Graduate Student Handbook

Department of Human Services
James I Perkins College of Education
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936-468-1065
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Introduction

Welcome to the SFASU Student Affairs and Higher Education Program! We believe you have made a wise choice to pursue your graduate education with us. Our program provides you with the opportunity to learn the Student Affairs profession from highly qualified and experienced instructors who work in the field. We take pride in our students and the impact they have on the Student Affairs profession throughout the State of Texas, and beyond. The size of our program allows for meaningful mentoring relationships with faculty and individualized attention for our students. In addition, you will have the opportunity to gain hands on experience in working in the award winning SFASU Division of Student Affairs.

This handbook is designed to serve as your guide throughout the program and as an introduction to the Student Affairs profession. However, it is just a guide. If you have questions that are not answered here, please do not hesitate to contact me or another member of the faculty.

Student Affairs is a vital component of the college experience and is essential in supporting the academic program. College is a significant developmental experience that bridges the gap between adolescence and adulthood. Student Affairs professionals assist students in overall development and in maximizing the college experience.

It is our desire that the Student Affairs and Higher Education program will facilitate your growth as a professional and assist you in achieving your career goals. The faculty will be here to support you through that process and you are encouraged to engage in open dialogue about any concerns that you may have.

The next two to three years of your life will be filled with excitement and challenges. Congratulations on your decision to enter the Student Affairs profession.

Student Affairs and Higher Education Programs

GRADUATE FACULTY
The Graduate Program

The SFASU Student Affairs and Higher Education program is a 42-hour Masters of Arts degree. All students take the same core coursework and one specialized elective based upon their personal preference.

Mission Statement

The mission of the SFASU Student Affairs and Higher Education program is to provide education, research, and services that develop professionals who will
demonstrate excellence in leadership and practice that is in the forefront of the Student Affairs and Higher Education profession.

**Program Learning Outcomes**

Students will develop and apply assessment, evaluation, and research skills, and critically assess literature related to the Student Affairs profession.

Students will demonstrate an understanding of the need for effective intrapersonal development related to self-appraisal and understanding, identity development, and personal and professional ethics.

Students will demonstrate effective interpersonal competence related to developing meaningful relationships, collegiality, collaboration, and effective leadership.

Students will acquire the leadership skills and knowledge necessary to work with a diverse population and support social and civic responsibility.

Students will demonstrate practical and technical competence necessary to be an effective Student Affairs professional.

The SFASU Student Affairs Program utilizes Live Text to assess and monitor student learning outcomes. All students are required to purchase a Live Text license. The license provides access for a five-year period and provides students with a digital portfolio option. Assignments that are tied to accountability measures will be turned in through Live Text.
Student Profile

The SFASU Student Affairs and Higher Education Program seeks to serve a diverse population and attracts students from the Deep East Texas area, across the state, nation, and from international settings. There is a combination of full-time students and working professionals who are part-time students. While some students enter the program directly after graduation with a bachelor's degree, others enter later in life. The program began in the fall semester of 2012 with a cohort of students who were either employed full time by the University or were graduate assistants pursuing the Master’s degree. Students have the opportunity to apply for several graduate assistant positions within the Division of Student Affairs or other departments.

No person shall, on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status, be subjected to discrimination or be excluded from participation in or denied benefits of any educational program or activity operated by Stephen F. Austin State University.

Successful Student Progress

It is important to understand that you will most likely need to make some adjustments in your life as a result of being a graduate student. If you are very involved in outside activities and have family responsibilities, you may not be able to maintain all of those commitments while in school. For each class you are taking, you will be in class for 2 ½ hours, but then will need to schedule adequate time to be prepared for class and to complete class assignments. Some courses are more demanding and require more time than others.

Evaluation of student progress is an ongoing process throughout the program. This evaluation involves monitoring academic progress, professional dispositions, and personal issues that may interfere with effectiveness. Faculty engage in these evaluations at the end of each semester in order to provide students with the opportunity to address concerns in a timely manner.

