2010-2011
GRADUATE STUDENT HANDBOOK

SAN DIEGO STATE UNIVERSITY
Department of Administration, Rehabilitation
& Postsecondary Education

Master of Arts Program in Education
With a Concentration in
Educational Leadership and a Specialization in Student Affairs
in Postsecondary Education
updated 3/20/10

Department Address:
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WELCOME

Welcome to the Master of Arts in Education with a concentration in Educational Leadership and a specialization in Student Affairs in Postsecondary Education at San Diego State University! We are pleased that you have chosen to study with us and hope the time you spend here will be rewarding and enjoyable.

This handbook includes information and guidelines, which will be very helpful to you as you pursue your degree. Please follow the guidelines and keep in touch with Linda Libsack-Schmalzel, Department Coordinator, regarding your schedule and course of study during your Master's degree.

ADVISORS *(see contact information in back of handbook)*

Linda Libsack-Schmalzel, the ARPE Department Coordinator for the program, will advise you on general questions of admission status, registration, and official program. You may make appointments with her by calling (619) 594-6115 or emailing libsack@mail.sdsu.edu to fill out changes of status, official programs, as well as program additions, deletions, or changes.

Dr. Marilee Bresciani, your Faculty Advisor, can answer questions regarding your academic plans, course scheduling, and particular areas of interest in the field. Please feel free to meet with the other faculty as well *(listing on page 21)* regarding your career goals and direction.

Dr. Frank Harris III, your Faculty Advisor, can answer questions regarding your academic plans, course scheduling, and particular areas of interest in the field. Please feel free to meet with the other faculty as well *(listing on page 21)* regarding your career goals and direction.

Dr. Shaila Mullholland, your Faculty Advisor, can answer questions regarding your academic plans, course scheduling, and particular areas of interest in the field. Please feel free to meet with the other faculty as well *(listing on page 21)* regarding your career goals and direction.

Randy Timm, Director of Student Life & Leadership, can answer your questions about campus internships and graduate assistantships and give general information about career options and direction. You may contact him by call (619) 594-5221 or emailing rtimm@mail.sdsu.edu.

We hope your graduate experience will be both pleasant and productive.

**Masters of Arts in Education with a Concentration in
Educational Leadership and a Specialization in
Student Affairs in Postsecondary Education**

I.   The Degree
The Master of Arts in Education with a concentration in Educational Leadership and a specialization in Student Affairs in Postsecondary Education curriculum at San Diego State University emphasizes student learning centeredness, integration of the curricular and co-curricular learning paradigms, and analysis, planning, and responsible practice of leaders in a socially just and global environment

II. Program Mission or Purpose
This program is designed to provide students with an overview of postsecondary education in diverse settings and contexts, in both two year and four institutions and including international settings; and provide students with a curriculum that intentionally prepares them to lead organizations in supporting students with their engagement in the institutional community and with their intellectual and personal development.

The program fits within the mission and vision of ARPE and the Interwork Institute as the program seeks to develop exceptional leaders for diverse educational organizations.

III. Program Cornerstones

1. *Student learning centeredness* informed by the practical application of student learning, development and engagement theories. (Central College Tendency Uniqueness of Individuals and Scholarship)
2. *Social justice* demonstrated through concepts of equity and access embedded into the curriculum and connected to the students development through reflective practice. (Central College Tendency Access to a Quality Public Education and Diversity)
3. *Outcomes-Based assessment achieved through Analysis, planning, and responsible practice* modeled on a construct of higher education as a social responsibility within an economically competitive environment. (Central College Tendency Community of Learning)

IV. Program Student Learning Outcomes (SLO)
Through their coursework and interactions with professional staff and faculty, as well as their peers, students will be able to:
1. Articulate the theoretical foundation of the student affairs/services profession and its research
2. Identify integration of student developmental epistemologies with student learning epistemologies and opportunities to apply them
3. Evaluate how students come into the institution and (i.e., characteristics and preparation) propose strategies for engagement and retention

4. Identify and strategically work with varying leadership styles that are prevalent within a postsecondary context
5. Identify one's own leadership strengths and identify areas in need of further development
6. Identify ethical dilemmas in postsecondary leadership and propose multiple solutions
7. Engage in meaningful outcomes-based assessment of collaboratively designed student learning and development programs and initiatives
8. Articulate and apply the foundational principles of diversity, social justice, and internationalization
9. Apply research to practice, particularly in their area of specialization and focus
10. Communicate ideas and concepts effectively in both the written and spoken word

Curriculum:

The aforementioned learning outcomes are realized through the program curriculum. A detailed description of the curriculum and the course descriptions can be found in the Graduate Bulletin (http://coursecat.sdsu.edu/bulletin/). Information about course sequencing can be found at interwork.sdsu.edu/student_affairs/current_students/course_sequence.html

Program Evaluation

The intentional evaluation of the students' learning informs conversations for improving the overall design of the curriculum, as well as the improvement of classroom and internship experiences.

