Department of Counseling & Higher Education
EDHE 5120.040: Student Affairs Programming Administration
Spring 2015: Tuesdays, 5:30 - 8:20
Wooten Hall 214

Instructor: Uyen Tran-Parsons, Ph.D.
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(940) 565-4873 office
Email: Uyen.Tran@unt.edu

Office Hours: MW, 12-3 pm
By appointment preferred

DESCRIPTION OF THE COURSE
Prerequisite: EDHE 5110
Credits: 3 hours
Principles and techniques of developing, analyzing, and administering student development programming to meet the needs of heterogeneous college student groups in the areas of academic, social, community and personal development in higher education. Applications pertain to both four-year and community college institutions.

OBJECTIVES OF THE COURSE
At the end of the course, students will be able to…

1. Analyze the current body of scholarly literature and research on the design and administration of student development programs in higher education.
2. Discuss the fundamental elements of successful program administration (context, goals, and plans) as they apply to both two-year and four-year colleges.
3. Explain the issues and processes involved in conceptualizing, planning, implementing, and evaluating student development programs at both two-year and four-year colleges.
4. Integrate knowledge gained in this course to make informed administrative decisions and develop appropriate educational policies related to student affairs programming.

REQUIRED TEXT

RECOMMENDED TEXTS (on reserve at Willis Library)


Handouts will be provided as additional required reading assignments in class and on Blackboard.
COURSE REQUIREMENTS

1. Participation (reading, class discussion, leading discussion) 15 points
2. Brief Essay 5 points
3. Interview 15 points
4. Journal Article review 10 points
5. Journal Article Comparison 10 points
6. Term paper 30 points
7. Final presentation 15 points

TOTAL 100 POINTS

GRADING POINTS:

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

PARTICIPATION – A portion of the course grade is determined by the quality and quantity of classroom participation; therefore, attendance is essential. TWO points will be deducted for each missed class after the first absence. In addition, each student will be required to lead discussion on up to two selected program areas. In preparation for discussion leading, the student should read and share at least one piece of literature from the program area (examples are provided in the text). There will be guest speakers for some program areas.

BRIEF ESSAY – Students are asked to write a brief essay in class that discusses the knowledge, skills and values you feel students should gain during their time as a student and the role of Student Affairs (in general terms) in assisting them. This paper will be graded for content, not grammar.

JOURNAL ARTICLE REVIEW – Students are required to complete one review of an article from a refereed higher education journal. Articles selected for review should address some aspect of student affairs programming (no earlier than 2010). This definition of programming refers to planned programs designed and facilitated by a student affairs department. It does not include regular, daily office functions. It should be typewritten (double-spaced), 3-4 pages in length and consist of three parts: (1) a SUMMARY of the article and its research findings and/or recommendations (not to exceed one page), (2) a CRITIQUE of the article/research study, and (3) a DISCUSSION of the relevance of the article to current student affairs practice. A PDF of the full article will be attached to the review. Write out the APA reference on the first page. Late papers will be deducted 3 points each week past due.

DUE February 10, 2015

JOURNAL ARTICLE COMPARISON - Additionally, an article (written before 2010) dealing with the same topic as your article for the JOURNAL ARTICLE REVIEW, must be selected for review. The review should be typewritten and 3-5 pages in length and consist of the following: (1) compare/contrast the issues with the recent journal article, (2) discuss how the issues raised in this article have impacted the current program/services, (3) draw conclusions as to the value of
this article on the profession today. A PDF of the full article will be attached to the review. Late papers will be deducted 3 points each week past due. **DUE February 17, 2015**

**STUDENT AFFAIRS INTERVIEW** - Each student will interview a student affairs program director from any two-year or four-year campus. This person must be from the area you select to study for your term paper (I am happy to help identify persons to interview, if you need assistance.) In this interview you should address the mission, services offered by the program as well as address the challenges and opportunities related to the program. The goal of this assignment is to help you understand the every day decisions middle managers must make to ensure their areas meet CAS Standards. Position titles may vary from institution to institution. Cabinet level administrators (such as Vice-Presidents and Associate Vice Presidents) should not be pursued. You may not select an office you are currently or previously have been an employee.

Each student will provide a 5-page typewritten (double-spaced) paper summarizing the key points of the interview including issues/challenges of the program as identified by the director. A transcript or outline of the interview should be attached to your paper. **DUE March 31, 2015**

**TERM PAPER** – Each student is required to write a term paper **due May 5 by 5:30 pm and submitted via Turnitin on Blackboard.** In the paper, **describe and evaluate an existing student development/student affairs program** at either a two-year or a four-year college utilizing the CAS Standards for that area. The program’s context, goals and plan should be described, discussed and critiqued using the criteria in this course. **You may not select a student service in which you are currently employed.**

The paper should be typed, double-spaced, and at least 10-pages for masters students or 12-pages for doctoral students. Please use APA style for citations and references. A minimum of 8 references is required (not including the textbook for the class). 10 points will be deducted for late term papers and must be submitted no later than May 8 (72 hours past the due date).