- Academic Progress
  All students must demonstrate adequate academic progress. Students are allowed 2 C’s in the program. Upon receiving the third C, students are removed from the program. Courses may be repeated to improve the grade. However, repeating a course does not remove the C from the record for the purpose of determine adequate academic progress.
Students are required to maintain a grade point average of 3.0 or above in order to continue admission to the Graduate School and Student Affairs and Higher Education program. Students who fall below a 3.0 are placed on academic probation for one semester. Failure to raise the GPA to a 3.0 during that semester will result in academic suspension.

- **Professional Dispositions**
  Graduate School is a professional training environment in which students are expected to demonstrate a developmentally appropriate level of professionalism. This is demonstrated through professional oral and written communications, the ability to manage time and meet deadlines, and appropriate interpersonal interaction.

  Student Affairs is a profession that requires interacting with a diverse population. As professionals, you must be able to interact with individuals and demonstrate unconditional positive regard, an attitude of respect for individual values and beliefs, good interpersonal skills, and effective communication skills. This is an ongoing process and concerns are addressed as they arrive. Faculty members fill out a Student Evaluation Scale each semester in order to identify problems early on and communicate the concerns to the advisor. If concerns escalate, a remediation plan is developed. Students are given every opportunity to demonstrate growth and improvement. Ultimately, if the student does not meet the goals of the remediation plan or demonstrate a lack of fitness for the profession, dismissal from the program can occur.

  Serious violations of personal or professional ethics can result in dismissal from the program. This includes issues related to a violation of the SFASU Academic Integrity Policy (SFASU Policy A-9.1). All students are expected to adhere to the Code of Ethics of the National Association of Student Personnel Administrators.

**Advising**

In order to assist students in successful completion of the program, each student is assigned a faculty advisor. The advisor assignment is noted in the letter of acceptance into the program. The faculty advisor will assist the student in completing a degree plan, developing a schedule for degree completion, and selection of courses each semester. Students are required to contact the advisor each semester in order to be permitted for courses. Students are encouraged to contact the advisor prior to the opening of the registration period. Faculty may not be available during the time between semesters. Several courses have enrollment caps in order to provide for adequate supervision. Enrollment is on a first come basis and delayed advising can result in the desired courses being unavailable. Because the faculty advisor is critical to the success of each student, students may request reassignment of advisors. This is done by
requesting an appointment with the Program Director who will have make the final decision regarding reassignment.

**Deadlines**

Deadlines for program applications are posted throughout the building and emailed to students each semester. It is the student’s responsibility to be aware of deadlines and adhere to them. Failure to meet the deadlines can result in delaying your progress through the program.

**Communication of Program Information**

All program communications occur through the SFASU email system. Students must monitor their SFASU email account on a regular basis. You have the ability to forward your SFASU email to another email account in order to consolidate accounts for more efficient monitoring. Be aware that some employer email systems may block the SFASU email or identify it as spam.

**Practicum**

All students will complete a 300 clock hour (6 semester credit hours) practicum. The practicum enables students to acquire experience and competencies in various domains of higher education administration. The practicum plays a major role in bridging “theory and practice” but beyond that, it offers the context for students to develop their personal administrative and leadership style. It is through the practicum experience that students develop enhanced professional knowledge such as knowledge of people, knowledge of themselves, self-control and interpersonal sensitivity. In addition, the practicum reinforces other skills such as independent problem-solving, working collegially with fellow higher education administrators and developing professional values and attitudes. During practicum, students are mentored and guided by their Site Supervisor and the university faculty member assigned to the practicum course.

**Practicum Policies:**

1. The student is responsible for securing his/her practicum site, the agreement of the site supervisor, and approval of such by the university faculty member assigned to the practicum course.
2. The practicum site may not be the current employing unit of the student unless it extends beyond the current job responsibilities.
3. The practicum site supervisor may not be the student’s immediate employment supervisor.
4. The practicum project must be substantially different than the current employment responsibilities of the student.
5. The practicum project requires 300 hours of work, with a minimum of 150 direct hours.
6. The practicum site supervisor must: a) Have a minimum of a master’s degree relevant to the program emphasis area; b) Have a minimum of two years of pertinent professional experience; c) Be appraised of the program’s expectations, requirements and evaluation processes; and d) Be willing to take responsibility for the practicum consistent with these requirements.

