



## COUN 606.01W

### Student Affairs Services Higher Education

Spring 2020

#### INSTRUCTOR INFORMATION

**Instructor:** Dr. LaVelle Hendricks- Associate Professor  
**Office Location:** Binnion 217  
**Office Hours:** Monday 9-2, Tuesday 9-2, Thursday 9-2  
**Office Phone:** 903-886-5632  
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**University Email Address:** Lavelle.Hendricks@tamuc.edu  
**Preferred Form of Communication:** E-mail  
**Communication Response Time:** 9am-2pm

#### COURSE INFORMATION

##### Materials – Textbooks, Readings, Supplementary Readings

**Textbook(s) Required:** Komives, S. R., Woodard, D. B., Jr., & Associates. *Student services: A handbook for the profession (Jossey Bass Higher and Adult Education) (Sixth EDITION)* ISBN-13: 978-1119049593

##### SELECTED BIBLIOGRAPHY includes, but is not limited to, the following:

Astin, A. W. *Four critical years: Effects of college on beliefs, attitudes, and knowledge.* San Francisco: Jossey-Bass.

Astin, A. W. *What matters in college? Four critical years revisited.* San Francisco: Jossey-Bass.

Barr, M. J., & Associates *The handbook of student affairs administration.* (Sponsored by the National Association of Student Personnel Administrators). San Francisco: Jossey-Bass.

*The syllabus/schedule are subject to change.*

Baxter Magolda, M. B. *Knowing and reasoning in college: Gender-related patterns in students' intellectual development*. San Francisco: Jossey-Bass

Chickering, A.W. *Education and identity*. San Francisco: Jossey-Bass.

Chickering, A. W., & Reisser, L. *Education and identity (2nd Ed.)*. San Francisco: Jossey-Bass.

Clement, L. M., & Rickard, S. T. *Effective leadership in student services*. San Francisco: Jossey-Bass.

Creamer, D. G. (Ed.) *Student development in higher education: Theories, practices, and future directions*. Alexandria, VA: American College Personnel Association.

Creamer, D. G., and Associates *College student development: Theory and practice for the 1990's*. Alexandria, VA: American College Personnel Association.

Erwin, T. D. *Assessing student learning and development: A guide to the principles, goals, and methods of determining college outcomes*. San Francisco: Jossey-Bass.

Hansen, L. S. *Integrative life planning: Critical tasks for career development and changing life patterns*. San Francisco: Jossey-Bass.

Miller, T. K. (Ed.) *CAS: The book of professional standards for higher education 1997*. Washington, DC: Council for the Advancement of Standards in Higher Education/American College Personnel Association.

Pascarella, E. T., & Terenzini, P. T. *How college affects students*. San Francisco: Jossey-Bass.

Sandeen, A. *The chief student affairs officer: Leader, manager, mediator, educator*. San Francisco: Jossey-Bass.

Schlossberg, N. K., Lynch, A. Q., & Chickering, A. W. *Improving higher education environments for adults*. San Francisco: Jossey-Bass.

Schuh, J. H. (Ed.) *Financial management for student affairs administrators*. Alexandria, VA: American College Personnel Association.

Upcraft, M. L., & Schuh, J. H. *Assessment in student affairs: A guide for practitioners*. San Francisco: Jossey-Bass.

Winston, R. B., Jr., & Creamer, D. G. *Improving staffing practices in student affairs*. San Francisco: Jossey-Bass.

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## **Course Description**

Introduction of Student Affairs: Three semester hours.

As the foundation course for those planning to enter student affairs work in higher education, this course offers students opportunities to examine the historical and contemporary role and scope of college student personnel services. Provides students with in-depth understanding of major theories of student development and the application of these theories to student development practice.

**Student Learning Outcomes** This course is a required course for the Student Affairs Practice in Higher Education: Counseling program option. As an elective, it is open to both doctoral and masters' students in any major, with consent of instructor. It is particularly valuable to students planning to enter the fields of college or university administration or teaching. The course is designed to acquaint the student with role and scope of the college or university student personnel worker through lectures, class discussions, committee work, and individual study. Materials will focus on the history and philosophies of higher education, student services programs, pertinent research and research forms, student affairs practice, current issues and future trends in higher education, and student development models and theories.

## **COURSE REQUIREMENTS**

Students will identify and/or describe significant developments occurring within the history of student affairs.

2. Students will identify and/or describe significant developments occurring within the history of higher education.
3. Students will identify and/or explain the varying philosophies of student affairs.
4. Students will identify and/or explain the varying philosophies of higher education.
5. Students will identify and/or describe current issues and/or problems in higher education.
6. Students will identify and/or describe the purposes of student affairs in higher education.
7. Students will identify and/or describe the functions of student affairs in higher education.
8. Students will identify and/or describe cognitive theories of student development, including intellectual, moral, and ethical development.
9. Students will identify and/or describe psychosocial theories of student development, including ego and identity development.

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10. Students will identify, describe, and/or demonstrate models for designing, managing, and evaluating student affairs programs.
11. Students will identify, describe, and/or demonstrate practices of information management and computer applications in higher education.
12. Students will identify and/or describe the purposes of professional standards for program development in student affairs practice in higher education.
13. Students will identify, describe, and/or demonstrate the use of professional standards in program development in student affairs practice in higher education.
14. Students will identify, describe, and/or demonstrate knowledge related to career planning for college and university students.
15. Students will identify, describe, and/or demonstrate methods and/or procedures in group work applicable to college and university populations.

### **Minimal Technical Skills Needed**

Using Microsoft Word, PowerPoint and E-Mail

### **Instructional Methods**

The course will be delivered through D2L Lecture notes.

### **Student Responsibilities or Tips for Success in the Course**

Students are expected to regularly log into the course website. The amount of weekly study and participation time expected is one hour and a half each week.

### **GRADING**

Final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

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# TECHNOLOGY REQUIREMENTS

## Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

## Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

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## Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

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Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
  - [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>
  - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
  - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

### Brightspace Support

#### Need Help?

#### Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

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## Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



## System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

## Interaction with Instructor Statement

Professor will respond via E-Mail or phone in a timely manner.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

Student is expected to log in to D2L in a timely manner each week.

### Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## University Specific Procedures

### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)  
<http://www.albion.com/netiquette/corerules.html>

### TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

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<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **ADA Statement**

### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or

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veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

**TOPICAL OUTLINE OF CONTENT includes, but is not limited to, the following:**

- I. History of student affairs and higher education
- II. Philosophies of student affairs and higher education
- III. Purposes and functions of student affairs in higher education
- IV. Student development theories and models
- V. Program development
- VI. Specific service functions within student affairs
- VII. Consultation within student affairs and higher education organizations

## **COURSE OUTLINE / CALENDAR**

Research Paper:

Each student will complete a research paper for the course. Topics will be chosen by the student, from the topics covered in the text, and given final approval by the course instructor. At least 10 (TEN) outside sources must be used in the paper. 15 PAGES IN LENGTH. (APA STYLE) **(DUE DATE: MAY 3, 2020)**

Exam: There will be one exam. **(DUE DATE: MAY 3, 2020)**

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