**COUN 441.01.01W: Introduction to Student Services**

**COURSE SYLLABUS: Fall 2025**

**AUGUST 25, 2025 – DECEMBER 12, 2025**

**Online**

**INSTRUCTOR INFORMATION**

**Instructor:** Derryle G. Peace, MS

**Office Location:** ONLINE

**Office Hours:** Schedule as needed.

**Office Phone:** Email

**University Email Address:** derryle.peace@etamu.edu

**Preferred Form of Communication:** Email

**Communication Response:** Within 24 hours

**COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

**Textbook(s) Required:** (Digital Copy Available through Waters Library**)**

Student services: A handbook for the profession (Jossey Bass Higher and Adult Education) (Sixth EDITION) ISBN-13: 978-1119049593

**Course Description**

**Catalogue Description of the Course**

As the foundation course for those planning to enter student affairs work in higher education, this course offers students opportunities to examine the historical and contemporary role and scope of college student personnel services. Provides students with in-depth understanding of major theories of student development and the application of these theories to student development practice.

**General Course Information**

This course is a required course for Student Affairs Practice in Higher Education: Counseling program option. As an elective, it is open to undergraduate, doctoral and masters' students in any major. It is particularly valuable to students planning to enter the fields of college or university administration or teaching. This course is designed to acquaint the student with the role and scope of the college or university student personnel worker through lectures, class discussions, committee work, and individual study. Materials will focus on the history and philosophies of higher education, student services programs, pertinent research and research forms, student affairs practice, current issues and future trends in higher education, and student development models and theories.

**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 D2L.

**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.  Professional behavior is required at all times.  Be respectful of your professor and peers. Be open to feedback, as you will receive this throughout the program.

2.  Complete all readings and assignments by the deadline.

3.  Adhere to the university student code of conduct.

4.  Participate.

5.  All writing assignments must be done according to APA 6th edition.

6.  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.

7.  Begin reading ASAP. Sometimes it may take more than one attempt to digest the material.

8.  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.

9.  Be open to the process. This degree takes time, work, effort, and growth.

**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**

| | |
|---|---|
| **Syllabus Exam** | **25%** |
| **Personal Reflection Paper** | **25%** |
| **Research Paper** | **25%** |
| **Final Exam** | **25%** |
| **TOTAL** | **100%** |

Late assignments will not be tolerated.

**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

Zoom Video Conferencing Tool

https://inside.etamu.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. https://td.etamu.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, an ETAMU 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**

**Course Specific 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.etamu.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: https://www.britannica.com/topic/netiquette

**TAMUC Attendance**

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

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

## Academic Integrity

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

https://www.etamu.edu/student-code-of-conduct/

## 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 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 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: https://www.etamu.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 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](http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf)

document and/or consult your event organizer.

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

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

**East Texas A&M Supports Students' Mental Health**

The Counseling Center at ETAMU, 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.etamu.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.



**Department or Accrediting Agency Required Content**

**COURSE OUTLINE / CALENDAR**

**Examination (25 points each)** – The first examination will cover the syllabus, and the code of ethics. The examination will consist of multiple-choice questions.

**Exam Due: September 7, 2025**

**Personal Reflection Paper: (25 points)** Critical reflections about the content of the course and your experiences are fundamental to transmitting new knowledge. Students must submit a 3–5-page reflection paper discussing these key factors and considering how to effectively address them: 1). You should provide some background information about yourself (e.g., your family, status, etc.); 2). The specifics of your educational background (e.g., the institutions attended, the reasons for attending them, the degrees you have or will earn); 3). In what ways you have utilized or not utilized student affairs services during your postsecondary educational journey; 4). Provide relevant information about the needs of students in higher education today (including outside of the classroom); 5). Indicate and explain at least three areas of improvement that colleges can make in terms of student affairs today. This paper must be in APA format 7th ed, which means Times New Roman font, size 12, and 1" margins all around, etc. Please answer all questions fully, 5-8 sentences per question is appropriate and minimum of five resources from text or peer reviewed journal. (*Wikipedia is not an appropriate resource). Please make the response to each question a new paragraph using proper headings. Make sure that you proof your paper and that it is written at a college level. Please upload it to D2L. Please note that I will not accept late assignments.

