

STEPHEN F. AUSTIN STATE UNIVERSITY
JAMES I PERKINS COLLEGE OF EDUCATION- DEPARTMENT OF HUMAN SERVICES COU
 575.600 Practicum Placement in Student Affairs and Higher Education/
 substitution for COU 596
Fall 2019

Instructor: Robbie J. Steward, Ph.D.
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Course Time and Location: TBD
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Course Credits: 3 hours

Prerequisites: Program Approval
Course Credits: 6 credits
Office Hours: Wednesdays 11-12:00 p.m.

I. COURSE DESCRIPTION:

This practicum course provides on-site professional learning experiences in an identified student affairs office on campus. The practicum combines weekly responsibilities under the leadership of a site supervisor, and weekly assignments and discussion with the professor

II. INTENDED LEARNING OUTCOMES:

Through the activities in and objectives of COU 596 students will become competent, successful, caring and enthusiastic student affairs professionals dedicated to responsible service, leadership, social justice and continued, life-long professional and intellectual development in an interconnected global society. Through regular attendance, assignments, and discussions related to the discipline, students will strive for academic excellence through critical, reflective, and creative thinking. Students will also be given the opportunity for collaboration and shared-decision making. By means of classroom interactions and course content, students will develop an openness to new ideas, to culturally diverse people, and to innovation and change. As described in this syllabus, COU 596 follows the mission, vision and core values of the Perkins College of Education and Stephen F. Austin State University, which is aligned with the curriculum, professional experiences, and assessments in the Student Affairs and Higher Education program.

STUDENT AFFAIRS AND HIGHER EDUCATION PROGRAM LEARNING OUTCOMES (Based upon Student Learning Domains from CAS Standards)
1. Students will develop and apply assessment, evaluation, and research skills, and critically assess literature related to the Student Affairs profession.
2. 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.
3. Students will demonstrate effective interpersonal competence related to developing meaningful relationships, collegiality, collaboration, and effective leadership.
4. Students will acquire the leadership skills and knowledge necessary to work with a diverse population and support social and civic responsibility.
5. Students will demonstrate practical and technical competence necessary to be an effective Student Affairs professional.

Objectives/Student Learning Outcomes	Method of Instruction	Method of Assessment	Program Learning Outcome(s)
Students will fulfill the duties and responsibilities related to the selected Student Affairs area	Projects, observations, and log sheets	Supervisor evaluation, log sheets	2-5

Students will demonstrate professional and effective knowledge and skills in a variety of SAHE settings	Self-evaluations and reflections	Digital portfolio, Supervisor evaluation	3,5
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III. COURSE ASSIGNMENTS:

Supervised experience: Students will complete 300 hours of supervised experience, which must include 150 hours of direct participation and engagement. The 150 hours of direct participation is to be divided between two projects. The remaining 150 hours of indirect participation and engagement may vary between multiple higher education administrative units. All five areas should be covered.

The practicum requirement for degree completion is six credit hours. *The six hours may be taken in one semester or divided over two semesters.* The total number of required clock hours is 300 - 150 for each three credit hours. All students must gain focused 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 are required to attend one hour of weekly supervision with their site supervisor(s). Completion of the 150/300 hours of supervised experience including site supervision is required for successful completion of the practicum.

Student will maintain a weekly log of activities and accrued hours utilizing the Practicum Log document. The log is to be signed weekly by the site supervisor and turned in to the University Supervisor on a weekly basis.

In order to document experience in working with diverse populations, students are to indicate in the notes section of the log the different aspects of client diversity (racial, ethnic, gender, gender identity, sexual orientation, age, socioeconomic, religious/spiritual, affiliation, education level, etc.)

Examples of direct client/student contact hours include the following:

- Time spent in the office related to the designated practicum area
- Attending program activities
- Shadowing
- Interviewing
- Attending meetings

Examples of indirect client/student contact hours include the following:

- Research related to the designated practicum area
- Reading related to the designated practicum area
- Writing reflection papers
- Preparing digital portfolio
- Preparing project materials
- Site supervision

Students are expected to have experiences in each of the departments within the five major higher education administration units. The five areas of higher education administration where students will gain experience is listed below. Examples of activities that might be included in practicum hours are also listed. The lists are not comprehensive.

