

# University of West Georgia Clinical and Professional Studies

## Graduate Student Handbook for College Student Affairs

Fall 2014

Last Updated Fall 2014



# Table of Contents

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Student Responsibility .....	5
Introduction and Welcome.....	6
Overview of the Department .....	6
Vision and Mission Statements.....	7
Clinical and Professional Studies Vision and Mission Statement .....	7
Vision Statement.....	7
Mission Statement.....	7
College Student Affairs Vision and Mission Statement .....	7
Vision Statement:.....	7
Mission Statement:.....	7
College Student Affairs and Counselor Education Faculty .....	8
Program Information.....	10
Degree Programs.....	10
CSA Program Goals.....	10
Core Student Learning Outcomes.....	10
Advisement .....	11
Transfer Credits .....	11
Plan of Study.....	11
Change of Specialty Area .....	11
Course Syllabi.....	11
Practicum Experiences.....	12
Graduate Assistantships .....	12
Program Evaluation and Student Evaluation .....	12
Assessment of Student Learning Outcomes: .....	12
Course Evaluations .....	12
Systematic Review of Students.....	12
Student Review Process.....	13
Course Registration.....	13
The Scoop .....	13
Class Bulletin.....	13
Selection of Courses .....	13
Academic Orientation .....	14

Continuing Students.....	14
Class Schedules and Mode of Delivery .....	14
Drop/Add and Withdrawal .....	14
Financial Aid and Tuition .....	14
Fees and Fee Payment.....	14
Financial Aid.....	14
Grades .....	15
Academic Standing and Retention.....	15
Grading Policy .....	15
Academic Standards.....	15
Academic Appeals .....	15
Assignment of Incomplete .....	15
Graduation Requirements and Information .....	16
General Requirements.....	16
Comprehensive Exam .....	16
Application for Graduation.....	16
Graduate Application Deadlines .....	16
Graduation Regalia and Supplies.....	16
General Information.....	16
Address /Phone Number Changes .....	16
I.D. Cards .....	16
MyUWG .....	17
MyUWG email account .....	17
CSA Listserv .....	17
Parking and Vehicle Registration .....	17
Weather/Emergency Closing .....	17
Student Support Services .....	18
Personal Counseling.....	18
Accessibility Services .....	18
Career Services .....	18
Additional Resources .....	18
Bookstore .....	18
CourseDen/D2L .....	18
Ingram Library .....	19

Technology Resources .....	19
Professional Organizations .....	19
Appendix A.....	20
2014 Program Sheet and Plan of Study Work Sheet .....	20
Appendix B.....	21
SYSTEMATIC REVIEW AND RETENTION PROCEDURES.....	21
Student Rights.....	21
Appendix C.....	22
Comprehensive Exam Information.....	22
Comprehensive Exam Process and Procedure.....	22
Preparation .....	23
Evaluation Procedure and Exam Results .....	23
Cohort Information .....	24
Comprehensive exam writing guidelines.....	24
Comprehensive Exam Rubric .....	25

## **Student Responsibility**

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The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the University of West Georgia. While every effort will be made to ensure accuracy of the material stated herein, the University of West Georgia, Department of Clinical and Professional Studies, and the Area of Counselor Education and College Student Affairs reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation and availability of courses and programs of study without actual notice to individual students. Every effort will be made to keep students advised of such changes.

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Information regarding academic requirements for graduation will be available in the offices of the Registrar and Deans of major schools and colleges. It is the responsibility of each student to keep apprised of current graduation requirements for a degree program in which he or she is enrolled.

In the event that an administrative hearing officer or a court of record determines that "publications" issued by the college create a contractual or quasi-contractual relationship with any person, the amount of damages recoverable by the parties shall be limited to the amount of consideration paid by the person for the privilege of admission, enrollment, continued enrollment, or other service rendered by the institution to such person. As used herein, the term "publications" (without limiting the generality of the normal meaning of the term) shall be deemed to include any and all written forms or other documents issued by the institution concerning applications for admission, enrollment or continued enrollment, waivers of liability, consents to medical treatment, dormitory occupancy, and any and all other written forms, documents, letters or other materials issued by the college in furtherance of its educational mission.

## Introduction and Welcome

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Welcome to the College Student Affairs Program (CSA) in the Department of Clinical and Professional Studies (CPS) in the Area of Counselor Education and College Student Affairs. The faculty and staff are pleased that you have selected the University of West Georgia (UWG) for the pursuit of your graduate education. We are committed to making this a positive educational, personal, and professional growth experience.



## Overview of the Department

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The Department of Clinical and Professional Studies (CPS) is housed in the College of Education (COE) at the University of West Georgia, and is home to the graduate degree programs in Counseling with an emphasis in College Student Affairs as well as undergraduate and graduate degree programs in Speech Language Pathology.