**(DUE: September 28, 2025)**


**Research Paper: (25 points)**
Each student will complete a research paper for the course. Topics will be chosen by the student from the topics covered in the text and given final approval by the course instructor. You may choose any topic if it is relevant to the course. At least (Five) outside sources must be used on the paper. It must be at least ten written pages, plus a cover page and reference page, making it no less than twelve pages. (APA STYLE) **(DUE: November 9, 2025)**


**Examination:** Th Final will cover content from chapters assigned in the textbook and are all multiple-choice questions. (**DUE: December 10, 2025**)

| Date | Topic | Readings | Assignments |
|---|---|---|---|
| Week 1<br><br>08/25/25 | History of student affairs and higher education | Chapter 1 | |
| Week 2<br><br>08/31/25 | History of student affairs and higher education | Chapter 2 | **Syllabus exam due September 7, 2025** |
| Week 3<br><br>09/7/25 | Philosophies and Values | Chapter 3 | Identify Research Topic and send to me via email |
| Week 4<br><br>09/14/25 | Institutional Identity and campus culture | Chapter 4 | Begin working on personal reflection **paper due Sept 28** |
| Week 5<br><br>9/21/25 | Campus climate and diversity | Chapter 5 | **Reflection paper due September 28** |
| Week 6<br><br>9/28/25 | What is ethical professional practice? | Chapter 6 | |
| Week 7<br><br>10/5/25 | Legal foundations and Issues | Chapter 7 | |
| Week 8<br><br>10/12/25 | The nature and uses of theory | Chapter 8 | Research Paper should be 50% completed |

| Week 9 10/19/25 | Holistic Development | Chapter 9 | |
|---|---|---|---|
| Week 10 10/26/25 | Cognitive Development | Chapter 10 | |
| Week 11 11/02/25 | Psychosocial and identity development  Please note that the Research Paper is due next week so feel free to email me with any last-minute questions you may have. | Chapter 11 | **Make final revisions on research paper due November 9, 2025** |
| Week 12 11/9/25 | Critical theoretical perspectives | Chapter 12 | |
| Week 13 11/16/25 | Organization theory and change. | Chapter 13 | |
| Week 14 11/23/25 | Begin reviewing chapters already read in preparation for the final examination | Thanksgiving Holiday – University closed 11/27 & 11/28 | |
| Week 15 11/30/25 | Continue reviewing chapters already read in preparation for the final examination | | **Final Exam Due December 10, 2025** |
| Week 16 12/07/25 | Exam Week | | **Final Exam Due December 10, 2025** |

The syllabus schedule is subject to change.

**This course adheres to a STRICT late policy.**

**\*\*\*\*\*A FIFTEEN (15) POINT DEDUCTION WILL OCCUR IF AN ASSIGNMENT IS SUBMITTED WITHIN 24 HOURS FOLLOWING THE SET DEADLINE. 24 HOURS AFTER THE DEADLINE, LATE WORK WILL NOT BE ACCEPTED, RESULTING IN A 0\*\*\*\*\***

**Any form of plagiarism is NOT tolerated. Plagiarism is not just copying someone else's work word for word. If you fail to successfully paraphrase, your paper WILL be flagged for plagiarism. Assignments with a plagiarism percentage of 13% of higher will receive a zero on the assignment.**

Example of plagiarism:

"The sky was blue, and ocean went on for miles."

"The sky was a shade of blue, and the ocean continued for miles" (This sentence will flag for plagiarism because of the similarity)

"Blue was a fitting color to describe the sky, and the water remained forever." (This is an example of successful rewording)


**Note: As this is an online class, I recognize many of you work in the evenings. I will attempt to respond to emails as I receive them, but at times will be unable to do so. I will always respond as soon as possible.**

**Thank you for your understanding.**