduct.
5. Participate.
6. All writing assignments must be done according to APA 7th edition.
7. Regularly check your university email. My suggestion is to check this at least once a day as your instructors and others from the department and University may contact you.
8. Begin your readings as soon as possible. Sometimes it may take more than one attempt to digest the material.
9. Deadlines are the last possible moment something is due—not the first moment to start. Work ahead. I realize this may not always be possible; however, when you can, do so.
10. Be open to the process. This degree takes time, work, effort, and growth.

EVALUATION/GRADING

Final grades in this course will be based on the following scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 59%	F

Case Briefs (75 points each)	75%
Research Paper (75 points)	15%
Final Opportunity to Excel	10%



Late assignments will have 10% deduction per day late from the final score.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

Communication with your professors is key to your professional growth. I am here to support and guide you along your academic journey. With that being said, I cannot help you if you do not communicate with me. Please make an appointment if you have any concerns or questions. Email is the best way to reach me. I will attempt to answer all emails within 24 hours, Monday-Friday, but at times will need up to 48 hours to do so. When emailing, please use your university email and address me with courtesy and respect.



TEXAS A&M UNIVERSITY

COMMERCE

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Written assignments are due on the day noted in the syllabus. Late papers will have 10% deduction per day late from the final score.

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.

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.asp>

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/13student/academic/13.99.99.R0.01.pdf>

Academic Integrity

Academic Integrity (Including AI Use) Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources. For more details and the definition of academic dishonesty see the following procedures:



Undergraduate Academic Dishonesty 13.99.99.R0.03

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/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 Velma

K. Waters Library Rm 162

Phone (903) 886-5150

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website:

Office of Student Disability Resources and Services <https://www.tamuc.edu/student-disability-services/>

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. 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/34Saf>



TEXAS A&M UNIVERSITY

COMMERCE

[etyOfEmployeesAndStudents/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.

Counseling Services

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

Course Outline

Case Briefs:

Selected cases/court decisions will be studied in-depth to assist the student in gaining a better understanding of the points of the case and the court decision. You must provide a one to two (1-2) page synopsis of your case, SUBMIT IN D2L. The synopsis should center on *the merit of the case, your agreement/disagreement and other salient points that you feel relevant to the case*. Each case you select ***must*** be related to student affairs and the law in higher education. You are required to complete **FIVE (5)** briefs throughout the semester.

DUE DATES FOR CASE BRIEF:

Sunday, September 15, 2024 ~ CB #1

Sunday, September 29, 2024 ~ CB #2

Sunday, October 14, 2024 ~ CB #3

Sunday, November 3, 2024 ~ CB #4

Sunday, November 17, 2024 ~ CB #5

Research Paper:

Each student is required to choose a legal topic pertaining to student affairs and provide an in-depth report over it. Once the student has identified a topic, *it must be emailed to the professor for approval*. The paper must be at least ten written pages (excluding reference page), with a cover page. The reference page must include a minimum of seven (7) sources. The sources typically would include other legal cases and references from peer reviewed journals. The entire paper **must** meet all APA guidelines. **(Due date: Sunday, December 1, 2024)**

There will be one final exam: **(Wednesday, December 11, 2024)**

Course Outline

Date	Topic	Readings	Assignment
Week #1 Monday, AUG 26th	Student-institutional Relationship	Introduction to Course Chapter TBD & Video	
Week #2 Monday, SEP 2nd	Legal Terminology	Course Lecture Chapter TBD	<i>Zoom meeting Monday night, 9/09/2024, @ 7:00 PM</i>
Week #3 Monday, SEP 9th	Risk Management	Course Lecture Chapter TBD	Case Brief #1 Due Sunday, September 15, 2024
Week #4 Monday, SEP 16th	Contracts	Course Lecture Chapter TBD (Review Case)	
Week #5 Monday, SEP 23rd	Court-defined Legal Action	Course Lecture Chapter TBD	Case Brief #2 Due Sunday, September 29, 2024
Week #6 Monday, SEP 30th	Duty to Warn	Course Lecture Chapter TBD & Video	<i>Zoom meeting Monday night, 10/07/2024, @ 7:00 PM</i>
Week #7 Monday, OCT 7th	Due Process	Course Lecture Chapter TBD	Case Brief #3 Due Sunday, October 14, 2024