It is the policy of CPS to actively recruit students from a variety of backgrounds, experiences, and cultural influences. Our faculty and students have diverse backgrounds, and the program strives to maintain multicultural awareness and appreciation. The department is committed to recruiting even more students and faculty from diverse backgrounds.

# Vision and Mission Statements

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## Clinical and Professional Studies Vision and Mission Statement

### Vision Statement

The vision of the Department of Clinical and Professional Services is to prepare exemplary practitioners who make a meaningful difference in the community and in the lives of the individuals with whom they work.

### Mission Statement

The mission of the Department of Clinical and Professional Studies is to:

1. Prepare exemplary entry-level practitioners with the professional knowledge, skills, and disposition to deliver evidence-based practices to diverse individuals across the life span.
2. Prepare exemplary advanced-level practitioners with professional knowledge, skills, and dispositions to bring about systemic change through program evaluation, advocacy, and leadership.
3. Provide outreach to the community, including outreach through a comprehensive community clinic that delivers speech-language pathology, audiology, developmental reading instruction, special education, counseling, and related diagnostic and educational services.
4. Explore and communicate new knowledge through applied research.

## College Student Affairs Vision and Mission Statement

### Vision Statement:

To prepare and develop the next generation of student affairs professionals.

### Mission Statement:

The University of West Georgia College Student Affairs program will prepare graduate students for careers serving students in higher education by providing opportunities to:

1. Develop advising and helping skills
2. Develop competencies as outlined by the NASPA/ACPA Professional Competency Areas for Student Affairs Practitioners
3. Understand and appreciate the student development experience and student diversity in higher education
4. Understand the historical and theoretical context of higher education
5. Understand and apply the practice-to-theory-to-practice model
6. Gain focused practical experience through assistantships, internships, and practica to prepare graduates for successful careers in higher education

## College Student Affairs and Counselor Education Faculty

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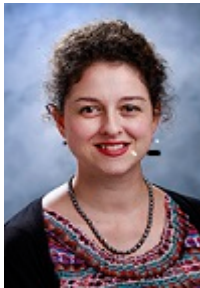




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# Program Information

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## Degree Programs

The Area of Counselor Education and College Student Affairs offers graduate level course work leading to the following degrees:

- M.Ed. with specialties in:
  - College Student Affairs
  - Clinical Mental Health Counseling
  - School Counseling
- Ed.S. degree in Professional Counseling
- Ed.D. in Professional Counseling and Supervision

## CSA Program Goals

Candidates will demonstrate:

1. An understanding of the historical, philosophical, ethical, cultural, and research foundations of higher education that informs student affairs practice;
2. The ability to apply ethical principles to practice;
3. An understanding of, and respect for, human diversity and the special needs of minority students;
4. The ability to apply basic counseling skills and appropriate development theory to understand, support, and advocate for student learning and development;
5. Knowledge of the impact of student characteristics and collegiate environment on student learning and learning opportunities;
6. Knowledge and skills required to design and evaluate effective educational interventions for individuals and groups;
7. The ability apply leadership, organizational, and management practices that assist institutions in accomplishing their mission; and
8. The ability to identify and apply assessment, evaluation, and research skills in an ethical and legal manner.

## Core Student Learning Outcomes

Candidates will demonstrate knowledge, skills and dispositions consistent with the [NASPA/ACPA Core Competencies](#):

1. Advising and Helping
2. Equity, Diversity, and Inclusion
3. Ethical Professional Practice
4. History, Philosophy, and Values
5. Human Organizational Resources
6. Law, Policy, and Governance
7. Leadership
8. Personal Foundations
9. Student Learning and Development
10. Assessment, Research, and Evaluation

## **Advisement**

Students are assigned an advisor upon admission to the program and receive initial advisement during orientation. Students must meet with their advisor during their first semester of course work to discuss program requirements as well as to develop their individual plans of study. Students are also recommended to schedule periodic meetings with their advisor to be sure program requirements are met. It is imperative that students keep in contact with their advisor. Because changes occur, it is the responsibility of students to check their official UWG email address and to visit the College Student Affairs Program website (<http://www.westga.edu/CSA>) for any notice of change.

## **Transfer Credits**

A maximum of 6 semester hours of appropriate graduate credit may be transferred from another academic institution upon approval of the advisor.

The following conditions must be met:

- Coursework credited toward awarding of another degree cannot be transferred.
- No course older than 7 years will be accepted for transfer credit
- Work must have been for graduate degree credit
- Transfer courses must meet the student learning objectives for the courses they replace

A transfer credit request form is available in the department office and must be signed by the appropriate parties.

## **Plan of Study**

The 2014 plan of study is available online at [http://www.westga.edu/csa/index\\_12593.php](http://www.westga.edu/csa/index_12593.php). It is also located in [Appendix A](#). The plan of study may change depending on the year of entrance into the College Student Affairs program. Additionally, the plan of study is not a binding contract nor does it include the completion of a comprehensive exam or culminating project.