The site supervisor agrees to supervise the student under these conditions: The student will be able to study the broad scope of and perform some of the usual activities or a special project that a regularly employed higher education administrator in the setting would be expected to perform. This will be accomplished through observation and participation in a variety of individual and group activities.

Additional information on the practicum experience can be found in the appendix.

**Comprehensive Examination**

All students must pass a comprehensive exam over the content of their master’s coursework. The exam is taken during the last semester of enrollment, after the majority of coursework has been completed. The comprehensive exam will be comprised of questions from courses taken in the program. It will be a take-home written exam that will be coordinated by the Program Director. The faculty members who wrote each question will assess questions. If the assessment results indicate a passing response, no oral examinations will be required. If the assessment indicates non-mastery, the student will have the opportunity to provide a further response through an oral examination with a faculty committee. Students must be enrolled during the semester in which the exam is initially taken. Students who are unsuccessful in the first submission will have one opportunity to rewrite. If the student is unsuccessful in demonstrating mastery after the rewrite, he or she will be required to participate in an oral interview with faculty members. If the student is unable to demonstrate mastery during the interview, he or she will not be eligible for graduation with a master’s degree from SFASU.

**Time Limitations**

In order to ensure that graduates are trained in the most current professional environment, SFASU requires completion of the master’s degree within a six-year period. Coursework that is prior to the six-year period may not be accepted for credit. Students can request a review of the content of the course syllabus in order to determine whether it encompasses current professional knowledge and be granted permission for an out of date course. Students will also be asked to demonstrate retention of the knowledge.
## Timeline for Required Actions

<table>
<thead>
<tr>
<th>What Action to be Taken:</th>
<th>What Action Should be Taken:</th>
<th>Where to Secure Forms/Information:</th>
<th>Whom to See:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop class schedule and complete degree plan</td>
<td>After notice of admission and before each registration period</td>
<td>Faculty Advisor</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>2. Activate MySFA account and SFA Email account</td>
<td>After notice of admission and prior to enrollment period</td>
<td>SFA Website</td>
<td></td>
</tr>
<tr>
<td>3. Purchase Live Text License</td>
<td>At the beginning of the first semester of enrollment</td>
<td>Campus Bookstore</td>
<td></td>
</tr>
<tr>
<td>4. Apply for Practicum</td>
<td>Prior to application deadline semester before enrollment</td>
<td>Practicum Coordinator/ Counseling Program Handbook</td>
<td></td>
</tr>
<tr>
<td>8. Audit degree plan to ensure all coursework is complete</td>
<td>Prior to last two semesters of enrollment</td>
<td>Graduate Faculty Advisor</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>10. Arrange to complete comprehensive examination</td>
<td>During the final semester before graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Apply for graduation, pay graduation fee</td>
<td>By deadline in current Graduate School Bulletin</td>
<td>SFA Website</td>
<td>Registrar</td>
</tr>
<tr>
<td>12. Purchase cap and gown</td>
<td>Mid semester during last semester of enrollment</td>
<td>Campus Bookstore</td>
<td>Campus Bookstore</td>
</tr>
</tbody>
</table>
Student Evaluation Scale

As part of the process of ongoing evaluation, students’ academic performance, interpersonal skills, and counseling dispositions will be assessed each semester as indicators of the likelihood of success within the Counselor Education program and eventual performance as competent, professional master’s level counselors. The SFASU Counseling Program can recommend counseling or an independent mental health evaluation prior to granting degree candidacy. This information can be used for evaluative and decision-making purposes regarding continued participation in the program up to the point of graduation in order to protect the public welfare.