TEXAS A&M UNIVERSITY

COMMERCE

Week #8 Monday, OCT 15th	Student Conduct	Course Lecture Chapter TBD & Resource Material	
Week #9 Monday, OCT 22nd	Residence Halls	Course Lecture Chapter TBD	<i>Zoom meeting Sunday night, 10/28/2024, @ 7:00 PM</i>
Week #10 Monday, OCT 29th	Student Organizations	Course Lecture Chapter TBD & Resource Material	Case Brief #4 Due Sunday, November 3, 2024
Week #11 Monday, NOV 4th	Student and University Publications	Course Lecture Chapter TBD (Review Case)	
Week #12 Monday, NOV 11th	Private institutions & Ethical considerations in student affairs and higher education	Course Lecture Chapter TBD	Case Brief #5 Due Sunday, November 17, 2024
Week #13 Monday, NOV 18th	Codified legal action-- Federal regulations & Constitutional amendments	Course Lecture Chapter TBD	
Week #14 Monday, NOV 25th	Review Course Material	Review ~ Case Briefs and Chapter Information	Research Paper Due! Sunday, December 1, 2024
WK #15 Monday, DEC 2nd	Course Review & Assessment	Reflections and Prep for Course Final	
WK #16 Monday, DEC 9th	Fall Finals Week		Final Exam (or Final Opportunity to Excel)!



Case Brief Rubric

	<i>1 – Does Not Meet Expectation (0-15 points)</i>	<i>2 – Meets Expectation (17-20 points)</i>	<i>3 – Exceeds Expectation (22-25 points)</i>
Meets length requirement and citations. (25 points)	Demonstrates a lack of knowledge on how to appropriately cite and write basic information	Demonstrates knowledge on how to appropriately write and cite but omits one or two points from small error.	Demonstrates exceptional knowledge on how to appropriately write with citations and length.
Student clearly addresses case (25 points)	Students do not clearly address case points	Critique writes about a case with some obviousness.	Demonstrates exceptional knowledge with an evident case by providing background, facts, and ruling.
APA Style/Grammar (25 points)	Substantial APA errors (> 6 errors). Poor quality, not indicative of graduate level work.	Some APA errors (3-4 errors). Good quality indicative of graduate level work.	Little to no errors (1-2 errors). Exceptional quality indicative of graduate level work.

Research Paper Rubric

	<i>1 – Does Not Meet Expectation (0-15 points)</i>	<i>2 – Meets Expectation (17-20 points)</i>	<i>3 – Exceeds Expectation (22-25 points)</i>
Meets length requirement and citations (25 points)	Demonstrates a lack of knowledge on how to appropriately cite and write basic information	Demonstrates knowledge on how to appropriately write and cite but omits one or two points from small error.	Demonstrates exceptional knowledge on how to appropriately write with citations and length.
Student clearly addresses topics (25 points)	Students do not clearly address topics	Critique writes about a topic with some obviousness.	Demonstrates exceptional knowledge with an evident topic.
APA Style/Grammar (25 points)	Substantial APA errors (> 6 errors). Poor quality, not indicative of graduate level work.	Some APA errors (3-4 errors). Good quality indicative of graduate level work.	Little to no errors (1-2 errors). Exceptional quality indicative of graduate level work.

Exam Rubric

	<i>1 – Does Not Meet Expectation (0-43 points)</i>	<i>2 – Meets Expectation (40-44 points)</i>	<i>3 – Exceeds Expectation (45-50 points)</i>
Grade Percentage on Final Exam	Less than 80% correct on exam items	Between 80% and 89% correct on exam items	Greater than 89% correct on exam items