## **Change of Specialty Area**

Students may request a transfer from one specialty area (CMHC, CSA, or SC) to another within the M.Ed. program. The student must meet all admission requirements in the newly selected specialty area. This process begins with a written statement describing the rationale for the request and a discussion with an advisor. The advisor will make a recommendation regarding the request to the Department Chair who will notify the student regarding the request. If it is approved, the student must make an appointment with his/her advisor to determine a new plan of study.

## **Course Syllabi**

Course syllabi contain descriptions of course objectives, activities, evaluation criteria, and other general information, and are available at [http://www.westga.edu/coecps/index\\_1160.php](http://www.westga.edu/coecps/index_1160.php). They may also be accessed via individual faculty profiles. From the Counselor Education Program website [http://www.westga.edu/coecsi/index\\_160.php](http://www.westga.edu/coecsi/index_160.php), select “Directory” from menu on the left hand side of the page; then select “view my profile” under the individual instructor’s name. The courses taught by that instructor are listed by semester. Select “view syllabus” next to the course name and number. Syllabi for the upcoming/current semester may be posted in CourseDen.

## **Practicum Experiences**

All students enrolled in the CSA program must complete two practicums. Traditionally, one practicum occurs in the spring of the first year and the second practicum occurs the following summer. Students are required to complete 150 hours and submit all assignments required per the syllabus. Accommodations may be made for fulltime employed students.

## **Graduate Assistantships**

The CSA program does not directly employ graduate assistantships; however, the CSA program works in tandem with the Division of Student Affairs and Enrollment Management to provide graduate students with assistantships. All questions regarding Graduate Assistantships should be directed to the Division of Student Affairs and Enrollment Management. Students must maintain a 3.0 GPA to continue to work as a graduate assistant.

# **Program Evaluation and Student Evaluation**

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## **Assessment of Student Learning Outcomes:**

An integral part of all of our degree program is the ongoing assessment of student learning outcomes. In order to achieve this goal, key assessments across the curriculum are linked to learning outcomes. Data are entered into Tk20, the Assessment and Data Management System to which **all students must subscribe**. Students may subscribe directly online at <https://westga.tk20.com> or may buy a subscription pack at the University bookstore.

## **Course Evaluations**

At the end of each semester students are asked to anonymously evaluate each course and instructor. This is a University-wide evaluation process. The purpose of this evaluation is to provide the instructor with constructive feedback relative to future teaching of the course, teaching style, and interpersonal skills. Additionally, students may, at any time, communicate to any faculty member their needs, observations, or appraisal.

Other evaluations of students may include:

- Graduate Surveys
- Employer Surveys
- Supervisor Surveys

The data collected from all evaluation methods may be used by faculty for continuous improvement of the program.

## **Systematic Yearly Review of Students**

In accordance with CAS Standards, NASPA/ACPA Competencies, and general best practices, CEP/CSA faculty systematically monitor and evaluate the academic, practical, and intrapersonal/interpersonal functioning of all students enrolled in programs in Counselor Education and College Student Affairs at the University of West Georgia. Each student will participate in progress monitoring at least two times during his or her enrollment. Students will be notified by email when they are eligible for review and will complete an online form titled

*Student Progress and Accomplishments* in Tk20. The data provided by students will be reviewed in combination with course grades, key assessment results, and behavioral observations to identify strengths and potential areas for improvement during a faculty meeting. Outcomes of the review are shared with the student through results of the *Performance Monitoring Rubric*. A 4-point rubric rates the performance of students and includes Exemplary (4), Proficient (3), Developing (2), and Unsatisfactory (1) levels. For the full policy please see [Appendix B](#).

## **Student Review Process**

The student review process, not to be confused with the systematic review process, specifically addresses poor academic standards or dispositional issues affecting the student and/or classmates. The purpose of this process is to (a) ensure the student's right to equal application of policies and procedures and (b) ensure due process is met.

Faculty or students may initiate the student review process by submitting a written request to the Department Chair. Faculty will discuss the request and a committee will be convened to address the concerns in question. Students are notified in writing by email if under review with a detailed description indicating the concerns and reason for review. Additionally, if under review, students will be notified of the process for responding and given an appropriate opportunity to respond.

The student review committee will request a meeting with the student, collect any information relevant to the situation, and make a recommendation that best addresses the severity of the situation. The recommendation can include, but is not limited to, a professional development plan, retake of classes, suspension, or expulsion.

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## **Course Registration**

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Only continuing students should register for classes. Students who are in their first semester of the College Student Affairs program will register for their classes at a specified date and time.

### **The Scoop**

The [Scoop](#) is an online resource published each semester. This indispensable guide contains essential information including the University calendar, general announcements, class periods, exam schedules, registration deadlines, financial aid information, a map of the campus, and other important details.

