EDAD 5391: Higher Education Administration and Student Affairs Fall 2017

Instructor Information:

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Office Hours: by arrangement

Course Information:

Course Title: Higher Education Administration and Student Affairs
Course Number: EDAD 5391
Semester: Fall 2017
Course Location and Time: Independent study

Requirements: Students will meet with the instructor every two weeks & discuss the class project on an ongoing basis using email or skype.

Catalog Description

The goal of this Independent Study course is to help students acquire skills and knowledge necessary to prepare a case study portfolio that examines issues encountered by a functional area of the Division of Student Affairs in a higher education institution, and creates an action plan to support areas of growth/development in the unit. This project helps students gain a better understanding of the potential career opportunities that await them after graduation.

Course Prerequisites:

No prerequisites. Students must be formally admitted into the Master of Education, Higher Education Administration Emphasis program.

Student Learning Outcomes:

1. To identify and describe different organizational, financing, and assessment models for student affairs
2. To become acquainted with higher education and student affairs journals and research
3. To gain an awareness and understanding of student affairs competencies
4. To understand the role of student affairs in the future of higher education

Textbook(s) and Materials:
There is no required textbook for this course; resources will be provided by the instructor and/or researched by students.

Other course materials

**Grade Calculation:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>% of final grade</th>
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<tbody>
<tr>
<td>Assignment 1: Case study proposal (September 25, 2017)</td>
<td>25%</td>
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<tr>
<td>Assignment 2: Prepare and conduct an interview (October 15, 2017)</td>
<td>25%</td>
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<tr>
<td>Assignment 3: Final paper (November 30, 2017)</td>
<td>50%</td>
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**Major Assignments:**

1. **Case study proposal - 25% (200 words)**
   Conduct research and collect information about the Division of Student Affairs at the higher education institution of interest. Identify the student service or issues to be explored. Discuss with instructor.

2. **Prepare and conduct an interview for the final paper – 25%**
   Identify the student affairs administrator to be interviewed about the functional unit and discuss interview questions with the instructor.

3. **Final paper - 50% (1500 words)**
   Create a portfolio binder for the case study examined. The portfolio ultimately needs to include:
   1. Title Page: Institution name, team members’ names, data of submission
   2. Introduction: Paragraph introducing your case study and describing the structure of your portfolio
   3. Part 1 – Institutional Site: One page summary about the selected institution. This summary can include a brief institutional history, mission and vision statements, strategic plan and institutional goals, student demographics and trends, and faculty/staff administrators’ demographics, etc. You can include an organizational chart of your institution.
   4. Part 2 – Division of Student Affairs: Two-page summary description of division of student affairs within your selected institution. This summary can include division’s history, mission and vision statements, strategic plan, as well as its approach to one of the competencies (Part 3). Please include an organizational chart of the division of student affairs.
   5. Part 3 - Functional Area: In two-to-three pages create an action plan for a functional unit within the division of student affairs at your selected institution. You are required to interview one administrator from the selected unit to inquire into the areas of growth/development. Include the contact information and questions you asked as an appendix. After identifying areas of improvement, you have to propose three initiatives to assist the department obtain its stated goals. Each initiative must identify: 1) Objectives and expected outcomes, 2) Assessment, 3) Person responsible (position title, not an individual person), and 4) How to use evaluation for future goals.
   6. Appendices: Interview contacts and questions
   7. References

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Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the
University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit [http://www.uta.edu/news/info/campus-carry/](http://www.uta.edu/news/info/campus-carry/)

**Attendance Policy:** As graduate students, you understand the importance of participation in class discussion through Blackboard activities. Regular and prompt participation is expected. When you miss taking part in these discussions, we miss out your ideas and you miss out hearing ours.

**Course Late-Work Policy:** If you are unable to submit a paper the evening it is due, your paper will receive a 1-point deduction every day it is late. Please contact the instructor to discuss any issue related to your assignment’s submission.

**Grading Policy:**
- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships ([http://www.uta.edu/aaoo/fao/](http://www.uta.edu/aaoo/fao/)).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Non-Discrimination Policy:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

> I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.
I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. Evacuation plans may be found at http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php. Emergency/Fire Evacuation Procedures (http://www.uta.edu/police/Evacuation Procedures.pdf).

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php

The English Writing Center (411LIBR): Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays, and Noon to 5 pm Saturdays and Sundays. Walk In Quick Hits sessions during all open hours Mon-Thurs. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

Librarian to Contact: Our research librarian is Gretchen Trkay (http://library.uta.edu/staff/gretchen-trkay) Reference/Instruction Librarian Central Library, Rm. 516, University of Texas at Arlington gtrkay@uta.edu 817-272-7434

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381

University Mission:
The mission of The University of Texas at Arlington is to pursue knowledge, truth and excellence in a student-centered academic community characterized by shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility. The University is committed to lifelong learning through its academic and continuing education programs, to discovering new knowledge through research and to enhancing its position as a comprehensive educational institution with bachelor’s, master’s, doctoral and non-degree continuing education programs.

College Mission:
The mission of the UTA College of Education is to develop and deliver educational programs that ensure the highest levels of teacher, administrator, and allied health science practitioner preparation and performance. As a recognized contributor to the fields of education and allied health science, the College engages in effective teaching, quality research, and meaningful service. The College is committed to diversity and to the advancement of active teaching and learning in all educational environments and at all levels.

Core Values:
Excellence                       Student-Centered Environments,  
Research                         Collaboration  
Diversity                         Technology  
Field Experiences           Life-Long Learning

Conceptual Framework:
The work of the College of Education is grounded in constructivism as a theory of teaching and learning and is done in a spirit of expectation that all involved in the College of Education, whether candidate, faculty or administrator, will hold the following as important: Excellence, Student-Centered Environments, Research, Collaboration, Diversity, Technology, Field Experiences and Life-Long Learning.

Partners for the Future serves as the theme of the College of Education and epitomizes the understanding that it takes a village of partners to insure the future of education for all.

In 2011, the Library migrated its website to the University's content management system. As a result the Library’s website address changed from http://library.uta.edu to http://www.uta.edu/library. Although the library staff instituted a series of automatic redirects, many syllabuses and online courses have deep links into the Library's website that will no longer work.

Unfortunately a simple "find & replace" function won't solve the problem of updating these links. Instructors will need to manually locate the places in each syllabus and course webpage where they link to the Library and update the URLs (as they appear on the new site). If you need help doing this, both Center for Distance Education staff and the Subject Librarian for your area can help you.

This is a page where we have gathered many commonly used resources needed by students in online courses: http://www.uta.edu/library/services/distance.php

The following is a list of commonly used library resources:
Library Home Page ...................... http://www.uta.edu/library
Subject Guides .................................. http://libguides.uta.edu
Subject Librarians......................... http://www-test.uta.edu/library/help/subject-librarians.php
Database List ................................. http://www-test.uta.edu/library/databases/index.php
Course Reserves......................... http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog ......................... http://discover.uta.edu/
E-Journals ...................................... http://utalink.uta.edu:9003/UTAlink/az
Connecting from Off- Campus....... http://libguides.uta.edu/offcampus
Ask A Librarian .......................... http://ask.uta.edu

Finally, the subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit http://libguides.uta.edu/os and http://libguides.uta.edu/policyissues. If you have any questions, please feel free to contact the Coordinator for Information Services, Suzanne Beckett, at sbeckett@uta.edu or at 817.272.0923.