### Potential as a graduate student

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very limited at this time</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Low potential at this time</td>
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<tr>
<td>Average Potential at this time</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>High Potential at this time</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Evaluation Areas

1. **Identifiable Interest in Welfare of Others**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

2. **Receptivity to Feedback**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

3. **Academic Potential**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

4. **Interpersonal Skills**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

5. **Acceptance of Diverse Ideas and Values**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

6. **Professionalism and Ethical Behavior**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

7. **Social/Emotional Capacity to Work with Others**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

8. **Ability for Self-Awareness**
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |
   - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Don’t Know |

In my clinical judgment:

- □ I support this student’s continuation in the program.
- □ I do not support this student’s continuation in the program
- □ Insufficient information to render judgement.

Please provide an explanation of non-support on the reverse side of this form.
<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Required Courses</th>
<th>When Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>COU 519</td>
<td>Introduction to Student Affairs</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 536</td>
<td>Diversity Issues in Student Affairs</td>
<td>Summer</td>
</tr>
<tr>
<td>COU 537</td>
<td>Organization and Group Dynamics</td>
<td>Spring</td>
</tr>
<tr>
<td>COU 543</td>
<td>Theories of College Student Development</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 544</td>
<td>Research and Program Evaluation in Student Affairs</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 545</td>
<td>Leadership and Administration in Student Affairs</td>
<td>Spring</td>
</tr>
<tr>
<td>COU 546</td>
<td>Ethical and Legal Issues in Student Affairs</td>
<td>Spring</td>
</tr>
<tr>
<td>COU 551</td>
<td>Finance in Student Affairs</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 556</td>
<td>Professional Development Seminar</td>
<td>Summer</td>
</tr>
<tr>
<td>COU 581</td>
<td>Interviewing Skills</td>
<td>Summer</td>
</tr>
<tr>
<td>COU 585</td>
<td>Lifespan Development</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>COU 596</td>
<td>Practicum in Student Affairs* (6 hours)</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Elective (i.e. Crisis counseling, Mental Health Counseling) *For students who may pursue a PhD in the future, it is strongly recommended you take an additional research course as your elective</td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT OF HUMAN SERVICES
MASTERS OF ARTS DEGREE IN
STUDENT AFFAIRS AND HIGHER EDUCATION

Name ________________________________ I.D. # ____________________
Address __________________________________ City __________________
State __________________ Zip __________________ Telephone __________________

<table>
<thead>
<tr>
<th>Degree Held</th>
<th>Institution</th>
<th>Date</th>
</tr>
</thead>
</table>

| Major | Minor |

Required Courses:
- COU 519 Introduction to Student Affairs
- COU 536 Diversity Issues in Student Affairs
- COU 537 Organization and Group Dynamics
- COU 543 Theories in College Student Development
- COU 544 Research and Program Evaluation in Student Affairs
- COU 545 Leadership and Administration in Student Affairs
- COU 546 Ethical and Legal Issues in Student Affairs
- COU 551 Finance in Student Affairs
- COU 556 Professional Development Seminar
- COU 581 Interviewing Skills
- COU 585 Lifespan Development
- COU 596 Practicum in Student Affairs (6 hours)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>39 hours</td>
<td></td>
</tr>
</tbody>
</table>

Elective:
3 hours – can be chosen from any College, needs to be approved by advisor prior to registration
*For students who may choose to pursue a Ph.D. in the future, it is strongly recommended that you take an additional research course as your elective.

3 hours

Total Graduate Hours = 42

Major Professor __________________ Date ________________ Student __________________ Date ________________

Department Chair __________________ Date ________________ Dean __________________ Date ________________

Responsibility for following the catalog requirements rests entirely with the student.
REQUIREMENTS FOR THE DEGREE MUST BE COMPLETED WITHIN SIX YEARS.
June 4, 2013

**About the Practicum**

The practicum enables students to acquire experience and competencies in various domains of higher education administration. The practicum plays a major role in bridging “theory and practice” but beyond that, it offers the context for students to develop their personal administrative and leadership style. It is through the practicum experience that students develop enhanced professional knowledge such as knowledge of people, knowledge of themselves, self-control and interpersonal sensitivity. In addition, the practicum reinforces other skills such as independent problem-solving, working collegially with fellow higher education administrators and developing professional values and attitudes. During practicum, students are mentored and guided by their Site Supervisor and the university faculty member assigned to the practicum course.