Leadership & Governance

- Board of Regents
- THECB (for Texas students)
- State legislature and/or state educational

- Faculty Senate
- Legal Council
- Public Information Office
- Staff Council
- President's Council
- Campus Security
- Greek Life
- Student Rights and Responsibilities
- Spirit Programs
- Campus Activities
- Disability Services
- Counseling Services
- Multicultural Services
- Parent and Family Programs
- Career Services
- Athletics

Academic Affairs

- Admissions/Enrollment Management
- Academic advising
- Articulation Agreements
- First Year Experience (FYE)
- Curriculum Planning/Evaluation
- International Student Services/Study Abroad
- Core Curriculum
- Registrar
- Transfer Student
- Athletics
- ROTC

Student Programs and Services

- Student Organizations
- Veterans Resource Center
- Financial Aid
- Co-curricular Advising
- Residence Life
- New Student Orientation
- Campus Recreation
- Health Clinic
- Alcohol Education Programs
- Testing Services
- Library
- Distance Education
- Developmental Education
- School of Honors
- 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

Practicum Experience Contract: Students will create a course contract that will provide an overview of their intended practicum experiences along with additional activities that they will complete during the semester. Contracts must be developed in consultation with a site supervisor and approved by the SAHE Program Director prior to beginning the accrual of hours. [Please note that activities may require revisions before approval is granted.] Students will identify a site supervisor within Student Affairs to oversee their practicum experience. One supervisor may oversee all practicum activities or a supervisor in each area may be designated (maximum of two supervisors). Students are required to attend one hour of weekly supervision with their site supervisor(s). After identifying a site supervisor, students are to develop a contract with their site supervisor that details the work that will be completed by the student. Students will schedule a contract proposal meeting with the University Supervisor to present the contract and learning outcomes associated with the practicum experience. Students may not begin to accrue hours until after the University Supervisor approves the contract.

Contracts should include:

1. A cover page with:
 - Student Name
 - Practicum Site(s) (office name, institution)
 - Site Supervisor (s) name, title, phone number, and email address
 - Signature lines with signatures of both the Student and the Site Supervisor (s) (contracts will not be accepted without the signature of both Site Supervisors)
2. Practicum Information (Direct Participation)- *information should be given for both sites*
 - Introductory statement
 - Description of the tasks and activities to be accomplished
 - 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?
3. List the outside areas and the activities you plan to engage in during the practicum. (Indirect Participation)
 - 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?

Project Proposal Presentations- Based on their practicum contracts from Direct and Indirect Experiences each student is expected to present a 10-minute presentation on their practicum project for the Fall 2019 semester.

Reflection Papers – Contract (Direct) Experiences: Students are required to submit a reflection paper upon the completion of the approved activities identified in their Course Contract. Using a reflective perspective, students will prepare a 2-3 page paper (12 point font, Times New Roman, 1 inch margins, double spaced) describing the activities, the date and place of each activity, key players, primary issues or concerns, any unusual circumstances or conditions, and their opinions about the activities. Opinions should include any theory or concepts learned, observed, or identified during the experience. The opinion piece should encompass the majority of the paper and should address how the experience contributed to the student's learning and development. Reflection papers are to be included in the digital portfolio. Students are encouraged to begin writing the paper as soon as the activity is completed. A satisfactory score including formatting, grammar, spelling, and punctuation is required on all papers for successful completion of the course.

Reflection Papers – Outside (Indirect) Activities: In addition to the two projects completed in the primary practicum areas, students are required to engage in one activity in each of the remaining higher education administrative units. Students **may not** complete an activity within the unit where they are currently completing their practicum contract activities or where they are currently employed unless it extends beyond their current job responsibilities. Using a reflective perspective, students will 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 their opinions about the activities. Opinions should include any theory or concepts learned, observed, or identified during the experience. The opinion piece should encompass the majority of the paper and should address how the experience contributed to the student's learning and development. Reflection papers are to be included in the digital portfolio. Students are encouraged to begin writing the paper as soon as the activity is completed. A satisfactory score including formatting, grammar, spelling, and punctuation is required on all papers for successful completion of the course.

Outside Activities may include but are not limited to the following:

- Attending a meeting on a specific 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.).

Professional Interviews- Outside (Indirect) Activities

In addition to a reflection papers, students will be expected to conduct at least two interviews of a professional that is currently working in two separate administrative units within student affairs/higher education. Students must develop 3-5 questions for each particular interviewee and post them in the discussion board. Questions must be pre-approved before the interview and posted in the discussion board.

