EAST TEXAS A&M
— U N I V E R S I T Y —

COLLEGE OF EDUCATION & HUMAN SERVICES
DEPARTMENT OF COUNSELING

Introduction to College Student Affairs (COUN 505.01W)
Course Syllabus
Spring 2026

Thursday, January 29, 2026, to Friday, May 8, 2026
(Web Based Class)

INSTRUCTOR INFORMATION

Instructor: C. Oneal Hill, Ed.D., M.S., LPC, NCC (Dr. Curtis)
Virtual Office Hours: Monday & Friday 10 AM to Noon or by appointment
Department of Counseling Office: (903) 886-5637 or (972) 896-3991 Cell **FAX: (**903) 886-5594
University Email Address: Curtis.Hill@etamu.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 (web-based).

COURSE INFORMATION
Course Description
COUN 505 Introduction to CSA. Three semester credit hours (3 SCHs). Recommended as initial course in a student's program to serve as an introduction to college student development from a Counseling perspective. Roles of related professionals, including counselors, in various settings are presented. Professional goals and objectives; trends; professional associations; ethical and legal issues; history; credentialing; preparation standards; and characteristics, and behaviors that influence helping processes are explored. **Prerequisites:** Admission to candidacy.

Textbooks:

Materials – Digital Textbook *Student Services: Handbook for the Profession*, Peer Reviewed Journals, Supplementary Readings

OPTIONAL TEXT AND/OR READING(S):
Schuh, J.H., Jones, S.R., and Torres, V. (2016.). Student Services: A Handbook for the Profession (6th Ed.). Jossey-Bass A Wiley Brand: San Francisco, CA. ISBN: 978-1-119-04959-3

SELECTED BIBLIOGRAPHY includes, but is not limited to, the following:
McClellan, G.S, Stringer, J., and Associates (4th Ed.). The Handbook of Student Affairs

Administration. Jossey-Bass A Wiley Brand: San Francisco, CA.

Bailey, T.R., Jaggars, S.S., and Jenkins, D. (2015) Redesigning America's Community Colleges: A Clear Path to Student Success. Harvard University Press, Cambridge, MA.

Wilson, M.E. (2012). Student Services: A Handbook for the Profession (Review). Journal of College Student Development, Vol. 53, No. 1, January/February 2012, pp. 169-172.

Anderson, G. (2019) Defunding Student Mental Health. Inside Higher Ed. https://www.insidehighered.com/news/2019/10/18/mental-health-low-priority-community-colleges

Other Resources:

ACPA – College Student Educators International. (2006). Statement of ethical standards and principles. Washington, DC: Author. https://myacpa.org/wp-content/uploads/2020/12/Ethical_Principles_Standards.pdf

American Counseling Association. (2014). *Code of ethics*. Alexandria, VA: Author. Retrieved from https://www.counseling.org/docs/default-source/default-document-library/2014-code-of-ethics-finaladdress.pdf?sfvrsn=96b532c_8

General Course Information

COUN 505 is an introductory course toward earning the Master of Education (MEd) in Counseling. There is an emphasis in College Student Affairs (CSA) for those students' desiring employment in a wide variety of college and university student services settings. The CSA program is a 30-hour program offered entirely online. It targets the bachelor-level student affairs professional desiring a graduate degree to improve service delivery and promotability.

Student Learning Outcomes

The student will demonstrate understanding and appropriate application of:
1. Program planning and implementation skills.
2. Needs assessment (s).
3. Consultation skills in cooperation with academic and other student affairs areas.
4. Leadership knowledge and skills.
5. Advising (academic, undergraduate volunteers, subordinate student employees, etc.) knowledge and skills; and
6. Ethical standards of ACA, ACPA-College Student Educators International, and related entities, and applications of ethical and legal considerations as appropriate.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using D2L: Brightspace; using Microsoft Word, Excel, and PowerPoint as appropriate; using email, using social media as appropriate.

Instructional Methods

The course will be delivered through D2L Brightspace. Instructional methods MAY include:

- Assigned readings.
- Transcribed lectures
- Narrated slide show or PowerPoints
- YouTube videos
- "Live" (remotely accessed) classes for "real-time" discussions.

Evaluation/Grading

COUN 505: Internship is graded on a **4.0 GPA Scale**: 90 – 100% = A (4.0); 80 - 89%= B (3.00); 70 – 79% = C (2.00); 69% and below = F (0.00). Success is determined by completion of all assignments which include quizzes, discussion post, and journal critiques.

