STUDENT AFFAIRS PRACTICUM CEPD 6175-01
Syllabus Fall Semester, 2012
Semester Hours: 3

Instructor: Dr. Matt Varga
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*Office Hrs: MW: 10:00 – 2:30 PM
  TTR: 9:00 – 12:00 PM
*Office hours are subject to change. I am available by appointment face to face, online, or by phone outside of these office hours.

Please note: This syllabus is subject to change by the instructor. Advance notice will be given if any changes are made.

Help Desk:

E-mail: distance@westga.edu
Call: 678-839-6248 M-F 8am-5pm
Fax: 678-839-0636
*After-hours- WebCT help: http://help.view.usg.edu * 24 hrs/ day - 365 days a yr

Online Support: WebCT Vista Login and Help Page: http://webct.westga.edu
Distance Learning Library Resources: http://www.westga.edu/~library/depts/offcampus/
CourseDen Home Page: https://westga.view.usg.edu/
CourseDen Help & Troubleshooting: http://www.westga.edu/~distance/webct1/help
UWG Distance Learning: http://distance.westga.edu/
UWG On-Line Connection: http://www.westga.edu/~online/
Distance Learning Library Services: http://westga.edu/~library/depts/offcampus/
Ingram Library Services: http://westga.edu/~library/info/library.shtml
University Bookstore: http://www.bookstore.westga.edu/

COURSE DESCRIPTION

Students will spend 150 hours in a supervised work experience in a higher education setting, designed for them to gain exposure to both the breadth and depth of student affairs work. The experience will include work with individual students and groups of students in: program planning, implementation, and evaluation; staff training, advising, or supervision; and administrative functions or processes. May be repeated for credit.
CONCEPTUAL FRAMEWORK

The conceptual framework of the College of Education at UWG forms the basis on which programs, courses, experiences, and outcomes are created. With the goal of Developing Exemplary Practitioners, our programs incorporate ten descriptors, clustered into three interrelated and overlapping themes, that demonstrate our commitment to (a) Professional Excellence [knowledgeable, reflective, inquisitive]; (b) Field-Based Inquiry [decisive, adaptive, proactive, leading]; and (c) the Betterment of Society [collaborative, culturally sensitive, empathetic]. These themes and descriptors are integral components of the conceptual framework and provide the basis for developing exemplary practitioners who are prepared to improve schools and communities. Standards of the Council for the Advancement of Standards in Higher Education (CAS) also are incorporated as criteria against which candidates are measured as well as professional competencies and standards identified by the American College Personnel Association (ACPA) and National Association for Student Personnel Administrators (NASPA).

The mission of the College of Education is to provide excellence in the initial and advanced preparation of professionals for a variety of settings, to foster an innovative learning community, and to empower a faculty committed to teaching and the dissemination of knowledge. This course’s objectives, activities, and assignments are related directly to the conceptual framework and national standards, as identified below.

COURSE OBJECTIVES:

Students will:

1. Gain an understanding of one functional area within higher education, including an awareness of the administrative processes in that area and the requirements for working successfully in that area (CAS 5c).
2. Develop skills in program planning, implementation, and evaluation (CAS 5c).
3. Develop skills in staff training, advising, or supervision (CAS 5c).
4. Reflect on the implications of the experience for their own career planning and development.

ACTIVITIES AND ASSIGNMENTS, EVALUATION PROCEDURES, AND GRADING

Assignments:

1. Contract with practicum site supervisor
2. Complete a professional résumé by the due date.
3. Supervisor Evaluation
4. Final Reflective Paper
5. Monthly meetings with instructor

Grading

A grade of S (satisfactory) or U (unsatisfactory) will be earned based on successful fulfillment of all course requirements and demonstration of adequate skills as judged by the supervisor and the instructor. **Students must complete all of the assignments listed above in their entirety to successfully complete the course.**

CLASS, DEPARTMENT, AND UNIVERSITY POLICIES

Academic Honesty: All work completed in this course must be original work developed this semester. Students are expected to adhere to the highest standards of academic honesty. Plagiarism occurs when a student uses or purchases ghostwritten papers. It also occurs when a student utilizes ideas or information obtained from another person without giving credit to that person. If plagiarism or another act of academic dishonesty occurs, it will be dealt with in accordance with the academic misconduct policy as stated in the latest *Connection and Student Handbook* and the *Graduate Catalog*.