**Practicum Policies:**

7. The student is responsible for securing his/her practicum site, the agreement of the site supervisor, and approval of such by the university faculty member assigned to the practicum course.
8. The practicum site may **not** be the current employing unit of the student unless it extends beyond the current job responsibilities.
9. The practicum site supervisor may **not** be the student’s immediate employment supervisor.
10. The practicum project must be substantially different than the current employment responsibilities of the student.
11. The practicum project requires 300 hours of work, with a minimum of 150 direct hours.
12. The practicum site supervisor must: a) have a minimum of a master’s degree relevant to the program emphasis area; b) have a minimum of two years of pertinent professional experience; c) understand the program’s expectations, requirements and evaluation processes; and d) be willing to take responsibility for the practicum consistent with these requirements.

The site supervisor agrees to supervise the student under these conditions:

The student will be able to study the broad scope of and perform some of the usual activities or a special project that regularly employed Student Affairs personnel in the setting would be expected to perform. This will be accomplished through observation and participation in a variety of individual and group activities.
Practicum Description and Requirements

The Practicum requirement for degree completion is 6 credit hours. The six hours can be taken in one semester or divided over two semesters. The total number of required clock hours is 300, 150 for each 3 credit hours. Of those 300 hours, a minimum of 150 must be direct hours and 150 can be indirect. The identification of direct and indirect hours will be provided. All students must gain experience in a minimum of two areas of Student Affairs. If the student is currently employed in Student Affairs, the practicum experience must be beyond the current job responsibilities.

Students will identify a site supervisor within Student Affairs to oversee the practicum experience. You may have one supervisor for all practicum activities, or you may have a supervisor in each area (maximum of 2 supervisors). That will be dependent upon the site supervisor and how comfortable that individual is in supervising you in the identified areas.

PART 1 – Contract

You are to create a course contract that will provide an overview of your practicum experiences along with additional activities that you will complete during the semester. The contract will need to be developed in consultation with your site supervisor.

The contract must be approved by the SAHE Program Director prior to beginning to accrue your hours. [Please note that your activities could require revisions before approval is granted.]

Your contract should include:

- A cover page with:
  - Student Name
  - Practicum Site (office name, institution)
  - Site Supervisor’s name, title, phone number, and email address
  - Signature lines and signatures of both the Student and the Site Supervisor (your contract will not be accepted without the signature of your Site Supervisor)

- Practicum Information
  - Introductory statement
  - Describe the tasks and activities you will be involved with including:
    - Purpose
    - Steps to be completed
    - Timeline
    - Budget Considerations
    - How you will evaluate effectiveness

  - Explanation of how this practicum experience/site fits with your career plan and professional development needs
  - What skills or knowledge will be obtained, enhanced, or used during these tasks and activities?

- List the outside areas and the activities you plan to engage in during the practicum (see guidelines for these activities on the following pages).
  - How does each activity relate to your career goals or professional development?
What skills or knowledge will be obtained, enhanced, or used during these tasks and activities?

PART 2 – Digital Portfolio
Students will create a digital portfolio in LiveText to document the projects completed in the practicum experience. The portfolio will include any products that are created during practicum and/or a report on all projects completed.

OUTSIDE ACTIVITIES REFLECTION PAPERS:
You are required to submit a reflection paper upon the completion of the four activities that are approved in your Course Contract. Using the “reflective” mode, prepare a 2-3 page paper describing the activities, the date and place of each activity, key players, primary issues or concerns, any unusual circumstances or conditions, and your opinion about the activities. Your opinion should include any theory or concepts you learned or identified during the experience. The opinion piece should encompass the majority of your paper. It is the primary reflection (by you) of this experience and how it contributes to your learning and development. These papers are to be included in your digital portfolio. Students are encouraged to begin writing the paper as soon as the activity is completed.

