Organization and Administration of College Student Personnel Services

**Course Information:**

**Instructor:** Les Wyatt  
**Meeting schedule:** asynchronous online  
**Contact hours:** 10 am-10 pm daily  
**Email:** leswyattatt@astate.edu

**Textbook and Materials**

**Required text:** *The Handbook of Student Affairs Administration*  
Fourth Edition  
McClellan, George S., Jeremy Stringer and Associates  
Josey-Bass, 2016

**Required media:** Subscription to *Inside Higher Ed*  
Daily feed (this is a free subscription)  
[https://www.insidehighered.com/content/sign-inside-higher-eds-newsletters](https://www.insidehighered.com/content/sign-inside-higher-eds-newsletters)

**Required technologies:**

The student must have access to a computer with reliable broad-band Internet access, and the current version of the Chrome browser, which is a free application download. The student must have sufficient computer literacy to use online libraries/databases, computer networks to locate and store files, and/or effective use of online search tools, and proper citation of information sources.

This course content is written in the Chrome browser and all technologies of this Learning Management System are provided through Blackboard. All assignments for the course are integrated within Blackboard, and all course communications will be posted and recorded in Blackboard as a permanent record.

**Purpose and Goals/Learning Outcomes**

**Course description:**

*ELAD 6333: Organization and Administration of College Student Personnel Services.* Study of the organization and administration of student affairs programs and services. Organizational and management principles and practices used with college student affairs settings are discussed. (A-State Graduate Bulletin 2018-19)
The purpose of the course is to introduce students to the professional practices of student affairs administration in American higher education.

The course does not presume or require any course prerequisites or prior professional experiences. The following Program and Student–Learning Outcomes are directed to students who are beginning a career in student services, or have limited employment experience in the field.

**Program outcomes:**

• Students in the A-State CSPS master’s program will be able to acquire, critique, analyze, interpret, and apply pertinent information from higher education literature; and select tools, methods, and approaches to solving practice based issues.
• Students in the A-State CSPS master’s program will acquire leadership skills and knowledge to lead in diverse settings; functions accordingly within legal and political contexts; design, implement, and evaluate practices; make legally appropriate decisions and choices; understand and manage organizational improvement; and adhere to institutional, state, and national governance models.
• Students in the A-State CSPS master’s program will develop the capability to work effectively with and within diverse groups. Students will develop the skills to evaluate and interpret differing philosophical perfectness, and provide a forum where individuals can discuss and appreciate diverse viewpoints.

**Course-level student learning outcomes:**

After successful completion of the course, you will be able to:

• Describe the contexts of professional practice in student affairs.
• Describe the frameworks for professional practice in student affairs.
• Explain why students are the reason for professional practice in student affairs.
• Describe human resources in professional practice in student affairs.
• Demonstrate interpersonal dynamics in professional practice in student affairs.
• Demonstrate skills and competencies of professional practice in student affairs.

**Course Requirements**

Description of course requirements related to learning outcomes:
There are six weekly lesson modules, each of which corresponds to one of the parts in the index of the course text. Each module addresses some aspect of the organization and administration of professional practice in student affairs. Each module is one week in duration. Each weekly module opens on a Sunday morning at 1:00 am. That same module closes at midnight on Saturday of that same week. All assignments in a given weekly module are due at any time, but not later than midnight Saturday of that week.

In each of the weekly modules there is:

- an assigned reading in the text. The reading assignments relate to the course objective to describe contexts of practice.
- a quiz based on the reading. The quiz relates to the course objective to describe frameworks of practice.
- a requirement to find and post a digital article based on the reading. Articles relate to the course objective to describe why students are central to professional practice, and to describe human resources involved with professional practice.
- a requirement to post at least two comments related to the posted article or comments of another student. The comments relate to the course objective to demonstrate interpersonal dynamics, and demonstrate professional competencies.

There is a final exam that covers the entire course content. The exam will be based upon the SWOT analysis process used throughout the course. Each SWOT analysis will require identification of a topic taken from the text, an explanation of how the topic is thought to be strength, weakness, opportunity or threat, and references from articles that support the SWOT analysis. The SWOT analysis will be graded 1 point for the identification and justification of the topic, and 1 point for each reference used to support the conclusion.