**FINAL PRESENTATION** – Each student is required to make a oral presentation for the term paper - 15 minutes for masters students, 20 minute for doctoral students. A PowerPoint presentation is not required but strongly encouraged. **DUE May 5, 2015**
# COURSE OUTLINE
**EDHE 5120 - Spring 2015 - Student Affairs Programming Administration**

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>January 20</td>
<td>Introductions and course overview&lt;br&gt;Syllabus Review&lt;br&gt;Brief essay (in class assignment)</td>
<td>Select Discussion Lead Topic on BB</td>
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<td>January 27</td>
<td>An Overview of CAS Standards, pp. 1-35&lt;br&gt;<em>The Philosophy, History and Role of Student Affairs in Higher Education – McClellan Chapter 1</em></td>
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<td>February 3</td>
<td>Learning Assistance – Roxanne Davenport, UNT Learning Center&lt;br&gt;Distance Education Programs&lt;br&gt;Adult Learner Programs&lt;br&gt;Disability Support Programs&lt;br&gt;<em>Student Affairs Finance and Budget (McClellan Chapters 5, 25)</em></td>
<td>Select Term Paper Program Area</td>
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<td>February 10</td>
<td>Academic Advising – Desire Demange, NCTC&lt;br&gt;Counseling Services&lt;br&gt;Financial Aid&lt;br&gt;Registrar&lt;br&gt;<em>Ethics in Student Affairs (McClellan Chapter 9)</em></td>
<td>Journal Article Due</td>
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<td>February 17</td>
<td>Career Services – Bonita Vinson, UNT Career Center&lt;br&gt;Internships&lt;br&gt;Service Learning&lt;br&gt;International Student Programs&lt;br&gt;Education Abroad&lt;br&gt;<em>Internationalization of Student Affairs (McClellan Chapter 7)</em></td>
<td>Journal Article Comparison Due</td>
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<td>February 24</td>
<td>*Equity and Diversity Conference/Fine Arts Series&lt;br&gt;Speaker: Laverne Cox @ 7 pm, Coliseum <em>Attendance Required</em>&lt;br&gt;Conference and Event Programs&lt;br&gt;Multicultural Programs&lt;br&gt;Auxiliary Services Functional Areas</td>
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<td>March 3</td>
<td>Campus Activities – Christa Coffey, UNT Student Activities&lt;br&gt;Orientations&lt;br&gt;Commuter and Off Campus Programs&lt;br&gt;Parent/Family Programs&lt;br&gt;Transfer Programs</td>
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<td>March 10</td>
<td>Women’s Programs - Karen Click, SMU Women &amp; LGBT Center&lt;br&gt;LGBT Programs&lt;br&gt;Sexual Assault and Relational Violence Programs&lt;br&gt;<em>Student Affairs and Diversity (McClellan Chapters 12, 13)</em></td>
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<td>March 17</td>
<td><strong>SPRING BREAK – NO CLASS</strong></td>
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<td>March 24</td>
<td>Housing &amp; Residence Life Programs&lt;br&gt;Guest Speaker: Roslyn Smith, UNT Career Center&lt;br&gt;<em>Student Affairs and Professional Organizations, Professional Development (McClellan Chapters 11, 19)</em></td>
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<td>March 31</td>
<td>Admissions – Randall Nunn, UNT Admissions&lt;br&gt;TRIO Programs&lt;br&gt;College Honor Societies&lt;br&gt;Undergraduate Research Programs&lt;br&gt;<em>Technology and Student Affairs (McClellan Chapter 30)</em></td>
<td>Student Affairs Interview Due</td>
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### Academic Integrity and Academic Misconduct

As discussed in the UNT Graduate Catalog ([www.unt.edu/catalog/grad](http://www.unt.edu/catalog/grad)):

A strong university is built upon the academic integrity of its members. As an intellectual enterprise, it is dependent upon trust, honesty, and the exchange of ideas in a manner that gives full credit and context to the sources of those ideas. UNT’s policy on the Student Standards of Academic Integrity is designed to uphold these principles of academic integrity. It protects the rights of all participants in the educational process and validates the legitimacy of degrees awarded by the university.

The policy covers categories of academic dishonesty such as cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. It includes descriptions of infractions, penalties, and procedures. In the investigation and resolution of all allegations of student academic dishonesty, the university’s actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The full policy (18.1.16) is available online at [http://vpaa.unt.edu/academic-integrity.htm](http://vpaa.unt.edu/academic-integrity.htm).

### EagleConnect

All UNT students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect.
For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit https://eagleconnect.unt.edu. This is the main electronic contact for all course-related information and/or material.

**Observation of Religious Holy Days**

If you plan to observe a religious holy day that coincides with a class day, please notify your instructor as soon as possible.

**SETE**

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work continually to improve my teaching. I consider the SETE to be an important part of your participation in this class.

**Disability Accommodation**

The University of North Texas (UNT) is on record as committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. If you are a student with a disability, your responsibility primarily rests with informing me of your need for accommodation by providing me with your letter from the UNT Office of Disability Accommodation.

Information regarding specific disability diagnostic criteria and policies for obtaining academic accommodations can be found at www.unt.edu/oda. Also, you may visit the Office of Disability Accommodation in the University Union (room 321) or phone (940) 565-4323.

**Student Behavior in the Classroom**

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, and field trips. The Code of Student Conduct can be found at: www.unt.edu/csrr.