

CONCORDIA UNIVERSITY

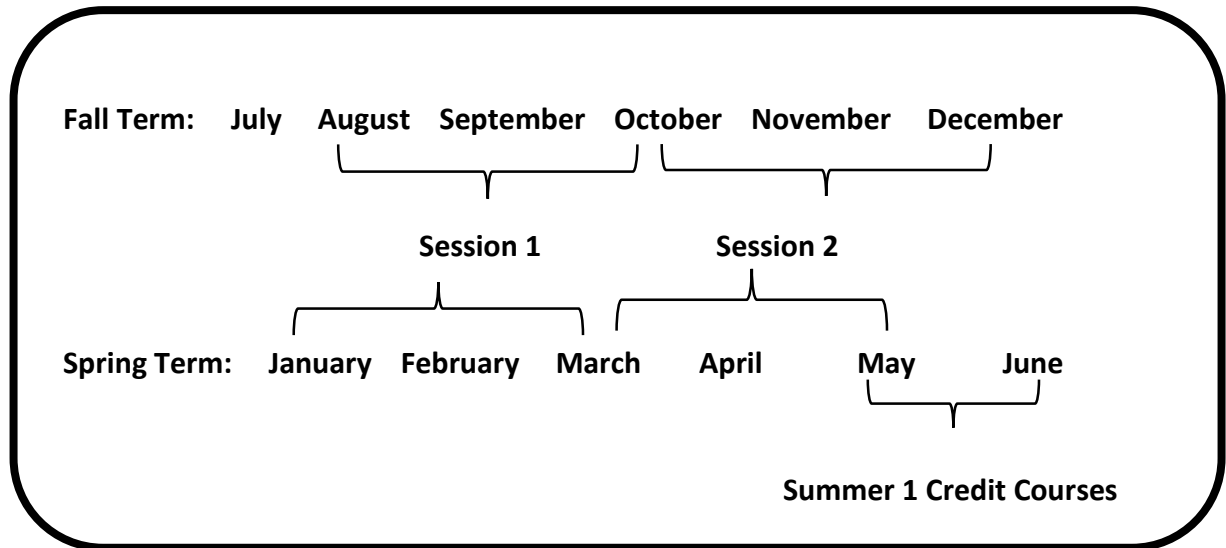


MASTER OF SCIENCE STUDENT PERSONNEL ADMINISTRATION IN HIGHER EDUCATION

Statement of Purpose

The Master's Program in Student Personnel Administration seeks to prepare graduate students in mind, body, and spirit for service to Christ in the Church and the world through a program that is grounded in student affairs theory and practice applied from a Christian perspective.

SPA GRADUATE SCHOOL TERMS



GENERAL COURSE REQUIREMENTS

General Requirements	Minimum Credits
Option A	34
Option B	40 (includes 6 credits of electives)

Specific Requirements	Minimum Credits/Comment
Theory Courses	25
Skill Courses	3
Internship	3 credits (including 300 hours)
Capstone Courses	Option A: SPA 600 Thesis & SPA 602 Portfolio
	Option B: SPA 601 Capstone Project & SPA 602 Portfolio

REQUIRED THEORY COURSES

Administrative Emphasis		
Course #	Course Title	Credits
SPA 501	Foundations of Student Personnel Administration	3
SPA 502	Professional Writing & Research	1
SPA 506	Group Dynamics	3
SPA 510	Issues in American Higher Education	3
SPA 520	The American College Student	3
SPA 525	Student Programs & Assessment	3
SPA 530	Higher Education Administration	3
SPA 535	Legal Issues in Higher Education	3
SPA 515	Educational Research Methods	3
Total Required Theory Credits		25

Note: SPA 511, 526, 531 may be selected as electives

Athletic Emphasis		
Course #	Course Title	Credits
SPA 501	Foundations of Student personnel Administration	3
SPA 502	Professional Writing & Research	1
SPA 506	Group Dynamics	3
SPA 511	Current Issues in Athletic Administration	3
SPA 520	The American College Student	3
SPA 526	The Organ. & Management of Athletic Programs	3
SPA 531	Fiscal Issues in Athletic Administration	3
SPA 535	Legal Issues in Higher Education	3
SPA 515	Educational Research Methods	3
Total Required Theory Credits		25

Note: SPA 510, 525, 530 may be selected as electives

ELECTIVE COURSES

Elective Course Requirement:

- Administrative emphasis students must take SPA 511 or 526 or 531 + one additional 3 credit elective course.
- Athletic emphasis students must take SPA 510 or 525 or 530 + one additional 3 credit elective course.