Attendance and Engagement: Punctuality and attendance are hallmarks of a professional. They demonstrate respect for the instructor and colleagues and promote classroom instruction. For this course online engagement will be critical to students’ success. Students are strongly encouraged to check their CourseDen classroom site on a daily basis. Meaningful online discussion posts and reflections will be a significant indicator of student success.

Disability: 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. If you have any special learning needs, particularly (but not limited to) needs defined under the Americans with Disabilities Act, and require specific accommodations, please do not hesitate to make those known, either yourself or through the Coordinator of Disability Services. 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 Disability Services at the University of West Georgia: [http://www.westga.edu/studentDev/index_8884.php](http://www.westga.edu/studentDev/index_8884.php). Any student with a disability documented through Student Services is encouraged to contact the instructor right away so that appropriate accommodations may be arranged. In addition, certain accommodations (which will be discussed in class) are available to all students, within constraints of time and space.

Methods of Instruction: Instruction in this course is delivered through the use of online discussions, recommended readings, individual meetings with the instructor, informal writing exercises, and online activities and class sessions.
Professional Conduct: Students are expected to conduct themselves in a professional manner. This is an essential quality for all professionals who will be working in schools/agencies and colleges and universities. Professionalism includes, but is not limited to, the following behaviors:

a. participating in interactions and class activities in a positive manner;
b. collaborating and working equitably with classmates, especially on group assignments;
c. treating others with respect in and out of the classroom;
d. eliminating interruptions in class, including cell phones, beepers, talking out of turn or while others are talking, etc.; and
e. producing original work. Plagiarism, academic fraud, or turning in work previously turned in for another course, including courses outside of UWG, are serious offenses.

Student Email Policy: University of West Georgia students are provided a MyUWG email account, which is the official means of communication between the University and student. It is the student’s responsibility to check this email account for important University related information. Communication related to this course should be through Course Den email.

Online Class Requirements: Please note all of the class activities, communication, discussions, and assignment submissions will be primarily online on CourseDen. Therefore, students must have access to a computer and the internet throughout the entire duration of this class. Any assignment not submitted by the due date may not be accepted resulting in an unsatisfactory grade for the course.

COURSE ASSIGNMENTS AND DUE DATES
(all assignments must be submitted to the CourseDen assignment box by 5 p.m. on the date due)

Monthly Meetings with Instructor (due monthly)
- Each month you are to schedule a meeting with the instructor to review your progress within your practicum, discuss any areas, and reflect on the practicum experience. It can be a meeting over lunch, coffee, etc. It must be scheduled at least 72 hours in advance.

Practicum Contract (due 9/7)
- A completed contract including expectations, duties, and goals must be signed and dated by the student and the practicum supervisor.

Professional Résumé (due 12/3)
- Students must complete a professional résumé that includes their practicum experiences from the current and previous semesters. The résumé must be submitted in the CourseDen assignment box.

Final Reflective Project (due 12/3)

a. Paper—Write a 3-5 page paper describing career opportunities in this professional area, and the skills you would need to demonstrate in order to be hired for that position. Possible resources for developing the paper could include interviews with staff and research with professional association publications and websites. Although your answers to the 20 questions will assist you in the preparation for this paper, additionally you may want to consider the following:
   - Describe number of hours spent on various activities
   - Notes about things you have done that you may want to include on your resume or describe in a job interview
   - What were your successes?
   - What were your challenges?
   - Are there things you enjoyed or didn’t enjoy?
   - What did you learn about the office/field?
   - What did you learn about yourself?

b. Submit a “work product” that reflects work you accomplished during the practicum. The work product must be a substantial piece of work that represents significant thought, time, and effort. A work product may take many forms, but the most common may be:
   - Portfolio of all materials created or gathered with descriptions of how they are important to the learning that occurred in the practicum
   - Video or other media presentation
   - Manual or Handbook that represents significant contribution to the office
   - Workshop planning documents and/or presentation materials
   - Research project or report
   - Other product that has been discussed and cleared by the instructors

Supervisor Evaluation (due 12/3)

- Each student’s practicum supervisor will complete a student evaluation. Students must be making satisfactory progress at their practicum site in order to satisfactorily complete the course. The evaluation should be emailed to the instructor by the supervisor.

PLEASE NOTE! Students must entirely complete each of the assignments in order to satisfactorily pass the student affairs practicum course (i.e., CEPD 6175).