

Syllabus
15:245:640 Field Experience Seminar
College Student Affairs
Spring '13

Instructor:

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ACADEMIC INTEGRITY:

Students are expected to review and abide by the University's Policy on Academic Integrity. You should particularly note the issues on plagiarism. See:
<http://academicintegrity.rutgers.edu/integrity.shtml>

CONFIDENTIALITY:

During this course students and instructors will discuss professional issues candidly and honestly. These discussions are related to personal and professional development and connected to professional colleagues around the University and beyond. As such, the content, written and verbal in this course is considered confidential. You are expected to maintain that confidentiality by not disclosing any personally identifiable information or discussions that take place in the course. (see ACPA, NASPA and CAS statements for further explanation.)

COMPLETING ASSIGNMENTS ON TIME:

Because this course is developed on line, students are expected to complete all assignments on time. In most instances, you will be commenting on the work of others (who will also be commenting on your work) and all those comments are designed to lead to further comments. If you do not meet deadlines, you will prevent others from meeting theirs. Make sure you follow all timelines outlined in this syllabus.

COURSE OBJECTIVES:

1. Integrate professional knowledge and skills to a "real world" setting
2. Gain new knowledge.
3. 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.
4. 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.

5. Develop and understanding of an organization's mission and how that mission is carried out.
6. Gain a better understanding of how student development theory and organizational and administrative theory is carried out in practice.
7. Strengthen a personal philosophy and commitment to student affairs work.
8. Provide an opportunity to explore career options.

COURSE REQUIREMENTS (requirements and process for each outlined in following section)

1. Submit three journal statements on your experience.
2. Make progress on developing a Professional Philosophy Statement that is part of the Culminating Project requirements.
3. Submit a "project report" as a final paper.

EXPLNATION OF REQUIREMENTS.

1. JOURNAL ENTRIES

- a. Three journal entries should be posted in the drop box on the Sakai site for your section.
- b. While you may use the guide provided in your Internship Seminar or your recent spring Field Experience as a guide, you are encouraged to use the course objectives listed above as a guide. How an organization meets (or does not meet) its mission and how it applies developmental, counseling or organizational theories always serve as good topics for journal entries
- c. For your third journal submission you should consider identifying how this experience advanced your learning in ways that your Internship and first Field Experience have not.
- d. Journals should be a minimum of two pages, double spaced, and should include a description of how you spent your time.

2. PROFESSIONAL PHILOSOPHY STATEMENT

- a. The instructions below may appear complicated, but they are not. The goal here is to have you begin to develop a Professional Philosophy Statement that will start you on the road to developing your Culminating Project.
- b. The first task you have is to consider your classmates. You have been in class with them, had discussions with them, and worked in groups with them. When you consider them you probably have some thoughts that come to mind about what kind of professional they are--what professional responsibilities they consider to be most important, what principles guide them in their work, what serves as a guide when they are working with students.
- c. Here is where things get a little complicated. On the announcements sections of your Sakai site there is an alphabetical listing of all the students in your "section" of the summer field experience. We are asking that you do lots of comments based on

this list. (We use this list because Sakai rearranges names to the most recent comments.) If you are the first person on the list and you are asked to comment on three people, you will comment on the three who follow you alphabetically. If you are last on the list, you will comment on the first three on the list. In other words, the alphabetical list is a circle. Ultimately, you will be asked to comment on the seven people who follow you on the alphabetical list.

- d. By the second week of the semester, we are asking that you write a statement about what you think someone's professional philosophy is and post it under their name in the "Discussion and Private Messages" section under their name on the Sakai site. You are to comment on three people--three separate comments. Note that if you are the first person to comment, the comments section under each person will appear blank. Use point "b" above as your guide. This is a brief statement, no more than three sentences. We ask that you not read the statement posted by anyone until everyone has at least one posted statement. You should have all three of your comments posted by the third week of the semester, but you can start it any time.
- e. You will submit two Professional Philosophy Statements across the semester. The first is due the 4th week of the semester and the second is due the 8th week. You will post it under your name in "Discussion and Private Messages"
- f. You will comment on the drafts of two people (the next two on the list) and post those comments under their name in "Discussion and Private Messages". Those two comments should be posted within 5 days of the first posting.
- g. You will also comment on the second draft of two more people, with those comments due the 10th week of the semester.
- h. Remember, the Professional Philosophy Statement is a one page, double spaced document.

3. PROJECT REPORT

The project report should be similar to what you have done in the past. If you are doing this Field Experience under a contract, the project should have been specified. If you are completing this Field Experience as an employment experience (NODA or NSO, for example) you should write a report of your experience and relate it to theory--developmental, counseling, organizational, etc. It should be posted in the Drop Box no later than the last day of classes.

Evaluation and Grading Process

Each student should seek feedback from his/her supervisor on an ongoing basis. A formal evaluation process will occur at the end of the semester. Paul will contact your site supervisor and ask that they complete the Field Experience evaluation form and return it to us by the last day of classes. You may want to check with your site supervisor to be sure they received it and you should request that they submit it by the deadline. As always, we will ask that they share this evaluation with you. (The form for this evaluation is on the <http://csafieldexperience.weebly.com/> web site)

The grading system 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 or failure to meet the course requirements is grounds for not receiving credit for this course. The standards are 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 your site, failure to complete assignments in a timely manner, poor communication with your supervisor or seminar instructor, inadequate interpersonal skills.

A REMINDER:

- Review the mission statement, goals and objectives of your site for the year, and an organizational chart for your agency.
- Ask the supervisor what they think the prime values of the site are, and ask for examples of how those values are manifested at the site.
- Review the CAS standards for your agency. If there are none, review the general CAS Standards.