Course #	Course Title	Credits
SPA 510	Issues in American Higher Education	3
SPA 511	Current Issues in Athletic Administration	3
SPA 525	Student Programs & Assessment	3
SPA 526	The Organization & Management of Athletic Programs	3
SPA 530	Higher Education Administration	3
SPA 531	Fiscal Issues in Athletic Administration	3
SPA 597	Internship II	3
SPA 598	Internship III	3
SPA 560's	Current Topics In Courses are one credit each and may be taken as elective after completing the skill courses requirement	3
EDG 533	Leadership for Change	3
COUN 543	Counseling Theories & Issues	3
COUN 560	Fundamentals of Counseling	3
COUN 561	Career Counseling	3
<p>A student may petition the Program Director, in writing, to take an elective course in another CUW masters program or the masters program at another accredited college or university. The student must receive permission from the Program Director before beginning this type of course.</p>		

COURSE SEQUENCE

- Skill courses are one credit each and the student is required to take 3 courses.
- Skill courses are designed to focus on current topics in Student Affairs Administration, Programs and Services.
- Skill courses may be used as elective credits (after 3 credit requirement is met).
- Most skill courses are only offered in the summer months.
- Exception SPA 559 (required for Athletic Emphasis) is offered only in the fall and spring undergraduate semesters.

COURSE SEQUENCE

Note: The course sequence may be changed at any time at the discretion of the Program Director. "X" indicates the session/semester the course is offered.						
Courses		Fall Semester		Spring Semester		
Course #	Course Title	Session 1	Session 2	Session 1	Session 2	Summer
SPA 501	Foundations of Student Personnel Administration	X				
SPA 502	Professional Writing & Research	X		X		
SPA 506	Group Dynamics	X				
SPA 510	Issues in American Higher Education			X		
SPA 511	Current Issues in Athletic Administration	X				
SPA 515	Educational Research Methods				X	
SPA 520	The American College Student			X		
SPA 525	Student Programs & Assessment		X			
SPA 526	The Organization & Management of Athletic Programs		X			
SPA 530	Higher Education Administration		X			
SPA 531	Fiscal Issues in Athletic Administration			X		
SPA 535	Legal Issues in Higher Education				X	
SPA 559	Event Management in Athletics	x	x	x	x	
SPA 561 – 569	Current Topics In (as scheduled)					X
SPA 559	Event Management in Athletics		X		X	
SPA 596	Internship I		X		X	
SPA 597	Internship II		X		X	
SPA 598	Internship III		X		X	
SPA 600	Thesis Completion Seminar		X		X	
SPA 601	Capstone Project		X		X	
SPA 602	Portfolio		X		X	

COURSE SEQUENCE POLICY

- Students must take SPA 502 in the first term in the program.
- If the student begins in the “Fall Term”, he /she should follow the schedule listed below.
- If the student begins in the “Spring Term”, he/she should follow the schedule below but must take SPA 501 in the following “Fall Term.”
- The sequence of course may be changed at the discretion of the SPA Program Director.

COURSE SEQUENCE: ONE COURSE PER SESSION

Administrative Emphasis	
First Year – Fall Term	
Session 1	Session 2
SPA 501 & 502	SPA 530
First Year – Spring Term	
Session 1	Session 2
SPA 520 & 502	SPA 535

Athletic Emphasis	
First Year – Fall Term	
Session 1	Session 2
SPA 501 & 502	SPA 526
First Year – Spring Term	
Session 1	Session 2
SPA 531	SPA 535

Second Year – Fall Term	
Session 1	Session 2
SPA 506	SPA 525
Second Year - Spring Term	
Session 1	Session 2
SPA 510	SPA 515

Second Year – Fall Term	
Session 1	Session 2
SPA 506 & 511	Open
Second Year – Spring Term	
Session 1	Session 2
SPA 520	SPA 515

Note: SPA 596, 600/601, and electives, if applicable, can be scheduled at the student’s discretion. SPA 602 Portfolio should be scheduled in the last term the student is completing requirements for graduation.

COURSE SEQUENCE: 9 – 12 CREDITS PER TERM

Administrative Emphasis	
First Year – Fall Term	
Session 1	Session 2
SPA 501 & 502	SPA 525 & 530
First Year – Spring Term	
Session 1	Session 2
SPA 510 & (502)	SPA 535 & 3 summer credits

Athletic Emphasis	
First Year – Fall Term	
Session 1	Session 2
SPA 501 & 502	SPA 526 & 530
First Year – Spring Term	
Session 1	Session 2
SPA 510 & 559	SPA 535 2 summer credits

Second Year – Fall Term		Second Year – Fall Term	
Session 1	Session 2	Session 1	Session 2
SPA 506 & Elective	Elective	SPA 506 & 511	SPA 596
Second Year - Spring Term		Second Year – Spring Term	
Session 1	Session 2	Session 1	Session 2
SPA 520 & 596	SPA 515 & 601	SPA 531	SPA 515 & 601
SPA 602 Portfolio should be scheduled in the last term the student is completing requirements for graduation.			

