

CRN 62397, 63602, CSPA 6383
Experiential Practicum in College Student Personnel Services

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

Bulletin Course Description:

CSPA 6383. Practicum in College Student Personnel Services

Supervised practice in a broad array of services typical of student affairs. Requires at least 100 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: CSPA 6333, CSPA 6343, and permission of degree program committee. CSPA 6333 must be taken before or concurrently with CSPA 6383. (A-State Graduate Bulletin)

Instructor's Course Description:

The Experiential Practicum is for students who have no employment history in higher education. A separate Practicum section, the project-based practicum, is for students employed in higher education.

This Experiential Practicum 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 50 hours per semester in the assigned Practicum location. At least 30 hours will include direct service with student clients, and additional hours may be directed to readings, research, and interactions with staff and faculty. 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 Experiential Practicum may be conducted at any accredited two-year or four-year campus. Because practicum campuses may be located across the United States and abroad, COVID provisions may vary due to location restrictions.

Because of the threat of viral infections, some campus offices may be closed to non-employees, or some practicum students may not wish to participate where social distancing may not be possible. Therefore, these are adaptive alternative options due to COVID considerations:

Option 1

Although campuses may periodically be closed to students and faculty, some campus offices are still functioning to respond to student needs, such as Admissions, Financial Aid, Advising, Registrar, and similar functions. These offices may be willing to accept you as a practicum student to observe the activities and functions of the offices, although there may be restrictions about the extent of your participation. You may fulfill the practicum requirement through observation, and by reporting on those observations by using the Appendix B reports posted on the Blackboard Discussion Board.

If you wish to pursue this option, you will need to follow these steps:

1. You are responsible for determining the campus and student services area (Admissions, Financial Aid, Advising, etc.), in which you want to conduct your practicum.
2. You are responsible for determining an activity or observation that you want to conduct in that selected services area. The activity you select should be intended to give you a better understanding of how the area operates, how it serves students, and what you intend to learn through the practicum experience. The project may help you decide if you would be suited to a career in that area of student services.
3. You are responsible for selecting the two-year or four-year campus that has that selected student services area. The campus may be in any geographical location that you find to be convenient.
4. You are responsible to identify a professional student services employee in that selected area who will agree to oversee your practicum. The professional should represent successful student affairs experiences over several years, hold at least a master's degree, and have responsibility for employees, student services, and fulfillment of the institutional mission for students who are served by the selected area.

The supervisor must be willing to give you an orientation to the office, to introduce you to other employees, to give you information about operations, to answer your questions about the work of the office, and to give feedback to you about the objectives and personal outcomes you have defined for the practicum.

We should recognize that many campuses will not permit this access during the virus restrictions. You may need to call several offices to determine their allowances for your practicum. In order to participate in Option 1, you must be comfortable personally in going onto a campus where others will be working. If you do not care to compromise social

distancing, do not consider Option 1, and instead remain somewhat more isolated using Option 2 or Option 3.

Option 2

It will be possible for you to conduct an independent study to satisfy the practicum requirement. The study topic may be one in which you have a particular interest, perhaps as it may relate to your eventual career. For those of you nearing graduation, the topic may be your job search for future employment, or a topic that will give you additional knowledge about a job you currently have. I am open to your ideas and suggestions that would be organized in this format:

Independent Study Proposal Alternative for Experiential Practicum Summer 2020

Proposal

Under this category you should provide a narrative of what your Independent Study will be. Be specific.

Goals

Describe what your goals are for the Study.

Outcomes

Please provide what you feel are the projected outcomes at the completion of the Study.

Weekly reports

List the activities you plan to do for each week of the Independent Study. Note: the Study may not require the full ten weeks.

Notes:

1. A weekly report on your activities related to the Study is to be posted on the course Discussion Board. A link to the DB is at the bottom of the course homepage. Find the appropriate month to post your report.
2. Weekly reports will be submitted by 10:00pm CST Sunday night each week.
3. If no report is posted I will assume that no Study activities were conducted in the preceding week.
4. Please feel free to email leswyatt@astate.edu any time if you have questions

Option 3

It will be possible for you to conduct a directed assignment to satisfy the practicum requirement. The assignment will entail your review of the eleven course syllabi that are related to the CSPS program. The review will be based upon an application of the Quality Matters evaluation protocol, and on the basis of your own perception of the effectiveness of each course syllabus in directing and informing your efforts in that particular course. The assignment will include a matrix to be applied to each of the eleven course syllabi. You will post

each syllabus evaluation matrix on the Discussion Board. You may move through the evaluation process at your own speed, so long as all of your evaluations are submitted by the end of the summer term.

It is timely that these evaluations are made as the CSPA program moves into a new course rotation in Fall 2020, and as new courses are added to the curriculum. And it is appropriate that CSPA students conduct the evaluations because of your actual experiences in taking the courses and using the course syllabi. For those who elect this option, your participation will be valuable to help shape and improve the CSPA program of the future.

Please consider these three options and let me know which one is most appealing to you. We can exchange some ideas before you get started. If you find an option to be of interest, you may begin your practicum as early as May 6.

If none of these options are of interest, please suggest a way that the practicum requirement can be fulfilled for your own interests. Or, if your heart is set on working with students as you planned for the Experiential Practicum, you may wish to drop the course for Summer 2020 and enroll in the future when students return to their campuses.

Please let me know your thoughts at leswyatt@astate.edu

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 CSPA 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 CSPA 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 Experiential Practicum, 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 in **Option 1** 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. 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. Each student will serve under the guidance of a site supervisor and in conjunction with the course instructor.
3. Each student will complete the online Practicum Information Form, Appendix A of the Practicum Handbook. The form will be completed before the Practicum actually begins. The completed Appendix A should be submitted electronically to leswyatt@astate.edu.
4. Once the Practicum begins, each student will post on the course Discussion Board in Blackboard 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.
5. 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.
6. 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.

Students in **Options 2 and 3** will define their projects in consultation with Dr. Wyatt.

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>.

FERPA: Each Practicum student is bound by the provisions of the FERPA Act: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Practicum students must strictly observe and protect the confidentiality of interactions with students and other student professionals. This is both a personal and professional obligation to maintain the confidence entrusted to you because of your role.

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 component 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.