**Arkansas State University**

**College of Education and Behavioral Science**

**Master of Science Degree with a Major in College Student Personnel Services**

**Course Syllabus: CSPS 6383, College Student Personnel Services (CSPS)**

 **Practicum**

**Instructor:** Les Wyatt, Ph.D.

 Contact via email 10am-10pm CST daily

 E-mail: leswyatt@astate.edu

**Course Description:**

This course provides an opportunity for observation of student personnel 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 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.

**Course Objectives:**

During the Practicum experience in college student affairs, the student will:

1. Become acquainted with the mission, goals, procedures and functions of services to which you are assigned.
2. Gain 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.
3. Become socialized into the profession of student personnel administration and develop professional relationships.
4. Become familiar with professional associations and literature related to the assignment area.

**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, 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.

1. Each student must obtain approval for the Practicum assignment. If the Practicum will be conducted on the ASU-Jonesboro campus, contact Beth Silverthorn at bsilverthorn@astate.edu to confirm a Practicum assignment, or see her directly in the Vice Chancellor’s office.

If the Practicum will be conducted at a two or four year campus other than ASU-Jonesboro, contact Les Wyatt at leswyatt@astate.edu.

1. Each student will complete the online Practicum Information Form, Appendix A of the Practicum Handbook. The form will be completed in the first week of registration for Practicum. The completed Appendix A should be submitted electronically to leswyatt@astate.edu.
2. Each student will receive an assigned Practicum location 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, Les Wyatt.
3. Once the Practicum begins, each student will post on the course Discussion Board an online Weekly Practicum Report form, Appendix B.
4. At the completion of the assigned Practicum experience, each student will submit to the Practicum instructor the online Student Evaluation Form, Appendix C. This form is submitted only to leswyatt@astate.edu.
5. At the completion of the assigned Practicum experience, each student will provide to the location supervisor the online Supervisor’s Evaluation form, Appendix D. The Supervisor should submit the completed Appendix D online 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.

1. At the completion of the Practicum experience, each student will complete and submit to the Practicum instructor the online Practicum Course Evaluation form, Appendix E.

**Grading/Evaluation:**

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.

**Disability Services:**

ASU is committed to providing equal educational opportunities for all students. Students with disabilities who require special accommodations should discuss their needs with the Office of Disability Services. If the student has already registered with Disability Services, please contact the instructor, leswyatt@astate.edu, during the first week of registration to arrange special accommodations.