Find The Scoop at <http://www.westga.edu/registrar/766.php>

### **Class Bulletin**

A listing of courses offered during the current and, usually two semesters past, can be found on the UWG website. The class bulletin can be found here: <https://grim.westga.edu/www/schedule.htm>

### **Selection of Courses**

Selection of courses should be done in consultation with one's advisor. During advisement sessions, the academic advisor will review the [Plan of Study](#) and discuss scheduling of classes with the exception of entering cohort students.

## **Academic Orientation**

Students who are newly admitted in the CSA program will receive an invitation to a mandatory Academic Orientation and will have the opportunity to be initially advised. This orientation will also present important information about being a graduate student at the University of West Georgia. Additionally, students and faculty will be introduced, and important details relevant to the CSA program will be shared.

## **Continuing Students**

Registration dates are available online in the [Scoop](#). After the first semester, continuing students may register for next semester courses during “early registration.” Registration may be accomplished on-line at <http://banweb.westga.edu>, in person at the Registrar Office, or by mail. Registration during the “early registration” period is recommended because returning students are more likely to obtain a seat in the desired class.

## **Class Schedules and Mode of Delivery**

Courses may be offered fully face-to-face, fully online (synchronous or asynchronous) or in a hybrid model. Most face-to-face course sessions for College Student Affairs courses are offered from 2:30 PM – 5:00 PM during Fall and Spring semesters whereas counseling courses are generally offered from 5:30 PM to 8:00 PM. CSA summer semester classes are online.

## **Drop/Add and Withdrawal**

If it is necessary to drop or add a course after registration, there is a one to three day opportunity at the beginning of each semester. After that time period, withdrawal policies are in effect, including a grade of “W” on the transcript and no refund of tuition. See [www.westga.edu/registrar/](http://www.westga.edu/registrar/) for policies and procedures.

# **Financial Aid and Tuition**

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## **Fees and Fee Payment**

Students enrolled in the College Student Affairs program are required to either a) hold an assistantship on campus or b) hold a full-time position in higher education. Students that hold an assistantship are provided a tuition waiver. Students are still responsible for fees that may change each year. Fee payment may be made on-line <http://banweb.westga.edu>, in person at the Registrar’s Office, or by mail. If payment is late, classes may be dropped and a late fee will be assessed. In addition to university fees.

## **Financial Aid**

Financial Aid is available in a variety of forms including federal, state, institutional loans, grants, scholarships and work programs. Please visit the Financial Aid office [www.westga.edu/finaid/](http://www.westga.edu/finaid/) for more information.

# Grades

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## Academic Standing and Retention

Grades are letter grades of A, B, C, and F for graduate students. The Practicum and Capstone are graded with S/U (satisfactory and unsatisfactory). All students enrolled in CSA programs must maintain a cumulative graduate-level GPA of 3.0 or higher to remain in good academic standing. **Any student obtaining a grade lower than a B in a core course must retake the course, regardless of the cumulative GPA, and obtain a grade of B or higher.** A grade lower than a B in a non-core course may not be included in the student's approved plan of study. The student may retake the same course and obtain a grade of B or higher, or substitute another graduate-level course (approved by the advisor) to include on the approved plan of study. Receiving an F or two C's will result in suspension from the program for a minimum of one semester. Each semester, students will undergo a [systematic review](#) where they will be informed of their progress.

## Grading Policy

Grading policies are outlined in the course syllabus and are in accordance with the Grading System for Graduate Students as outlined in the Graduate Student Handbook located at <http://www.westga.edu/assets/docs/catalogs/Grad-full-current/3859.htm>.

## Academic Standards

Academic Standards are described in the Graduate Catalog located at <http://www.westga.edu/assets/docs/catalogs/Grad-full-current/18844.htm>.

## Academic Appeals

Students have the right to appeal a course grade. Policy for grade appeals may be found in the Graduate Catalog at <http://www.westga.edu/assets/docs/catalogs/Grad-full-current/3878.htm>.

## Assignment of Incomplete

An incomplete (I) indicates that a student was doing satisfactory work, but, for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course. An incomplete will be given only for illness, death in the family, or other instances deemed appropriate per the faculty. An incomplete must be removed by the completion of work within one calendar year; otherwise, the Incomplete (I) becomes a Failure (F).

# Graduation Requirements and Information

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## General Requirements

Students must have successfully completed the appropriate plan of studies with a minimum GPA of 3.0 and receive a passing score on the program comprehensive exam to be eligible for graduation. See <http://www.westga.edu/assets/docs/catalogs/Grad-full-current/3873.htm> for university policy related to graduation requirements.

## Comprehensive Exam

The comprehensive exam policy is under [Appendix C](#). Students entering in 2013 will be required to take a comprehensive exam. Students beginning in Fall 2014 will be required to take the comprehensive exams if their GPA falls below a 3.5. Faculty reserve the right to alter comprehensive exams as they see fit within their professional opinion. This may result in slight changes to the comprehensive exam policy for incoming cohorts.