TECHNOLOGY EQUIREMENTS
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

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@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

I prefer to interact via email (Curtis.Hill@etamu.edu) or via text (972.896.3991). Typically, I will respond within 24 hours Sunday – Thursday. Emails/texts received on Friday or Saturday MAY NOT be answered until the following Monday morning.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
Course Specific Procedures/Policies

Late Assignments

Occasionally, students require "extra" time in order to complete an assignment. One additional week may be "purchased" with 10% of the possible grade for an assignment. For example, Harry is unable to complete and submit his Assessment Instrument Completion and Reaction on time. The maximum grade Harry can receive now on his Assessment Instrument Completion and Reaction is 90%. Extra time cannot be purchased for completing tests.

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 x

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

ETAMU 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 s/academic/13.99.99.R0.01.pdf

Academic Integrity

Academic Integrity (Including AI Use) Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. 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. 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/13st udents/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Academic Dishonesty 13.99.99.R0.10 https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13stud ents/graduate/13.99.99.R0.10.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: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServ ices/

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
https://coursecatalog.tamuc.edu/undergrad/administrative-procedures/#campus_concealed_carry_policy 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.

Counseling Services

The Counseling Center at East Texas A&M University, 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

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.

The System has made a significant investment in student mental health in the form of 24/7/365 access to "Telus Health," a service available via chat, phone, or webinar.

TENTATIVE CLASS MEETING SCHEDULE

Week	Learning Activity	Day/Date
Week #1	Introduction and Orientation to course. Read Chapters 1-2. Zoom Meeting @ 9:00 PM and **Week 1 Discussion due **	**Thursday, January 29, 2026 @ 9:00 p.m. (Zoom)**
Week #2	The Theoretical Bases of the Profession Reading assignment: **Chapters 9, 10 & 11** in textbook. **Week 2 Discussion due **	**Week of Monday, February 2-6, 2026**
Week #3	**Read Chapters 13, 14 & 15 in textbook** and view the video that focus is Student Engagement. ** Week 3 Discussion due**	**Week of Monday, February 9-14, 2026**
Week #4	**Read Chapter 4 in textbook** and Student Affairs in Two-Year Colleges & TX Higher Ed Plan (60X30) ** Week 4 Discussion due **	**Week of Monday, February 16-20, 2026**
Week #5	**Read Chapter 5 in textbook** and review journals related to Student Affairs competencies. **Week 5 Discussion due **	**Week of Monday, February 23-27, 2026**
Week #6	**Read Chapter 23 in textbook** and review reading material as there is a focus on Multicultural Competence.	**Week of Monday, March 2-7, 2026 @ 8:00 p.m. (Zoom)**

Dead Week	Spring Break (Week #7) Week of March 9th to 13th ~ No Class Scheduled	Week of Monday, March 9-13, 2026
Week #8	**Read Chapter 20 in textbook** which is the Role of Technology in Student Affair; and the accompanying documents related to this subject matter. Check-in **(Virtual Meeting #2 via Zoom*)**	**Week of Monday, March 16-21, 2026**
Week #9	**Read Chapter 22 in textbook** which focuses on professionalism as a student affairs professional.	**Week of Monday, March 23-28, 2026**
Week #10	**Read Chapter 24 in textbook** and accompanying modules that relate to leadership in Student Affairs.	**Week of Monday, March 30 - April 3, 2026**
Week #11	**Read Chapter 27 in textbook** and accompanying modules that relate to counseling and helpings.	**Week of Monday, April 6-11, 2026**
Week #12	**Read Chapter 28 in textbook** and accompanying modules that relate to advising student organizations.	**Week of Monday, April 13 18, 2026**
Week #13	**Read Chapter 32 in textbook** and accompanying modules that relates to evolving roles and competencies with professional development considered in Student Affairs.	**Week of Monday, April 20-25, 2026**
Week #14	**Semester in Review (e-Portfolios submitted)** This week is a review of the entire semester. And received the criteria for development of your e-Portfolio a compilation of all work	**Week of Monday, April 27 – May 1, 2026 @ 0:00 p.m. (Zoom)**
Week #15	**Final Exam Week** **Final Opportunity to Excel of Final Examination Due**	**Monday, May 4, 2026**

A Zoom link for our initial course gathering will be sent to your MyLeo email account on or about January 12, 2026.