The final exam responses will demonstrate the integration all of the course learning objectives.

Policies

Students With Disabilities:

Aspects of this course will be modified as appropriate to accommodate students with disabilities. Students who have special needs related to disabilities that have been documented by the Arkansas State University Office for Disability Services should inform the instructor as early in the course as possible to arrange for appropriate modifications. Students who have not documented a disability with the Office of Disability Services must do so before requesting modifications.

Inclement Weather Policy:
Because the course is entirely online, there is not an Inclement Weather Policy. If weather-related issues affect the capabilities of the A-State Blackboard System, adjustments will be made in the course schedule. Individual student Internet or computer issues will not alter the course deadlines.

**Attendance Policy:**

Because the course is entirely online there is not an attendance policy, but students must routinely participate in the course by timely submission of assignments as described in the course schedule and in weekly each lesson. If a student does not participate on a timely basis, no points will be earned for what is missed.

**Academic Misconduct Policy:**

This course follows the Astate Academic Misconduct Policy found at: [http://www.astate.edu/a/student-conduct/files/Student+Handbook+1415+22415.pdf](http://www.astate.edu/a/student-conduct/files/Student+Handbook+1415+22415.pdf)

**Assignment Deadlines and Makeup Work:**

Each assignment given throughout the course will have a stated deadline. Work submitted after the stated deadline will not be counted for credit unless approval was granted by the instructor before the deadline. **There is no provision for make-up work, in fairness to all other students who observed the deadlines.**

**Grading**

**Grading basis:**

Each assignment completed timely and satisfactorily will be assigned points. Points are entered in the course grade sheet, and can be reviewed at any time during the course. The point values of assignments and protocols for grading are:

- There are six quizzes over reading assignments: one quiz in each module. There are ten questions in each quiz, with each correct answer worth one point. Each quiz may earn 10 points. 60 points are possible on all quizzes.
- There are assignments for six digital article posts and comments, one assignment in each module. Each article post and comments in each module may earn 5 points: three points for the digital article, and one each for two comments. 30 points are possible on all digital article and comment posts. You may post as many comments as you wish, but only two points are possible in each module.
The final examination is worth a possible 10 points; based upon individual component values as defined in the exam instructions.

**Grading scale:**

The final course grade will be determined on this scale:
- 90-100 points = A
- 80-89 points = B
- 70-79 points = C
- 0-69 points = F

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**Course Outline and Schedule**

(Tentative and subject to change if notified in writing by instructor)

Module 1: August 19-August 24
- complete your personal introductions
- complete reading assignment in text: pages 3-129
- complete reading quiz by the stated deadline
- post digital article related to reading by the stated deadline
- post comments about other student’s articles, or other student’s comments by the stated deadline

Module 2: August 25-August 31
- complete reading assignment in text: pages 133-260
- complete reading quiz by the stated deadline
- post digital article related to reading by the stated deadline
- post comments about other student’s articles, or other student’s comments by the stated deadline

Module 3: September 1-September 7
- complete reading assignment in text: pages 267-362
- complete reading quiz by the stated deadline
- post digital article related to reading by the stated deadline
• post comments about other student’s articles, or other student’s comments by the stated deadline

Module 4: September 8-September 14
• complete reading assignment in text: pages 365-428
• complete reading quiz by the stated deadline
• post digital article related to reading by the stated deadline
• post comments about other student’s articles, or other student’s comments by the stated deadline

Module 5: September 15-September 21
• complete reading assignment in text: pages 431-504
• complete reading quiz by the stated deadline
• post digital article related to reading by the stated deadline
• post comments about other student’s articles, or other student’s comments by the stated deadline

Module 6: September 22-September 28
• complete reading assignment in text: pages 507-633
• complete reading quiz by the stated deadline
• post digital article related to reading by the stated deadline
• post comments about other student’s articles, or other student’s comments by the stated deadline

September 29-October 5
• complete final exam by the stated deadline
• there is no reading assignment
• there is no posting assignment
• there is no commentary assignment