## Application for Graduation

A student is required to submit an application for graduation with the Graduate Office. Directions for completing this process can be found at <http://www.westga.edu/registrar/755.php>. The deadline for submission of the graduation application is as follows:

### Graduate Application Deadlines

Spring Graduation	October	1
Summer Graduation	March	1
Fall Graduation	August 1	

## Graduation Regalia and Supplies

Graduation supplies may be ordered online through the University Bookstore website <http://www.bookstore.westga.edu/>.

## General Information

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### Address /Phone Number Changes

For a variety of reasons, it is important that the department is able to reach students. Therefore, it is necessary to report any change of address or phone number to the CEP/CSA Administrative Assistant as soon as possible. In addition, changes in contact information also must be made at the Registrar's office. The CEP/CSA department does not make changes for the student to the Registrar's office. Likewise, the Registrar's Office is unable to provide the department with an address change for the student's record. It is the student's responsibility to make the appropriate changes to both the CEP Office and the Registrar. This may be easily done online through the [Enrollment Services Center](#)

### I.D. Cards

Student ID cards are made in the Wolves Card Office located in the University Community Center (UCC), Top Floor, from 8 am until 5 pm, Monday through Friday. Student I.D. cards are free of



charge for students enrolled in a University program. The same card is used throughout the entire enrollment period. It is validated as students pay fees each term and is non-transferable.

## **MyUWG**

MyUWG is an innovative tool designed to simplify the process of using email, Banweb, WebCT and more. It provides a central login and url for access to almost everything a student needs at UWG. To access MyUWG go to <http://myuwg.westga.edu/>

To learn about MyUWG services go to [http://www.westga.edu/its/index\\_5390.php](http://www.westga.edu/its/index_5390.php)

## **MyUWG email account**

Upon admission to the university every student is automatically provided with a free Google Apps account and free personal webspace with a domain of @my.westga.edu. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email. For information regarding your email account visit [http://www.westga.edu/its/index\\_12469.php](http://www.westga.edu/its/index_12469.php).

College Student Affairs students are also provided a work email address. Students are responsible for managing both email accounts. Please note, the work email address is discontinued during breaks and termination of employment from the assistantship.

## **CSA Listserv**

The CEP maintains a student listserv. You are automatically enrolled in this listserv upon admission to the program. The listserv is moderated and used to communicate about important matters such as deadlines, course scheduling changes, job openings and other current news items.

## **Parking and Vehicle Registration**

All vehicles parking on campus must be registered with Parking Services. Students must register their vehicles and obtain a hangtag in person at Parking Services in Row Hall (hours 7:30 AM to 4:30 PM). Students have the first five class days after the beginning of their first semester to register their vehicles. Upon vehicle registration, a hangtag will be issued and is required for parking on campus. Failure to display a hangtag will result in a citation. Park only in the designated parking areas that is depicted on the parking hangtag. It is important to pay all parking tickets promptly; unpaid parking tickets will result in an inability to register for classes until the fine is paid. Parking ticket appeals must be made within five days. Students should be familiar with the UWG Parking Code found at the Parking Services webpage [http://www.westga.edu/parking/index\\_4289.php](http://www.westga.edu/parking/index_4289.php).

## **Weather/Emergency Closing**

Classes may be canceled during times of inclement weather or an emergency. However, because of the difficulty in making up lost time, classes are canceled only in extreme circumstances. Final decisions about University closings rests with the President. Notification of official closing or delayed opening of the University will be made by the Director of University Communications.

Faculty do reserve the right to continue classes online in order to remain on schedule. Announcements are made through the media and posted on the University website [www.westga.edu](http://www.westga.edu).

## **Student Support Services**

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### **Personal Counseling**

Personal counseling for students is available at no cost through UWG Counseling Center. Students are encouraged to use this confidential service if the need should arise. Often when learning how to promote growth and change for students, it becomes necessary to examine one's own change process. Faculty may suggest students seek counseling when personal issues appear to be interfering with the student's professional development. Any contact with UWG Counseling Center is confidential. To learn more about services or to learn how to make an appointment visit <http://www.westga.edu/counseling/>.

### **Accessibility Services**

All students are provided with equal access to classes and materials, regardless of special needs, temporary or permanent disability, special needs related to pregnancy, etc. Students with a documented disability may work with the Office of Accessibility Services to receive essential services specific to their disability. Disabilities may be temporary or permanent, and are categorized into three areas; physical, psychological and learning disorders. Students with documented special needs may expect accommodation in relation to classroom accessibility, modification of testing, special test administration, etc. For more information, please contact Accessibility Services at [http://www.westga.edu/counseling/index\\_8884.php](http://www.westga.edu/counseling/index_8884.php).

### **Career Services**

UWG career services offers comprehensive resources for students including job search information, student employment, and volunteer opportunities. Staff also provides help with resume and cover letter writing and mock interviews. To learn more about UWG career services visit <http://careerweb.westga.edu/>.