Direct and Indirect Hours
Direct hours will include the time that you spend directly engaged in practicum activities to include:

- Time spent in the office
- Attending program activities
- Shadowing
- Interviewing
- Attending meetings

Indirect hours include:
- Researching information
- Reading materials related to the program area
- Writing reflection papers
- Preparing digital portfolio
- Preparing project materials

GUIDELINES FOR OUTSIDE ACTIVITIES
Part of your practicum requirement is to have experiences in each of the departments within the five major higher education administration units:

1) Leadership and governance
2) Student programs and services
3) Academic affairs
4) Planning and assessment
5) Resources
In addition to the two projects completed in the primary practicum areas, you are required to engage in one activity in each of the remaining higher education administrative units. You may not complete an activity within the unit where you are currently doing the practicum or where you are currently employed unless it extends beyond your current job responsibilities.

Outside Activities can encompass things such as:

- **Attending** a meeting on a particular topic (e.g., budget, job search, accreditation, strategic planning, etc.) or with a specific group (e.g., Board of Regents, Faculty Senate, IT Planning, Curriculum Committee, etc.)
- **Shadowing** a specific leader in higher education (e.g., campus security officer, director of disability services, etc.)
- **Participating** in a special activity (e.g., police ride around, disciplinary hearing, developing a new course proposal, student newspaper work project, etc.)
- **Interviewing** a specific leader on a selected topic (e.g., Director of Human Resources about legal issues of hiring, Athletic Director about NCAA requirements, Chief Financial Officer about funding sources, President about open meetings regulations, etc.).

When choosing your outside activities, ask yourself:

- How does each activity relate to your career goals or professional development?
- What skills or knowledge will be obtained, enhanced or used during these tasks and activities?

Here is a list of potential areas in each higher education administrative unit:

**Leadership & Governance**

- Board of Regents
- THECB (for Texas students)
- State legislature and/or state educational board
- Faculty Senate
- Legal Council
- Public Information Office
- Staff Council
- President’s Council
- Campus Security

**Student Programs and Services**

- Student Organizations
- Veterans Affairs
- Financial Aid
- Co-curricular Advising
- Residence Life
- Bookstore
- New Student Orientation
- Recreational Sports
• Student Health Services
• Alcohol Education Programs
• Greek Societies
• Student Rights and Responsibilities
• Spirit Programs
• Campus Activities
• Disability Services
• Counseling Services
• Multicultural Services
• Parent and Family Programs
• Career Services
• Athletics

**Academic Affairs**
• Admissions
• Academic advising
• Articulation Agreements
• First Year Experience (FYE)
• Curriculum Planning/Evaluation
• International Student Services/Study Abroad
• Core Curriculum
• Registrar
• Enrollment Management
• Transfer
• International Education
• Student Athletes
• ROTC
• Testing Services
• Library
• Distance Education
• Developmental Education
• Faculty Tenure/Academic Freedom/Professorial Rank
• Honors Students Programs
• Teaching
• Developmental Education

**Planning and Assessment**
• Institutional Research
• Institutional Effectiveness
• Accreditation
• Crisis Management
• Strategic Planning
**Resources**

- Budgeting
- Facilities/Physical Plant
- Staffing/Human Resources
- Grants
- Alumni
- University Advancement
- Continuing Education/Noncredit courses
- Technology/IT Management
- Dining Services

Please consult with your Site Supervisor to develop your outside activities.
Practicum Application Deadline and Process

You must return this application by:

November 1—Spring Practicum

- You must complete all forms in the application packet in order to be considered for the practicum.
- Once your application is received you will be contacted through the email provided, and notified if there is any further information required.
- When your practicum is approved, you will receive a final copy of the signed forms for your records.

