

Syllabus
Field Experience Seminar
College Student Affairs

Fall 2013

Dr. Gregory Blimling, Professor

Room 311 - Graduate School of Education

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Office Hours: by appointment

Classroom, Meeting Times and Dates

This course meets every other week beginning with the first meeting on September 17. Dates for the other meetings are given below. The course meets in Scott Hall Room 115 from 9:00 AM to 11:40 AM.

Required Book

Selingo, J. J. (2013). *College unbound: The future of higher education and what it means for students*. New York, NY: Houghton Mifflin Harcourt Publishing. [Amazon price: Hardcover \$15.60; Kindle edition \$5.60]

Course Objectives

This course is designed to help students connect the experiential learning in their field placement to contemporary issues in higher education and student affairs with a special emphasis on the undergraduate student learning. Specific goals for the course include the following:

1. Integrate professional knowledge and skills to a “real world” setting found in fieldwork site.
2. Practice specific skills required to work successfully in the field, such as advising, assessment, planning and evaluation. Interpersonal, organizational and communication skills will also be practiced.
3. Gain an overview of the day-to-day operations of a higher education or student affairs unit and an understanding of a variety of professional roles and functions in student affairs.
4. Provide professional service to the unit.
5. Strengthen a personal philosophy and commitment to student affairs work.
6. Provide an opportunity to explore career options.

7. Engage in discussions about how to link theory to practice.
8. Assess the development of students and create programs and interpersonal strategies that promote development.
9. Become familiar with contemporary issues in higher education and student affairs

Course Policies

1. Students should be familiar with current issues in higher education and student affairs that appear in the media. They should be prepared to discuss these issues in class as they arise throughout the semester.
2. Students should come to class prepared to participate. The instructor will call on students whether or not they volunteer to participate.
3. Part of your grade for the course depends on your participation in class discussions. You cannot participate if you are not there. Class attendance is required.
4. The instructor reserves the right to alter the syllabus as needed to meet course objectives.
5. Electronic devices, such as cell phones, must be turned-off or silenced during class. Texting, using Facebook, Twitter, or similar social media during class is not permitted.
6. Academic integrity is the first prerequisite for this class and any student who violates the University's *Academic Integrity Policy* will be subject to the disciplinary process outlined in that policy.
7. Because this course will include discussions about students' individual experiences with other students and with student affairs professionals across the University, discussions in this course are confidential. Students are expected to maintain that confidentiality by not disclosing any personally identifiable information or class discussions that may include comments about other students or people with whom they are working in their field placement or internship.

Course Requirements

1. **Site Supervisor Meetings:** You should have regular meetings (approximately once a week) with your site supervisor. Ongoing communication with your supervisor is critical to the learning experience. This is a time to review progress made on assigned activities along with processing observations and reflections about the experience.

2. **Journal:** Maintain a field experience journal for your personal use and for later reference as you prepare for your culminating project.
3. **Class Participation:** At each class period, students will be expected to have read the assignment and be prepared to summarize and discuss any articles assigned. The instructor will ask students to connect their field placement experience to reading material under discussion and to theories and best practices in student affairs.
4. **Site Visit:** The field experience requires a site visit by the instructor which students must arrange. The purpose of the site visit is to discuss with your site supervisor your progress in the site and progress on the site project. You can expect this visit to last between 30 minutes and one hour. It is your responsibility to schedule this meeting at a time convenient to the supervisor and seminar instructor. Given people's busy schedules, you should arrange this session early in the semester.
5. **Current Issues Discussion:** Throughout the semester the instructor will distribute or refer students to written material of interest to the higher education community. Students are expected to read the material and be prepared to discuss the topic in class.

Evaluation and Grading Process

1. Students will be assigned to present one or more topics for discussion in class. Some of the presentations may come from the required book for the course while others will be from the required readings. Students who do not complete the assigned presentation(s) will not be able to receive a passing mark for the course.
2. Students should seek feedback from their supervisors on an ongoing basis. A formal evaluation process will occur at the end of the semester. The completed evaluation form should be delivered to the seminar instructor at the end of the semester (see syllabus). It is your responsibility to schedule this session with your site supervisor in a timely manner. One week before the scheduled session, you should complete the evaluation form as a self-evaluation and give it to your site supervisor. You should also give that person a blank copy of the form. (The form for this evaluation is on the <http://csafieldexperience.weebly.com/> web site.)
3. All students have negotiated a project as part of their field experience. Students must complete a report on the project. Details on the report will be provided in class. The form of the report can include any number of work products, such as a power point presentations, evaluation questionnaires with results, or whatever is specified in the Field Experience Contract.

4. Grading for this course is “pass or no credit”. Students will pass the course if they have satisfactorily completed each assignment for the seminar with a passing grade. Lack of professionalism in the field experience site, breach of confidentiality, unsatisfactory work performance at the field experience site, or failure to regularly attend the course or the field experience site are grounds for not receiving credit for this course.
5. Standards of conduct at the field experience site should be consistent with what one would find working as a full-time professional. Sample behaviors that demonstrate a lack of professionalism include: consistently being late or absent from either your site or seminar, failure to complete assignments in a timely manner, poor communication with your supervisor or seminar instructor, inadequate interpersonal skills, breach of confidentiality, dishonest or unethical conduct.

Schedule

1. 9/3 Seminar
2. 9/10
3. 9/17 Seminar
4. 9/24
5. 10/1 Seminar
6. 10/8
7. 10/15 Seminar
8. 10/22
9. 10/29 Seminar
10. 11/5
11. 11/12 Seminar
12. 11/19
13. 11/26 Seminar
14. 12/3
15. 12/10 Seminar
16. 12/17