In Class Activities: Various in-class activities will be conducted in this practicum course. These activities will be graded based on participation.

Digital Portfolio in LiveText: 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. All documents must be uploaded to LiveText for successful completion of the course.

Midterm and Final Evaluations by Site supervisor(s): Midterm and final evaluations must be completed and submitted by each site supervisor. A cumulative satisfactory score is required for successful completion of the course.

Site visits by Faculty supervisor: The faculty supervisor will conduct one site visit in each of the two selected areas. During the visit, the student, the site supervisor, and faculty supervisor will review the student's progress and practicum evaluation. A cumulative satisfactory evaluation is required for successful completion of the course.

Final Project Presentation- Based on their reflection papers from Direct and Indirect Experiences each student is expected to present a 15-minute presentation based on their practicum experience.

Discussions:

Online Discussion: Student leader must post discussion question by the Sunday before class by 11:59p.m. All students must reply to the leaders' questions and be prepared to discuss in class. Online discussions require leader to post in a timely manner, and all students must respond to 1-2 of the questions provided by discussion leader. Online discussion responses are due by the Friday of that week at 11:59 p.m.

IV. EVALUATION:

Grades will be assigned based upon the quality of each student's fulfillment of the course requirements. No additional assignments will be given or accepted for "extra credit." **All assignments**, including the experiential hours must be completed satisfactorily for successful completion of the course. The faculty supervisor assigns the final grade; however, input from the site supervisor is vital. Any ethical violation,

practicum policies, or legal statute may result in a failing grade in the course and/or removal from the program. In the event this occurs, the Student Affairs/Counseling faculty will be consulted as well as the Department Chair.

Evaluation & Assessments/Grading Policy:

Practicum Experiential Learning/Daily Logs	300 points
Digital Portfolio/ Direct Experiences Reflection Paper/Final Project Presentation	75 points
Instructor Evaluations	50 points
Indirect Experiences Reflections and Interviews	50 points
Online/ In-Class Discussions/Activities	25 points

A	450-500	A=90-100%
B	400-449	B=80-89%
C	350-399	C=70-79%
D	300-349	D=60-69%
F	299 or below	F=59% or below
AF	Failure due to unauthorized withdrawal or excessive absence	

TENTATIVE COURSE SCHEDULE		
Week	Class Overview	Assignments/Readings/Homework
August 26 th (Week 1, Class 1)	Syllabus; orientation to practicum; sign up as discussion leaders	Homework: <ul style="list-style-type: none"> ▪ Finalize Practicum Contract sites ▪ Complete practicum contracts ▪ Prepare practicum proposals
September 2nd (Week 2, Class 2)	Practicum proposals presentations <i>Syllabus Examination (P/F)</i>	Practicum contracts due
September 9 th (Week 3, Class 3)	Career Goals	Homework: <ul style="list-style-type: none"> ▪ Continue to obtain direct/indirect hours
September 16 th (Week 4, Class 4)	<i>Class Online</i> Leadership and Governance Discussion Post	Homework: <ul style="list-style-type: none"> ▪ Discussion Post Due ▪ Continue to obtain direct/indirect hours ▪ Work on Reflection 1
September 23 rd (Week 5, Class 5)	Leadership and Governance <i>Leadership and Governance Discussion</i>	Reflection 1 Due- Leadership and Governance Indirect Activities Homework: <ul style="list-style-type: none"> ▪ Continue to obtain direct/indirect hours
September 30th (Week 6, Class 6)	<i>Class Online</i> Student Programs and Services Discussion Post	Homework: <ul style="list-style-type: none"> ▪ Discussion Post Due ▪ Conduct Interview #1 ▪ Continue to obtain direct/ indirect hours