Internship Instructor

Dr. Barbara Qualls
E-Mail: quallsba@sfasu.edu
936.468-1592

Complete and return the application to:

Dr. Barbara Qualls

If you have any questions concerning the internship or the application you may call or email Dr. Qualls.
<table>
<thead>
<tr>
<th><strong>Student’s Information:</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td><strong>SFASU ID Number:</strong></td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
<td><strong>Zip:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Home Phone Number:</strong> ( )</td>
<td><strong>Cell Phone Number:</strong> ( )</td>
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<tr>
<td><strong>Email Address (primary):</strong></td>
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<tr>
<td><strong>Semester in which you will enroll for practicum:</strong></td>
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<tr>
<td><strong>Institution where you are currently employed (if applicable):</strong></td>
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<tr>
<td><strong>Your current job title:</strong></td>
<td></td>
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<tr>
<td><strong>Your current supervisor (first and last name):</strong> Note: This is for information purposes only. We will not contact your current supervisor without your consent.</td>
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</tbody>
</table>
# Course Requirements:

Please indicate below which courses you have taken. If you have completed the course, select “YES”. If you have not taken the course, select “NO”. If you are currently enrolled, please select “CURRENT”.

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Required Courses</th>
<th>When Offered</th>
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</thead>
<tbody>
<tr>
<td>COU 519</td>
<td>Introduction to Student Affairs</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 536</td>
<td>Diversity Issues in Student Affairs</td>
<td>Summer</td>
</tr>
<tr>
<td>COU 537</td>
<td>Organization and Group Dynamics</td>
<td>Spring</td>
</tr>
<tr>
<td>COU 543</td>
<td>Theories of College Student Development</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 544</td>
<td>Research and Program Evaluation in Student Affairs</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 545</td>
<td>Leadership and Administration in Student Affairs</td>
<td>Spring</td>
</tr>
<tr>
<td>COU 546</td>
<td>Ethical and Legal Issues in Student Affairs</td>
<td>Spring</td>
</tr>
<tr>
<td>COU 551</td>
<td>Finance in Student Affairs</td>
<td>Fall</td>
</tr>
<tr>
<td>COU 556</td>
<td>Professional Development Seminar</td>
<td>Summer</td>
</tr>
<tr>
<td>COU 581</td>
<td>Interviewing Skills</td>
<td>Summer</td>
</tr>
<tr>
<td>COU 585</td>
<td>Lifespan Development</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>COU 596</td>
<td>Practicum in Student Affairs* (6 hours)</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Elective (i.e. Crisis counseling, Mental Health</td>
<td></td>
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<td></td>
<td>Counseling) *For students who may pursue a Ph.D.</td>
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<tr>
<td></td>
<td>in the future, it is strongly recommended you take</td>
<td></td>
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<tr>
<td></td>
<td>an additional research course as your elective</td>
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# Cooperating Site Administrator Practicum Agreement

<table>
<thead>
<tr>
<th>Business/Institution Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Zip:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
</tbody>
</table>

**Cooperating Site Administrator:**

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Email Address:</th>
</tr>
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</table>

**Description of the Practicum (e.g., responsibilities, duties, etc.):**

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Please check the boxes below as you confirm each statement:

___ I have a master’s degree (or higher) relevant to my higher education functional area.
___ I have a minimum of two years of higher education professional experience.
___ I understand the practicum expectations, requirements, and evaluation processes.
___ I am willing to take responsibility for the practicum consistent with these requirements.
___ I will provide assistance and opportunities necessary in order to fulfill the practicum requirements.

**Supervisor’s Printed Name:**

___________________________________________________________

**Supervisor’s Signature:**

___________________________________________________________

*** If your cooperating site administrator changes please resubmit this page with the proper signature and information. ***
Practicum Agreement for Student

Please check the boxes below as you confirm each statement:

___ I understand that I am participating in a practicum sponsored by the Student Affairs and Higher Education Program of Stephen F. Austin State University and ________________________________ (cooperating institution).

___ I recognize that during the practicum, I am subject to the rules, regulations, and policies of Stephen F. Austin State University as well as those of the location listed above.

___ I have read this agreement and understand the required guidelines of the practicum program.

SFASU ID#: __________________

Student’s Printed Name: _______________________________________________________

Signature: ___________________________________________________________________

Date: __________

Office Use Only

☐ Approved  ☐ Denied

Professor of Record: _____________________________

Initials: _____  Date: __________