

CRN 62240; ELAD 6333

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>

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 2021-22)

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 CSPA 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 CSPA 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 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.

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 1-6 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.

Module 7 is the final course assignment.

In each of the weekly modules 1-6 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 skills, and demonstrate professional competencies. Each comment must include a reference to an authoritative source which supports your opinion.

In Module 7 there is a final paper assignment that covers the entire course content. The paper 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 paper responses will demonstrate the integration all of the course learning objectives.

Course Interactions

There are several keys to course interactions:

Interactions with a variety of instructional materials:

In each module there is a reading assignment in the text. Students are expected to read the assigned materials for each module. A weekly quiz is based on the assigned reading.

At the conclusion of each chapter in the assigned reading, there is an extensive list of references that relate to topics in the chapter. Each item in the reference list is available through a Google search if the reference is online, or if in print the reference material may be found in your campus library. If you are not able to locate an item in the chapter references, please let me know and I will initiate a search.

In the free required periodical *Inside Higher Ed*, students are expected to read the daily releases, the weekly summary of releases, and scan the blogs posted at the end of daily releases.

In each lesson, there will be a number of YouTube videos that illustrate points covered in the lesson. When each video is opened, a number of related videos will be shown in the sidebar. Students are expected to see the embedded videos in each lesson and, if interested see the related videos. Each embedded video will have available closed captioning if you wish to read the content as well as see and hear the content.

In each of the instructor's weekly comments on your assignments, references will be made to articles, videos, and other materials that amplify the responsive comments. Students are expected to open the links and read the material. At the student's option, the instructor will

answer written questions in the Blackboard Discussion Board for all to read, or by way of more private email exchanges. Emails will be answered within 12 hours, and will include additional instructional information. Students may contact the instructor via email at any time throughout the course.

In each week's grading in Blackboard, the instructor will provide comments about the completion of assignments.

Instructor's agenda for interaction with students

The instructor may contact a student individually by email regarding any aspect of the course. At any time, students may contact the instructor by email regarding any aspect of the course. Students should expect a response to an email within 12 hours.

Each Sunday, the instructor will send an email to all students in the course to summarize the past week's activities, to provide answers to quiz questions, and to introduce the next Module in the course schedule.

Within 12 hours of a student's article post, the instructor will provide written comments about the post and provide additional references related to the student's comments. Students are welcome to respond to the instructor's comments by using the Discussion Board, or by email. Students may expect a reply from the instructor within 12 hours.

The course syllabus is segmented into weekly Modules. The syllabus describes the weekly activities, assignments, and due dates. At any time, the instructor will answer questions by email related to any aspect of the syllabus. Students may expect a response to an email within 12 hours.

Requirements for student interaction with other students

In each Module each student is required to post an article that relates to a specific portion of the week's assigned reading. The article posting must include a reference to the page number in the text to which the article refers. The student must post the URL of the article. The student must explain why the article is germane to the text. The article posting must be made not later than Thursday midnight of the assignment week.

At any time during the assignment week but not later than midnight Saturday, each student must offer comments on two different posts made by other students, including references to material that provide a basis for the comments you offer.

Specific instructions for posting are given in the assignments in each Module.

Any student is welcome to offer as many comments to other students or to the instructor as you may wish to make. There is no upward limit, but additional points will not be earned beyond the two required comments.

The instructor will provide written responses to each student's article posting on the course Discussion Board.

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 A-State Office for Access and Accommodation 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 Access and Accommodation 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 each weekly 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 A-State Academic Misconduct Policy found at:
<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 paper is worth a possible 10 points; 5 points for each of the two SWOT analyses

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

Learner Support

Any student who needs technical support to succeed in this course may contact the Helpdesk for instructional technology support, (870) 972-3933, or ithelpdesk@astate.edu. These are free services.

Any student who needs learning and study support to succeed in this course may contact the A-State Office for Access and Accommodation (870) 972-3964, Dservices@astate.edu. 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 A-State Office for Access and Accommodation 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 Access and Accommodation must do so before requesting modifications. Services of Access and Accommodation are free.

Any student who needs information about using Blackboard in order to succeed in this course may refer to this link: <https://help.blackboard.com/Learn/Student>. This site provides how-to's and step-by-step information about how to use Blackboard Learn. The site is free.

Any student who has questions about succeeding in this course not addressed in the items above is welcome to contact the instructor confidentially at leswyatt@astate.edu.

Course Outline and Schedule

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

Module 1: August 24-August 28

- 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 29-September 4

- 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 5-September 11

- 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 12-September 18

- 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 19- September 25

- 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 26- October 2

- 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

Module 7: October 3- October 9

- complete final paper by the stated deadline
- there is no reading assignment
- there is no posting assignment
- there is no commentary assignment

Final course grades will be posted by October 15