



**COURSE SYLLABUS: HIED 658
SPRING 2025**

ADMINISTRATION OF STUDENT AFFAIRS

INSTRUCTOR INFORMATION

Instructor: Anissa Guerin, Ph.D.
Office Hours: Please contact me via email to schedule an appointment
Office Phone: (903) 886-5618
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Preferred Form of Communication: Email
Communication Response Time: A response to any email or message will occur within (2) business days, (excluding weekends and holidays).

COURSE INFORMATION

Materials—Textbooks, Readings, Supplementary Readings:

Required Textbooks:

Student Services: A Handbook for the Profession (5th Ed. or 6th Ed). (2010 or 2016). JosseyBass 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.

Supplementary Readings (optional, not required):

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 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*

This course provides an in-depth exploration of organizational structures, leadership strategies, and management practices central to student affairs administration within colleges and universities. Emphasis is placed on institutional policies, strategic planning, and the coordination of diverse student affairs functions, including admissions, orientation, housing, dining, recreation, career services, counseling, health services, academic advising, and residence life. Students will analyze how these essential processes support enrollment management and contribute to the overall mission of public and private 2-year and 4-year institutions. Additionally, the course examines the integration of theory and practice to address the evolving needs of a diverse student population.

Student Learning Outcomes

By the end of this course, students will be able to:

1. Identify and apply professional principles foundational to the field of student affairs.
2. Analyze and interpret theoretical frameworks relevant to student affairs practice.
3. Demonstrate an understanding of the core competencies required for effective student affairs practitioners.
4. Design, plan, and present a university-level program aligned with institutional goals.
5. Integrate theory into practice within student affairs divisions.
6. Apply research findings to address contemporary issues in student affairs.
7. Adopt a social scientist's perspective in evaluating and processing information related to higher education environments.
8. Utilize theory-based reasoning to develop and organize student affairs programs and initiatives.
9. Produce professional academic work formatted in accordance with APA (7th Edition) standards.

COURSE REQUIREMENTS

Research and Reading Expectations

To fully engage with each week's topics, students are expected to delve into both the course text and supplementary resources. While the internet may offer valuable insights, it should not be the sole source of information. Your commitment to thorough research will enhance your understanding and research skills.

Participation in Online Threaded Discussions

Active participation in online threaded discussions is essential. Initial responses to discussion questions are due by Wednesday each week, with responses to peers due by Sunday. Merely regurgitating lecture content or textbook material will not suffice; substantive engagement and citing appropriate references are crucial. Failure to complete both components of the discussion will result in no credit being awarded.

Final Assignments

All students must submit a paper focusing on one of the major student learning outcomes outlined in the course. Late submissions will not be accepted. Papers must be meticulously edited and adhere to APA Style Manual guidelines. Writing quality, including grammar, punctuation, and spelling, will be rigorously assessed alongside content. Any instance of academic dishonesty will result in appropriate penalties.

As you navigate this course, remember that effective communication through writing is a vital skill in this program. Strive for clarity, accuracy, and adherence to academic standards in all your written work.

Student Responsibilities and Tips for Success in the Course

Scholarly Expectations

At East Texas A&M University we prioritize academic integrity and hold a zero-tolerance policy towards plagiarism and other forms of academic dishonesty. Such behavior includes but is not limited to plagiarism, auto-plagiarism, cheating, collusion, and abuse of resource materials. All submitted work must be original and uniquely created for this course. Works will be screened for plagiarism using TurnItIn or similar services. Consequences for academic dishonesty may range from reduced credit on assignments to potential removal from the academic program or institution, with an automatic F in the course being a standard outcome. Proper citation in APA 6th edition style is required for any referenced works.

Students should demonstrate proficiency in resolving technical issues, problem-solving skills, and the ability to embrace challenges as opportunities for learning and growth. As future educational technology professionals, collaboration and cooperation are essential skills that students are expected to practice throughout this course. It is encouraged to seek assistance when needed and offer support to peers.

***Please note the adjusted due dates for holidays. All submissions should adhere to the provided guidelines, and late work will not be accepted. ***

Timeliness

Assignments must be submitted by the designated due dates to receive full credit. Late or incomplete submissions may result in deductions of up to 10% of the assignment's value per day, with assignments losing all value if submitted 10 days past due. Ample notification and time will be provided for completing course assignments. Students are encouraged to plan ahead for any anticipated absences or technical difficulties and have contingency plans in place.

Time Commitment

To succeed in this course, students should be aware of the time commitment required. Refer to the bullets below for an estimate of the average expected time spent on class-related work:

- Outside class per class week: 9 hours (minimum), 12 hours (maximum)
- Total Term Expectation: 144 hours (minimum), 192 hours (maximum)

Your commitment to these requirements and policies will contribute to a successful and enriching academic experience. Should you have any questions or concerns, please do not hesitate to reach out for assistance.

GRADING

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

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

Total points corresponding to the final letter grades

- A: 180-200 points
- B: 160-179 points
- C: 140-159 points
- D: 120-139 points
- F: 0-119 points

Weights of the assessments in the calculation of the final letter grade.

Example:

- Essay's 35%
- Discussions 25%

Final Project 40%
 TOTAL 100%

Course Outline/Calendar

Week	Module	Final Grade
January 13	Module 1: Discussion	-
January 21	Module 2: Discussion	10
January 27	Module 3: Discussion	10
February 3	Module 4: Discussion	10
February 10	Module 5: Discussion	10
February 17	Module 6: Discussion	10
February 24	Module 7: Discussion	10
March 3	Module 8: Discussion	10
March 10	SPRING BREAK!	-
March 17	Module 9: Discussion	10
March 24 & 31	Relax and Reflect	-
April 7 & 14	Research Assignment-Part 1	20
April 14 & 21	Research Assignment-Part 2	25
April 28 & May 2	Research Assignment-Part 3	25
May 3	Final Research Assignment (Revised Parts 1-3)	50
	Total	200

The professor reserves the right to modify the syllabus, including assignments, deadlines, and course requirements, at any time to better meet the needs of the class or address unforeseen circumstances. Any changes will be communicated promptly to students.

TECHNOLOGY REQUIREMENTS LMS

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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/student_guidebook/Student_Guidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures13.99.99.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

Students at East Texas A&M University 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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

Students with Disabilities-- ADA Statement

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

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Student Disability Services](#)

<https://www.tamuc.edu/student-disability-services/>

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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 East A&M 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 East A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East A&M Supports Students' Mental Health

The Counseling Center at East A&M, 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

AI use policy [Draft 2, May 25, 2023]

East Texas A&M University

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.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

