

**HIED 730/830**  
**Seminar in Student Affairs Administration**  
**3.0 Credit Hours**

**INSTRUCTOR:** Dr. Dana Burnett

**PURPOSE:** To furnish students with a capstone experience in the student affairs cognate in the form of a seminar

**DESCRIPTION:** This course provides synthesis, integration, and application of prior coursework; discussion topics include: college students and their environments, student learning and development, administrative issues, ethical decision-making, leadership and staff development, current “hot topics” in student affairs, and counseling and helping skills. A significant portion of the class is spent discussing and actively observing in student affairs areas that are engaged in program development and implementation, environmental and needs assessments, program evaluation, advising student groups. A final segment of the course covers the transition to professional student affairs roles.

**REQUIREMENTS:**

The final grade for this course will be based on four criteria.

1. You will keep a journal of your reaction to readings, class discussions, personal thoughts about items of special interest as we progress through the course.
2. Each student will create an annotated bibliography of no less than 25 readings from the bibliography of readings related to a student affairs area of interest. Copies will be distributed to each member of our class.
3. Students will be assigned to one of three “consulting groups”. These groups will review an assigned case studies provided by the instructor and present their findings in class. Findings will cite readings and research available in the student affairs literature.
3. A final exam
4. Throughout the course, students are expected to participate fully in all aspects of the course. This includes, but is not limited to class presentations, reaction to other presentations, and participation in class discussions. This serves as the final criteria for grading. Students are expected to attend class regularly and participate in the discussions actively, as this will influence the final grade. Any material missed should be obtained from

colleagues.

You should complete all required readings prior to attending class in order to fully gain from the lecture and discussion.

In accordance with university policy, students with documented sensory and/or learning disabilities should inform the instructor so that their special needs may be accommodated.

### **GRADING:**

The final grade for the course will be determined as follows:

Journal	10%
Case Study	20%
Participation	20%
Annotated Biblio	20%
Final Exam	30%

### **HONOR PLEDGE:**

Each student is expected to abide by the honor system of Old Dominion University.

"I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned."

**REQUIRED TEXTBOOK:** Komives, S., & Woodard D. (1999). *Student Services: A Handbook for the Profession, 4<sup>th</sup> ed.*. San Francisco: Jossey-Bass.

Winston, R. B., Creamer, D. G, Miller, T. K. & Associates (2001). *The professional student affairs administrator: Educator, leader and manager*. New York: Taylor & Francis.

## Outline by Class Session

1. Introduction, expectations, the profession of student affairs – historical development to the 21<sup>st</sup> century, a career in student affairs vs. staying personally centered
2. Our clientele: students, parents, faculty, staff, working with the executive staff
3. Advising individuals and student groups, counseling, working with peer advisors.
4. Case Study # 1 discussion
5. The collegiate environment and how it affects behavior
6. Student learning, program development, assessment
7. Ethics, policy, and enforcement
8. Case Study #2 discussion
9. leadership for student affairs, developing staff and student leaders, your leadership style
10. Management for student affairs: planning, budgeting, assessment, staff recruitment & development, organizing for success
11. The future of student affairs
12. Case Study # 3 discussion
13. More hot topics
14. Final Exam
15. Attend Professional conference/workshop: virtually or real-time
16. Report to class experience at professional conference/workshop