CRN 64146, CSPS 6383
College Student Personnel Services (CSPS) Practicum
(At a two-year or four year-year campus other than A-State Jonesboro)
Course Information

Instructor: Les Wyatt
Contact via email 10am-10pm CST daily
E-mail: leswyatt@astate.edu

Textbook and Materials
There are no required texts or materials for this course. A computer is necessary to post reports and to communicate with the instructor.

Purpose and Goals/Learning Outcomes

Course Description:
CSPS 6383, Practicum in College Student Personnel Services
Supervised practice (minimum of 100 clock hours) in a broad array of services typical of student affairs. Requires at least 40 hours of direct service with clients, including individual counseling and a minimum 10 hours of group work; at least one hour per week of individual supervision with a program faculty member or designee; and at least one and one-half hours per week of group supervision with a program faculty member.
Prerequisites: CSPS 6333, CSPS 6343, and permission of degree program committee. CSPS 6333 must be taken before or concurrently with CSPS 6383. (A-State Graduate Bulletin)

Instructor’s Course Description: This course provides an opportunity for observation of student services administration and supervised learning experiences in higher education settings. The Practicum provides the student with an opportunity to directly observe and/or participate in services that are a part of a higher education or a student affairs administration program. Student participants in the Practicum will typically spend a minimum of nine clock hours per week in the assigned Practicum location, for a total of 100 hours per sixteen-week semester or over both summer terms. At least forty hours will include direct service with student clients. Students will conduct the Practicum under the supervision of a site supervisor, and will communicate weekly with the course instructor, following identification of approved learning objectives.

In addition to the A-State Jonesboro campus, the Practicum may be conducted at any accredited two-year or four-year campus.
Program Outcomes
This course contributes to the following program-level student learning outcomes for the MS in College Student Personnel Services program:
1. Students in the A-State CSPS master’s program will acquire leadership skills and knowledge to lead in diverse settings; function accordingly within a 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.
2. 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 perspectives, and provide a forum where individuals can discuss and appreciate diverse viewpoints.
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Course Level Student Learning Outcomes
At the end of the Practicum in College Student Personnel Services, the student will have:
• Learned the mission, goals, procedures and functions of services to which you are assigned.
• Gained knowledge of other service areas through online readings, reports by other Practicum students, and materials presented by the site supervisor and/or the Practicum instructor.
• Become socialized into the profession of student personnel administration and develop professional relationships.

Course Requirements

Students must complete several important steps necessary for a successful Practicum experience. The responsibilities for course management fall to the student, and will require the timely completion of the assignments below. It is the student’s responsibility to:

1. Review the Practicum Handbook, provided online in the course menu, and become familiar with each of the Appendices to the Handbook. The Appendix forms describe components of activity by the student, the supervisor and the instructor that will be required for completion and evaluation of the Practicum.

2. This is the section of CSPS 6383 for Practicums that will be conducted at a two or four-year campus other than A-State-Jonesboro. A different section and faculty are for Jonesboro Practicums, or for approved “special projects” students. See the FAQ’s in the course menu for further information about these variables.
3. Each student will complete the online Practicum Information Form, Appendix A of the Practicum Handbook. The form will be completed before or during the first week of registration for Practicum. The completed Appendix A should be submitted electronically to leswyatt@astate.edu.

4. Each student will be responsible for defining the Practicum location with approval of the instructor, for identifying the site-coordinator, and for defining the scope of work to be conducted in the Practicum. The Practicum location will be for the sixteen-week semester or for both summer terms. Each student will serve under the guidance of a site supervisor and in conjunction with the course instructor.

5. Once the Practicum begins, each student will post on the course Discussion Board an online Weekly Practicum Report form, Appendix B. The form is to be submitted by midnight Sunday, addressing the previous week’s activities. If an Appendix B report is not posted by Sunday midnight, it will be assumed that there were no activities in the previous week. It is permissible to skip a week in the posting sequence, with approval of the site-coordinator.

6. At the completion of the Practicum experience, each student will submit to the Practicum instructor the online Student Evaluation Form, Appendix C. This form is submitted electronically to leswyatt@astate.edu.

7. At the completion of the Practicum experience, each student will provide to the site-supervisor the online Supervisor’s Evaluation form, Appendix D. The Supervisor should electronically submit the completed Appendix D to the Practicum instructor in order for the Practicum experience to be evaluated and graded. The completed Appendix D form should be returned electronically to leswyatt@astate.edu.

**Policies**

**Students with Disabilities:** If any student has a disability or problem requiring accommodation in order to succeed in the course, please contact the instructor as soon as possible. Confidentiality will be maintained, and every reasonable effort will be made to meet your needs. Any student requiring accommodation must be registered with ASU’s Office of Disability Services, (870) 972-3964.

**Academic Misconduct Policy:** In an intellectual community, information flows freely, but is constrained within the realm of proper citation. Plagiarism is defined as the act of taking and/or using the ideas, work, and/or writings of another person as one’s own. Plagiarism will not be tolerated. Any questions a student may have relative to what may or may not constitute plagiarism should be addressed to the instructor and framed within the context of University regulations. It is the student’s responsibility to familiarize oneself with appropriate definitions and regulations concerning plagiarism or other academic misconduct. Plagiarism is a serious offense against academic integrity which could result in
failure for the paper or assignment, failure for the course, and/or expulsion from Arkansas State University.

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Any incidents of cheating or plagiarism will be rigorously pursued by the instructor. For further information, including specifics about what constitutes plagiarism or cheating, see ASU’s Academic Integrity Policy at http://studentconduct.astate.edu/AcademicIntegrity.html.

Email: The instructor requests and encourages frequent communication with students using email, rather than social media exchanges. The emails become a permanent and retrievable record of the exchanges between the participants.

Discussion Board: Weekly discussion board postings of Appendix B reports are an integral part of the course. You must post your own reports to the discussion board and should read other student’s posting. Every post must follow English grammar rules. Be respectful of others’ ideas. Do not make insulting or inflammatory statements to any class members. Rude, obscene, or disrespectful posts will not be tolerated. Part of the nature of this class is for participants to help each other troubleshoot problems and develop critical-thinking skills.

Attendance: There is not a synchronous element to this course, nor are there any face-to-face meetings; all assignments are asynchronous.

Grading/Evaluation

Final grades will be assigned on a subjective assessment based on completion of Practicum hours, quality of reports submitted by the student, and the location supervisor’s evaluation of the student. There are no exams, and no grades are issued prior to the final grade.