SKILL COURSES

- ✓ Skill courses are one credit each and the student is required to take 3 courses.
- ✓ Skill courses are designed to focus on current topics in Student Affairs Administration, Programs and Services.
- ✓ Skill courses may be used as elective credits (after 3 credit requirement is met).
- ✓ Most skill courses are only offered in the summer months.
 - Exception SPA 559 (required of Athletic Emphasis) is offered only in the fall and spring undergraduate semesters.

INTERNSHIPS

The Student Personnel Administration in Higher Education internship provides students for a wide range of opportunities in student services at the postsecondary level. The Internship offers students first-hand knowledge of student affairs professions and gain hands-on experience in many areas within the Division of Student Affairs. Furthermore the Internship will afford our graduate students the opportunity to analyze the functions of various administrative departments, to examine the relation of departments to each other and to the institution. Working with experienced student affairs administrators our interns will work to improve the quality of campus life, foster a safe, healthy and respectful environment, support academic achievement and success, and promote leadership and civic engagement. The Intern is encouraged to participate in University wide projects and professional development opportunities to begin developing a professional network.

Internship		
Total of 300 supervised hours in 2 distinct fields of Student Affairs including at least one Internship. Each Internship is 150 hours.		
SPA 596	Internship I	3
SPA 597	Internship II	3
SPA 598	Internship III	3
Total Required Credits		3

Promoted Learning Outcomes

- Demonstrate professional knowledge and administration specific to an office within higher education and student affairs.
- Integrate research and theory of higher education into practice of student affairs work.
- Acquire an understanding of higher education as reflective of society and in response to diverse societal needs and issues.
- Develop firsthand, experience of the assessment process using research and data to evaluate programs and departmental initiatives.
- Develop skills including problem solving, counseling, organization, collaboration, program development, communication and ethical based decision making.
- Begin building a professional network.

Internship Policies

- A. The SPA program subscribes to CAS Standards. CAS requires that students get practical experience in 2 distinct areas of student affairs.
- B. SPA Program Requirements:
 - All Internships (SPA 596, 597, 598) are 3 credits and require a minimum of 150 hours for each credits.
 - All students must take at least one Internship (SPA 596).
 - Students may not begin an Internship until the student has completed all theory courses with the exception of SPA 515. If the student has one theory course left to take, the student may take the last theory course concurrent with the Internship.
- C. SPA Program Requirements:
 - Internships may span more than one semester. However, a student may not begin an internship until all the requirements for developing an internship have been completed and the Coordinator for SPA Internships has given approval to begin.
 - Students must attend student internship seminar. Student may attend internship seminar prior to completing perquisites.
- D. The student must accumulate a minimum of 300 supervised hours in 2 different areas of student affairs. This can be accomplished in two ways.

Option 1: - Take SPA 596 Internship I (150 hours) and SPA 597 Internship II (150 hours)

Option 2: - Take SPA 596 Internship I (150 hours)

- If you are currently working in student affairs (e.g. employee, GA) or will volunteer your time to work in student affairs, you can record 150 hours of your work.

Placement- An Individualized Process/Decision

- Ask the question how can I make this internship experience a resume enhancer?
- What type of institution do I want to gain tangible experiences from?
- How far am I willing to drive?
- What hours am I able to work and how will this affect my internship selection?
- Research universities, offices and people you would like to work with.
- Use your networking power of your colleagues, classmates and instructors in the program.
- Finally if you are still in need of assistance, schedule an appointment with the internship supervisor and work with them to find an acceptable placement.

What is the difference between SPA Supervised hours and SPA 596, 597 and 598 Internships?

- Concordia University requires, as part of the SPA program, 300 supervised hours be completed prior to graduation. The makeup of those hours is up to the individual but you need to have completed at least one three credit internship, comprised of 150 hours.
- **The SPA Supervised hours are separate of the internship and are kept on the SPA Supervised Hours form provided by SPA Program Director.**

CAPSTONE COURSES

Capstone Courses (3 credits required + Portfolio)		
SPA 600	Thesis Completion Seminar	3
SPA 601	Capstone Project	3
SPA 602	Portfolio (grade = pass/fail)	0
Total Credits Required		3

SPA 600 Thesis: The master’s thesis is a carefully crafted scholarly paper that presents an original argument that is carefully documented from primary and/or secondary sources. The thesis must have a substantial research component and a focus that relates to some specific area of student affairs.