## **Additional Resources**

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### **Bookstore**

The University Bookstore is a campus resource for UWG textbooks, gear and supplies. The bookstore website enables students to buy or sell used and new textbooks; find official UWG gear; and purchase software, gifts, and graduation supplies on-line. Search the bookstore homepage at [www.bookstore.westga.edu/](http://www.bookstore.westga.edu/).

### **CourseDen/D2L**

CourseDen/D2L is the online course management system used by UWG. All or part of your course content for every course will be delivered using CourseDen. The log in page for CourseDen is at <https://westga.view.usg.edu/>. Your login is your UWG ID and password. Help information is noted on the login page as well as at <http://uwgonline.westga.edu/help.php>.

## **Ingram Library**

The Ingram Library on the UWG campus houses a multitude of resources, including books, professional journals, government documents, and the Annie Belle Weaver Special Collections. Visit the library's website [www.westga.edu/~library/](http://www.westga.edu/~library/) for complete information about the library holdings, reference resources, circulation, and other details. A useful service offered by the library is Ask-A-Librarian, an electronic connection to library the staff.

## **Technology Resources**

The COE has computer labs available to students on the second floor of the Education Center in rooms 204 and 205. For information including hours of operation and available software visit [http://www.westga.edu/uwglabs/index\\_8833.php](http://www.westga.edu/uwglabs/index_8833.php).

UWG also provides wireless access to students through connect West Wireless access. Coverage can be found throughout campus. To learn how to connect and for access points please visit [http://www.westga.edu/its/index\\_20293.php](http://www.westga.edu/its/index_20293.php).

## **Professional Organizations**

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Professional organizations are vital to any profession. Such organizations foster standards, ethical principles, research, accreditation, and governance. Students are encouraged to join appropriate professional organizations. Most professional counseling organizations offer lowered rates for student membership.

Faculty members belong to professional organizations, attend and present at professional conferences, hold editorial positions for national and state journals, and hold office or chair committees in national and state organizations.

Students are encouraged to attend professional meetings and to offer proposals for presentations and manuscripts for publication. Some courses may require participation in professional development activities.

Following is a partial list of relevant national and state organizations with contact information. Students are encouraged to explore and join organizations of interest to them. A comprehensive list can be found at <http://www.studentaffairs.com/web/professionalassociations.html>

[National Association for Student Personnel Administrators \(NASPA\)](#)

[American College Personnel Association \(ACPA\)](#)

[Southern Association for College Student Affairs Administrators \(SACSA\)](#)

[American Family Association \(AFA\)](#)

[Southeastern Association of Housing Officers \(SEAHO\)](#)

Georgia College Personnel Association (GCPA)

# Appendix A

## 2014 Program Sheet and Plan of Study Work Sheet M.Ed. in Professional Counseling: College Student Affairs

<b>COLLEGE STUDENT AFFAIRS PROGRAM</b>				
<b>CORE CURRICULUM</b>	<b>HRS</b>	<b>GR</b>	<b>SEMESTER PLANNED</b>	<b>SUB</b>
<b>First Fall Semester</b>				
<b>CEPD 6131</b> Counseling Theories	3			
<b>CEPD 6170</b> Foundations of College Student Affairs	3			
<b>CEPD 6172</b> Theories of College Student Development	3			
<b>CEPD 6175</b> Practicum: Student Affairs* <b>Advisor Approval Needed</b>	3			
<b>First Spring Semester</b>				
<b>CEPD 6140</b> Introduction to Counseling Practice	3			
<b>CEPD 7152</b> Research and Program Evaluation	3			
<b>CEPD 6175</b> Practicum: Student Affairs*	3			
<b>First Summer Semester</b>				
<b>CEPD 6178</b> The American College Student	3			
<b>CEPD 6175</b> Practicum: Student Affairs*	3			
<b>Second Fall Semester</b>				
<b>CEPD 6174</b> Higher Education Administration	3			
<b>CEPD 6160</b> Group Counseling	3			
<b>Elective (CEPD 7112</b> Career; <b>CEPD 7153</b> Crisis & Trauma)	3			
<b>CEPD 6175</b> Practicum: Student Affairs* <b>Advisor Approval Needed</b>	3			
<b>Second Spring Semester</b>				
<b>CEPD 6176</b> Legal Issues in Higher Education	3			
<b>CEPD 6179</b> Capstone Seminar: Student Affairs	3			
<b>Elective (CEPD 7138</b> Multicultural; <b>CEPD 7155</b> Substance Abuse)	3			
<b>Total Hours</b>	<b>42</b>			
<b>COMMENTS:</b>				

\*Students are required to take CEPD 6175 Practicum: Student Affairs twice during the program of studies. Practicums are primarily taken in the Spring and Summer. Students who wish to take practicum in the fall must receive approval from their advisor.

