

College Student Affairs Capstone Seminar

Spring 2014

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Office Hours: by appointment

Classroom, Meeting Times, and Dates

1. **Class meeting times and location:** Tuesday and Thursday (9:00 - 11:40 Livingston Til 103B)
2. **Special Note:** This class meets twice a week for the first seven weeks. The pace of instruction and the due dates for assignments are quick. You cannot postpone work in this course or you will fall behind and miss deadlines. You must pass this course with a B or better to complete degree requirements for the CSA program.

Required Books

Stage, F.K. & Hubbard, S.M. (eds.) (2012). *Linking theory to practice: Case studies for working with college students (third edition)*. New York: Routledge.

Levine, A. & Dean, D. R. (2012). *Generation on a tightrope: A portrait of today's college student*. San Francisco: Jossey-Bass.

Magolda, P. M. & Baxter-Magolda, M. B. (eds.) (2011). *Contested issues in student affairs: Diverse perspectives and respectful dialogue*. Sterling, VA; Stylus.

Course Objectives

This course is structured to help students synthesize and apply their knowledge of student affairs administration to practical problems that they are likely to encounter as professionals in student affairs and to help them make the transition from graduate school to their first job as a student affairs professional. Specific goals for the course include the following:

1. strengthen students' professional knowledge and self-efficacy through increasing intellectual and practical skills in inquiry and analysis of issues encountered by student affairs professionals;

2. synthesize and apply knowledge gained in the CSA program to the resolution of practical problems they are likely to encounter as student affairs professionals;
3. improve critical thinking skills;
4. improve teamwork and small group communication skills;
5. improve problem-solving skills;
6. improve written and oral communication skills;
7. help students develop a coherent philosophy of student affairs based on a full understanding of their beliefs and opinions about student affairs work;
8. help students identify their personal skills and strengths as a new student affairs professional;
9. help prepare students for the NASPA /ACPA conference interviews;
10. have students apply student development theories, learning theories, and leadership theories to cases student are likely to encounter as student affairs professionals;
11. provide students experience in applying basic legal/policy concepts to the practical resolution issues they are likely to encounter as student affairs;
12. help students develop a better understanding of institutional governance structures and how those structures influence institutional decision making.

The course consists of lectures, readings, case studies, and classroom discussion that require students to apply theory and professional judgment to situations they are likely to encounter as student affairs professionals. Students are expected to read and analyze case materials and be prepared to actively participate in class discussions about the cases and readings. The course also will include an interview workshop, class presentations, written assignments, and tests.

Students are expected to be informed about current issues in higher education and be prepared to discuss them in class. The *Chronicle of Higher Education* and the *New York Times* are good sources of information about contemporary issues in higher education.

Class Policies

1. *Do not assume that if the instructor is arguing a particular position in a case study that he necessarily agrees with that position.* The instructor may take different positions on different cases as a way to stimulate discussion and to encourage students to think more broadly about the topics under consideration. The instructor may challenge you on some of your core beliefs and he expects you to be able to explain them and defend them.
2. Complete all written assignments by the deadline date. Students' lives are often complicated and busy. Situations occur which disrupt schedules and cause legitimate reasons for a delay. The instructor may grant deadline exceptions for some written

assignments **with prior approval** under unusual circumstances. If a deadline exception is granted by the instructor, the delay is seldom for more than three days.

3. The instructor reserves the right to alter the syllabus as needed to meet course objectives.
4. Material not covered in a particular class period may or may not be moved to the next class period at the instructor's discretion.
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. No eating in class. Beverages are permitted.
7. If you have a disability that requires special accommodation for testing or other assignments, please discuss your needs with the instructor at the beginning of the course so that appropriate accommodations can be made. A letter from the Office of Disability Services should be presented showing what type of accommodation is necessary.
8. Academic integrity is the first prerequisite for this class and any student who violates *Rutgers University's Academic Integrity Policy* will be subject to the disciplinary process outlined in that policy.

Assignments

1. Mid Term Examination (100 points): A mid-term examination will be given based on lectures and reading material assigned prior to the examination.
2. Final Project (100 points): Students as members of a team will be assigned to complete a student affairs program budgets and present their budget in class with the rationale for the decisions they made.
3. Case Study/Issues Analysis and Participation (20 points): Points will be awarded by the instructor for active and informed in class participation throughout the course.

Grading

There are 220 possible points in the course. The course grade will be determined by adding together all of the points earned in the class and dividing by 2. The grading scale is as follows:

A	B+	B	C+	C	F
110-90	89-86	85-80	79-76	75-70	69-0

Class Schedule