It must be written under the guidance of a Thesis Committee composed of a advisor “Thesis Chair” and two additional faculty members. As the final element

in the master's degree, the thesis gives the student an opportunity to demonstrate expertise in the chosen research area. The thesis will be defended by the author before his/her thesis committee.

SPA 601 Capstone Project: The Capstone Project provides an opportunity for each student, individually, to use the theory learned and the skills developed while in the program in a practical, "real life" experience. This option is recommended for students who are seeking supervised work experience in a variety of departments within Student Affairs and in a specific type of college or university.

✓ See specifics in the SPA Web Site on the Portal

SPA 602 Portfolio: A portfolio is a purposeful collection of student work that exhibits and shows evidence of the student's efforts, progress, and achievements in the formal and informal coursework in the SPA Program as it relates to the Student Learning Program Outcomes (SLPO). Therefore, throughout the program, each student should accumulate artifacts that attest to the student's growth and development (outcome) during the time the student has been in the program.

Outcome 1: Theoretical Foundations

Definition: *The student affairs practitioner will demonstrate knowledge, skill, and understanding of the significant philosophical, psychological, cultural, sociological theories that underpin the work in the field.*

Outcome 2: Professional and Ethical Standards

Definition: *The student affairs practitioner will demonstrate knowledge, skill, and understanding of the professional and ethical standards established by ACPA and NASPA. Further, the student will demonstrate knowledge, skill, and understanding of the professional and ethical standards established by the specific are(s) of interest or current employment in the field.*

Outcome 3: Leadership and Administration

Definition: *The student affairs practitioner will demonstrate knowledge, skill, and understanding of leadership theory, higher education administrative structure and practice, and the legal issues associated with student affairs practice.*

Outcome 4: Student Characteristics

Definition: *The student affairs practitioner will demonstrate knowledge, skill, and understanding of college student characteristics and the effects of college on students and student groups including the application of personal and organizational interventions.*

Outcome 5: Assessment and Research

Definition: *The student affairs practitioner will demonstrate knowledge, understanding and skill in assessing student affairs programs. Further, the student will demonstrate the ability to read the literature in the field and apply it to practice.*

OTHER DEPARTMENT POLICIES

- SPA 502 Professional Writing and Research must be taken during the initial semester the student enters the program (excluding summer terms).
- Students may transfer in up to 6 credits from an accredited college or university graduate program. These transfer credits must be approved by the Program Director in advance of taking the course(s) and must directly apply to the SPA Program requirements. The final decision for applying transfer credits to Program requirements rests with the Program Director.
- **Department Coursework Policy:** Extensions on course assignments and tests may (not must) be given at the discretion of the instructor. However, all coursework must be completed by the end of the session. Coursework not completed by the end of the course will receive a failing grade as determined by the instructor's grading scale. Course incomplete grades ("I") cannot be given by the instructor without the approval of the Program Director. The instructor must submit, in writing, a request to give a student an incomplete grade to the Program Director before session grades are due. The instructor must list the student's documented reason(s) for the awarding of the incomplete grade. The Program Director will determine if the reason(s) warrant the grade of "I". If a grade of "I" is approved the student has 6 weeks to complete the missing coursework. Students failing to complete the missing coursework will receive a grade of "F" for the course.
- **Email:** All correspondence for the SPA Program will be through the student's CUW email account. The student should regularly check (at least twice per week) his/her email for class announcements, job opportunities and postings, internships available, and other items.
- **Department Policy on Children/Guests Attending Class:** Only registered students may attend SPA classes. Dependents/friends/etc. of students may not bring children to class. Instructors may, at their discretion, allow prospective students to attend one class.
- Students must complete all paperwork and approval requirements before beginning any capstone course (SPA 600 and 601).

Elective Course Requirement:

- Administrative emphasis students must take SPA 511 or 526 or 531 + one additional 3 credit elective course.
- Athletic emphasis students must take SPA 510 or 525 or 530 + one additional 3 credit elective course.
- **Registering for SPA 602 Portfolio:** rules regarding when you can register for SPA 602
 1. In order to register for SPA 602 Portfolio, you must have made a decision if you are going to do a Thesis or Capstone course.
 2. Rules for students doing SPA 600 Thesis (34 credits):
 - You must have completed all your core courses (25 credits)
 - You must have completed or be registered for SPA 596 Internship - during the semester you present the portfolio
 - You must have completed or be registered for SPA 600 Thesis - during the semester you present the portfolio
 3. Rules for students doing SPA 601 Capstone (40 credits):
 - You must have completed all your core courses (25 credits)
 - You must have completed or be registered for SPA 596 Internship - during the semester you present the portfolio
 - You must have completed or be registered for SPA 600 Thesis -during the semester you present the portfolio)
 - Have not more than one elective remaining during the semester you present the portfolio