

## Functions of Student Affairs in Higher Education

### Textbooks:

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, D.C.: Author.

Komives, S. R., Woodard, D. B., & Assoc. (2003). *Student services: A handbook for the profession* (4<sup>th</sup> ed.). San Francisco: Jossey-Bass.

National Association of Student Personnel Administrators. (2006). *Learning reconsidered 2: Implementing a campus-wide focus on the student experience*. Washington, D.C.: Author. Available: <http://www.myacpa.org/pub/documents/LearningReconsidered2.pdf>

### Articles:

American Council on Education. (1983a). The student personnel point of view: A report of a conference on the philosophy and development of student personnel work in colleges and universities. In G. L. Saddlemire & A. L. Rentz (Eds.), *Student affairs—A profession's heritage: Significant articles, authors, issues and documents* (American College Personnel Association Media Publication No. 25, pp. 74-87). Carbondale: Southern Illinois University Press. (Original work published 1937). Documents Available: [http://www.naspa.org/pubs/files/StudAff\\_1949.pdf](http://www.naspa.org/pubs/files/StudAff_1949.pdf) and <http://www.myacpa.org/pub/documents/1937.pdf>

American College Personnel Association. (1996). *The student learning imperative: Implications for student affairs*. Available: <http://www.acpa.nche.edu/sli/sli.htm>

National Association of Student Personnel Administrators/American College Personnel Association. (2004). *Learning reconsidered: A campus-wide focus on the student experience*. Available: <http://www2.myacpa.org/publications/other-publications/student-services-and-development>

National Association of Student Personnel Administrators/American College Personnel Association. (1997). *Principles of good practice in student affairs*. Available: <http://www.naspa.org/pubs/his.cfm>

### Other sources:

Chronicle of Higher Education

Major newspapers/News Magazines: Time, Newsweek, US News and World Report/online media

### **Course Description and Purpose**

The purpose of this course is to provide an introduction and overview of the history, philosophy, organization, functions of units, and current issues student affairs in American higher education.

### **Course Objectives**

Students who complete the course will have:

1. Increased your knowledge of the functions of units that typically fall within Student Affairs;
2. Examined your current status and future within the profession;
3. Gained familiarity with the philosophical underpinnings of the profession.
4. Explored professional student affairs organizations.

### **Teaching Methods**

Student learning will be promoted through lecture, discussion, case studies, speakers, experiential activities, and relevant assignments.

### **Other Information**

This course is supported by a Course Management System. All assignments will be uploaded as Word (.doc) files via Course Management System unless otherwise specified.

Students are expected to stay current on events that may impact higher education. It is recommended that you scan a major newspaper daily; read the Chronicle of Higher Education weekly (available through KSU library, online); and look at publications produced by one of the national professional organizations. You will find many of the resources you need at [studentaffairs.com](http://studentaffairs.com).

### **General Information**

**Accommodation:** University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit [www.kent.edu/sas](http://www.kent.edu/sas) for more information on registration procedures).

**Statement of Inclusion:** Kent State University, as an equal opportunity educational institution, encourages an atmosphere in which the diversity of its members is understood and appreciated;

an atmosphere that is free of discrimination and harassment based on identity categories. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work, an environment that is sympathetic, respectful and supportive. (See “University Policy Register”)

The instructor of this course is committed to teaching equitably and inclusively, addressing the needs, concerns, and interests of each and every student, regardless of age, gender/sexual identity, race/ethnicity, class, sexual orientation, religion, English language experience, or disability.

### **Case Studies (HIED 66655) Portfolio:**

In the final semester of the HIED program, students enroll in the capstone requirement, Case Studies in Higher Education (HIED 66655). A component of this course is to compile a graduate portfolio - a retrospective of one’s experience in the program and thoughts regarding one’s job search and future professional development. More specifically, one aspect of the portfolio is to prepare a course work summary. In order to best prepare, students are advised to retain copies of syllabi and course materials such as papers or projects.

### **Course Assignments**

In addition to the assignments, active participation, regular attendance, and the timely preparation of all reading assignments are expected. Assignments must be completed in a timely and professional manner. Accurate spelling, grammar, and organization are expected. Assignments will be uploaded on Course Management System.

Assignments are oriented to reflecting on course content, investigating the profession, examining relevant contemporary topics, and career exploration and decision making. Doctoral student assignment expectations will vary from master’s level assignments.

A	(93-100%)	A-	(90-92%)	B+	(87-89%)
B	(83-86%)	B-	(80-82%)	C+	(77-79%)
C	(73-76%)	C-	(70-72%)	D+	(67-69%)
D	(63-66%)	D-	(60-62%)	F	(below 60%)

### **ACADEMIC INTEGRITY**

As members of the community of higher education, we are all subject to the standards of academic integrity. Students are subject to the Code of Student Conduct. Using another person’s words, thoughts or ideas without proper attribution is plagiarism and a form of academic dishonesty. Academic dishonesty is a violation of University policy. All students must become familiar with and abide by the University’s policy on academic integrity, which prohibits cheating and plagiarism. For more information about University policy see The University Policy Register at <http://imagine.kent.edu/policyreg/> Further, I direct your attention to the APA style manual for a statement on plagiarism and a helpful example of how to paraphrase. Finally,