\*\*The elective options must be from CEPD. Some courses include: **CEPD 7155** Substance Abuse and Addictions: Prevention and Treatment; **CEPD 7112** Career Counseling; **CEPD 7138** Multicultural Counseling and Education; **CEPD 7145** Advocacy & Leadership (summer only). Other elective options must be approved by the graduate student's advisor.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Appendix B

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## SYSTEMATIC REVIEW AND RETENTION PROCEDURES

Counselor Education and College Student Affairs  
University of West Georgia

In order to promote professional and personal development, faculty systematically monitor and evaluate the academic, professional, and intrapersonal/interpersonal functioning of all students enrolled in programs in Counselor Education and College Student Affairs at the University of West Georgia.

Each student will participate in progress monitoring at least twice during his or her enrollment. Students will be notified by email when they are eligible for review and will complete a form called *Student Progress and Accomplishments* available to them in Tk20. The data provided by students will be reviewed in combination with course grades, key assessment results, and behavioral observations to identify strengths and potential areas for improvement during a faculty meeting scheduled for this purpose. Outcomes of the review are shared with the student through results of the *Performance Monitoring Rubric*. The 4-point rubric is used to rate performance as Exemplary (4), Proficient (3), Developing (2), and Unsatisfactory (1).

Acceptable progress at the first review is determined by rubric scores of 2 or higher in all categories. Any scores of 1 (unacceptable) will immediately result in a professional development plan developed jointly by the student and his/her advisor. The goal of the plan is remediation of the problem area. Continued participation in the program will be contingent on successful remediation of the problem area(s).

Acceptable progress at the second review is determined by rubric scores of 3 or higher in all categories. Any scores of 1 (unacceptable), or more than one score of 2 (developing), will immediately result in a referral to the student review committee and may result in suspension or expulsion from the program.

### Student Rights

- Students have a right to review this policy
- Students have a right to receive written description of the faculty concerns prior to any meetings to discuss progress or remediation
- Students have a right to respond to concerns raised about their progress and have their responses considered and integrated, when feasible, into professional development plans
- Students whose progress review results in recommendations for suspension or dismissal have the right to appeal that decision beginning with the department head.

# Appendix C

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## University of West Georgia College Student Affairs Program Comprehensive Exam

### Comprehensive Exam Information

Successful graduate study requires the student to understand, integrate, and apply core curricular concepts. Prior to the completion of the CSA program, each student will complete comprehensive exams to demonstrate appropriate levels of understanding. Successful completion on comprehensive exams is required in order to graduate from the CSA program. Completion of comprehensive exams assumes a student's ability to demonstrate the following goals of the program:

1. An understanding of the historical, philosophical, ethical, cultural, and research foundations of higher education that informs student affairs practice;
2. The ability to apply ethical principles to practice;
3. An understanding of, and respect for, human diversity and the special needs of minority students;
4. The ability to apply basic counseling skills and appropriate development theory to understand, support, and advocate for student learning and development;
5. Knowledge of the impact of student characteristics and collegiate environment on student learning and learning opportunities;
6. Knowledge and skills required to design and evaluate effective educational interventions for individuals and groups;
7. The ability apply leadership, organizational, and management practices that assist institutions in accomplishing their mission; and
8. The ability to identify and apply assessment, evaluation, and research skills in an ethical and legal manner.

### Comprehensive Exam Process and Procedure

The exam is an 8-hour exam taken on campus in a university classroom proctored by a faculty member. The comprehensive exam has a twofold purpose. First, it tests knowledge of material specific to the academic curriculum, and second, it requires students to apply the concepts of "Theory to Practice" throughout the exam. Specific topic areas covered include: **1) Student Development Theory, 2) Counseling Skills, 3) Current Issues and Administration (American College Student and Higher Education Administration), and 4) Research.** Content from other courses may also be applicable when comprehensively addressing a particular question. Students will be given four questions (one from each area) to review and prepare prior to the exams. After preparation, faculty will select one question, from the list of four, for each student to answer, and students will select the second question. If faculty and the student select the same question, faculty will select another question for that student.

The comprehensive exam is typically scheduled for the first Friday in February. An informational seminar will take place in the fall semester prior to the distribution of the exam to help students

prepare and further communicate the requirements. Students are expected to complete the exam independent of each other. Students will receive the selected question at the beginning of the time and will have from 8:00 A.M. until 5:00 P.M. to complete it. It is recommended students bring lunch. Students must return all exam materials in this packet and **two hard copies** with their **UWG ID#** on the exam cover page and in the header of all subsequent pages. **No other personal identification should be on the exam.** The exam should be submitted to the faculty member proctoring the exam by 5:00 PM.

## **Preparation**

Students will be permitted to create a two page outline consisting of no more than 1,200 words. Students will not be allowed to bring in any resources except for their outline. The outline should have the total word count in the upper right hand corner with the student's ID number and should be submitted with the comprehensive exam questions. Students are expected to provide citations that are reasonably and properly accurate. For example, if you are citing Astin's theory of Student Involvement the reference of (Astin, 1984 or 1993) is acceptable so long as the citation is reasonably close to demonstrate the student is aware of the information. In the instances of quotes, an exact quotation and page is required. A reference page is not required.