October 7th (Week 7, Class 7)	Student Programs and Services <i>Student Programs and Services Discussion</i> <i>In-Class Discussion over interviews</i>	Midterm Evaluations due from both contract experiences Reflection 2 Due- Student Programs and Services Indirect Activities Homework: Continue to obtain direct/indirect hours
October 14 th (Week 8, Class 8)	Process/Catch-up time	
October 21st (Week 9, Class 9)	<i>Class Online</i> Academic Affairs Discussion Post	Homework: <ul style="list-style-type: none"> ▪ Discussion Post Due ▪ Continue to obtain direct/ indirect hours ▪ Work on Reflection
October 28th (Week 10, Class 10)	Academic Affairs <i>Comprehensive Examination</i>	Reflection 3 Due- Academic Affairs Indirect Activities Homework: <ul style="list-style-type: none"> ▪ Continue to obtain direct/ indirect hours
November 4th (Week 11, Class 11)	<i>Class Online</i> Planning and Assessment Discussion Post <i>Comprehensive Examination</i>	Homework: <ul style="list-style-type: none"> ▪ Discussion Post Due ▪ Continue to obtain direct/ indirect hours ▪ Work on Reflection
November 11th (Week 12, Class 12)	Planning and Assessment <i>Comprehensive Examination</i>	Reflection 4 Due- Planning and Assessment Indirect Activities Due
November 18 th (Week 13, Class 13)	<i>Planning and Assessment Discussion</i>	Homework: <ul style="list-style-type: none"> ▪ Conduct interview #2 ▪ Continue to obtain direct/ indirect hours
November 25th	Week of Thanksgiving Break	No assignments due.
December 2 nd (Week 14, Class 14)	<i>Class Online</i> Resources <i>Resources Discussion</i> <i>In-Class Discussion over interviews</i>	Reflection 5 Due- Resources Indirect Activities Homework: <ul style="list-style-type: none"> ▪ Discussion Post Due ▪ Continue to obtain direct/ indirect hours ▪ Work on Reflection 5 Homework: <ul style="list-style-type: none"> ▪ Digital Portfolio Due by May 5th at 11:59

		<p>p.m. (should include both contract reflections)</p> <ul style="list-style-type: none"> ▪ Prepare for Project Presentations ▪ Prepare Final Reflection from Direct Experiences
December 9 th (Week 15, Class 15)	Project Presentation/Final Examination	Project Presentations Due with Final Reflection
December 14 th	GRADUATION COMMENCEMENT	

VI. REQUIRED/RECOMMENDED TEXTS

As assigned by site supervisor, faculty supervisor, or required for practicum project.

LiveText - Required

This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate and graduate) or majors in other colleges seeking educator certification through the Perkins College of Education. Required program assignments, designated by instructors and program directors, must be submitted within your LiveText account. Successful completion of this course and your degree requirements are dependent on the submission of all required LiveText assignments. Failure to complete LiveText assignments will result in a grade of WH in the course.

Students who do not have an existing LiveText account will receive an access code via the SFASU email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFASU e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these emails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or email livetext@sfasu.edu.

VII. COURSE EVALUATIONS

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. STUDENT ETHICS AND OTHER POLICY INFORMATION <http://www.sfasu.edu/policies/>

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is

registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Two unexcused absences will result in a letter grade drop. See description of excused absences above.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, 936.468.3004/936.468.1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty: *Academic* dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to

1. using or attempting to use unauthorized materials on any class assignment or exam;
2. falsifying or inventing of any information, including citations, on an assignment; and/or
3. helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include but are not limited to:

1. submitting an assignment as one's own work when it is at least partly the work of another person;
2. submitting a work that has been purchased or otherwise obtained from the internet or another source;
3. incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty

Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university. removal from the class, and/or removal from the university.

Any assignment that contains a violation of academic integrity (whether intentional or not) will not receive credit and no additional opportunity will be given to recover the lost points.

Student Appeals

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFASU. Information regarding the iCare program is found at <http://www.sfasu.edu/judicial/earlyalert.asp> or call the office at 936.468.2703.

Code of Ethics for the Texas Educator:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Please go to TAC 247.2 – Code of Ethics and Standard Practices for Texas Educators. This can be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y).

In COU 596, all electronic devices should be set to “silent” – NOT VIBRATE. There is no acceptable reason to be using an electronic device other than to take class notes, follow a Powerpoint, or research a question at the request of the professor. Any student observed using electronic devices during class time (texting, Facebook, etc.) will receive a zero (0) for that class period and will not be allowed to complete the assignment for that week. Any student “on-call” and who can provide a legitimate explanation (including documentation) for leaving a phone on vibrate during class must speak with the professor BEFORE class.

To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.
2. Provide one of the following primary ID documents: passport, driver's license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at

www.texas.ets.org/registrationBulletin/ <<http://www.texas.ets.org/registrationBulletin/>>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. 3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder Martin at 936.468.1740 or snyderke1@sfasu.edu