## **Evaluation Procedure and Exam Results**

A student will receive one of the following grades for each question: Pass (P), Pass with Conditions (PC), or Fail (F). A rubric will be provided to students that outline the faculty's expectations for successfully completing the comprehensive exams. Students must pass both exam questions to successfully complete the comprehensive exam.

A student will receive one of the following grades for each question: Pass (P), Pass with Conditions (PC), or Fail (F). A rubric is provided in this packet that outlines faculty's expectations for successfully completing the comprehensive exams. Students must pass all exam questions to successfully complete the comprehensive exam. The following scores determine the status of the exam:

Pass	A score equal to or greater than 15
Pass with Conditions	A score between 14 and 10
Fail	A score equal to or below 9

Both CSA faculty will evaluate the entire exam and come to a consensus. If a student receives PC or F, s/he will have until the first business day of April to rewrite any question(s). Additionally, if a student receives PC or F, a faculty member will meet with the student to explain the grade as well as provide information on resolving the areas of concern that resulted in PC or F. Both selected questions must receive a grade of Pass by the first business day of April for a student to successfully complete the comprehensive exam. Failure to receive a grade of Pass after the second attempt may result in the student registering for an independent study for the summer semester with the possibility of graduating in August. Students will be notified of the results via email.

## Cohort Information

Currently, all students entering after 2012 are will be required to take the comprehensive exams. Faculty reserve the right to alter the comprehensive exams as they feel it will most benefit students.

## Comprehensive exam writing guidelines

- There is a page limit of 10 pages for the entire exam (typed, one-inch margins, double-spaced, 12 point Times New Roman font only, APA Style with no abstract).
- You have to write a **minimum of 1,200 words and no more than 1,500 words for each exam question in APA format.**
- You must place your **UWG ID#** on the exam cover page and in the header of all subsequent pages.
  - **No other personal identification should be on the exam.**
- Do not re-write the question.
- Provide the number and letter of the question being answered as a level 1 header.
- All of the essay responses should contain an introduction, body, and summarizing conclusion.
- All the questions have multiple sub-questions; please make sure that you answer all of the questions.
- Be concise, clear, and thorough in answering each essay question.
- Please use correct spelling, proper grammar, and APA style in text citations.
- No more than two quotations 40 words or less per question.
- Spell check and grammar check are wonderful tools on the computer, although they do not catch every single issue. So, **PROOFREAD** all work before submitting it!
- Remember, essay answers must indicate that you can conceptualize the material, as well as graduate level writing.
- All material provided should be in your own words and citations should be paraphrased and reasonably and properly cited to the best of your ability.
- Students must independently complete their comprehensive exam.
- Comprehensive exams may be submitted via Turnitin to check for originality.



## Comprehensive Exam Rubric

Student ID: \_\_\_\_\_ Question: \_\_\_\_\_

	<b>Exemplary</b>	<b>Proficient</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
<b>Content</b>	<b>9</b> Paper covers relevant major ideas, concepts, and/or theories that have been addressed in classes and reading assignments. Paper does an excellent job of connecting diverse ideas, concepts, and/or theories to the question and content. Statements are well-supported with examples and references.	<b>6</b> Paper covers some relevant major ideas, concepts, and/or theories that have been addressed in classes and reading assignments, and connects them. Paper includes some examples and/or references.	<b>3</b> Paper covers some disjointed relevant major ideas, concepts, and/or theories that have been addressed in classes and reading assignments, and does not connect them well. Paper includes few examples and/or references.	<b>0</b> Paper includes insufficient and disconnected course content. Virtually no references.
	<b>6</b> Superb writing. Easy to understand. Almost no punctuation, grammar, spelling, or APA errors.	<b>4</b> Generally well-written, with minimal punctuation, grammar, spelling, or APA errors.	<b>2</b> Conveys meaning but difficult to follow because of awkward writing and/or multiple errors.	<b>0</b> Paper has so many errors that it is almost unreadable.
<b>Organization</b>	<b>3</b> Paper follows a logical sequence. Paragraphs are well-developed, with a smooth flow between ideas. The paper is a pleasure to read.	<b>2</b> While the paper follows a fairly logical sequence, the logic is not as clear as it could be to communicate a point. Some paragraphs need more development, and/or the transitions between paragraphs need more work.	<b>1</b> The organization of the paper is not clear. It takes more work for the faculty to read the paper than it did for the student to write it.	<b>0</b> Paper is confusing, disjointed, and very difficult to follow.
	<b>2</b> Error free APA style.	<b>1</b> Reasonable attempts at APA style. Includes some errors.		<b>0</b> Little to no correct APA style.
<b>APA Style</b>				