Reflective Learning Portfolios provide formative evaluation of the student's experience so that students and faculty enter into a facilitated collaborative learning experience. More information about these portfolios can be found in the Reflective Learning Portfolio Handbook which can be found at interwork.sdsu.edu/student_affairs/current_students/Reflective_Learning.html

Comprehensive exams, formal presentations of the learning portfolio, and/or a research thesis provide culminating evidence of student learning and professional competencies. Each student needs to identify which capstone experience will best evidence his/her learning two semesters prior to graduation. Regardless of whether a student chooses to complete a) comprehensive exam, b) formal presentation of her/his reflective learning portfolio, or c) a master's thesis, the student must still complete the reflective learning portfolio.

Program faculty members meet every July to review results of student learning and make discussions to improve the program based on this evidence and other feedback from students.

Professional Development Seminars
To enhance the learning in the curriculum and to help synthesize theory to practice, professional development seminars are offered throughout the two-year program on the following topics. Check the seminar website http://interwork.sdsu.edu/student_affairs/current_students/Upcoming_Events.html to see the complete listing of learning opportunities and when the seminars are offered.

NEW STUDENT INFORMATION

RED ID

Once you have applied to SDSU, you will be assigned a RED ID number. This number will be used throughout your program for admissions, registration, and general identification in lieu of your social security number. The RED ID number allows you to use the Web Portal to check your application status, update you personal information, get unofficial transcripts, check your grades, register for classes, etc. You can pick up your Red ID card for $5 in the lower quad of Aztec Center right below the information booth.

E-MAIL

It is important for all students regularly check the email account provided on SDSU Web Portal. All of the correspondence that you will receive from the program and the university will be sent to the email address that you have listed on SDSU Web Portal. If you change your email, telephone numbers, addresses, or your name, update your web portal information and contact the ARPE Department, so that you do not miss any important information. University email accounts can be setup for free through your SDSU Web Portal account (https://sunspot.sdsu.edu/pls/webapp/web_menu.login). You will also have the opportunity to be added to the student affairs listserv for our department where you will be able to receive program updates, upcoming events, and job opportunities. So, please be sure to keep your web portal contact information updated.

REGISTRATION

All registration for courses is completed online through SDSU Web Portal (https://sunspot.sdsu.edu/pls/webapp/web_menu.login). You will receive program information from the ARPE Department each semester with information about courses, schedule numbers, etc. The schedule numbers for your courses are usually suppressed from the general schedule so that students who are not enrolled in the program are not able to register for the classes. The University's schedule of classes is available on the web site (www.sdsu.edu/schedule.html) for each semester. Feel free at any time to call the department office at (619) 594-6115 if you have any questions about registration.

PARKING

All courses in the program are offered at the Interwork Institute. You do not need a permit to park at this facility.

CAMPUS RESOURCES

Additional information regarding each resource listed below can be found on-line in the SDSU Graduate Catalog available on-line on the SDSU Website (http://coursecat.sdsu.edu/bulletin/)

Associated Students (http://as.sdsu.edu) (619) 594-6555

Aztec Bookstore (http://aztecshops.com) (619) 594-7525

Aztec Recreation Center (http://www.arc.sdsu.edu)   (619) 594-7529

Career Services (http://career.sdsu.edu) (619) 594-6851

Counseling and Psychological Services (http://www.sdsu.edu/cps) (619) 594-5220

Cultural Arts & Special Events (www.case.sdsu.edu) (619) 594-6487

Housing Administration and Residential Education (http//www.sdsu.edu/housing) (619) 594-5742

International Student Center (http://www.sdsu.edu/lsc) (619) 594-1982

Library (http://infodome.sdsu.edu/)

Student Disability Services (www.sa.sdsu.edu/sds) (619) 594-6473

Student Health Services (http://shs.sdsu.edu)   (619) 594-5281

STUDENT RESPONSIBILITIES

As a graduate student, you are expected to take the initiative on the following responsibilities:

- Contact appropriate program personnel for questions regarding course scheduling, specializations, graduation options, and other areas as necessary;

- Submit paperwork for advancement in the program;

- Meet deadlines for exam applications, graduation, and other program milestones;

- Provide current contact information to Linda Libsack at libsack@mail.sdsu.edu or (619) 594-6115 if changes occur in address, email, or phone;

- Comply with course requirements as designed by individual instructors related to course attendance and participation, assignments, and access to email and the Internet;

- Complete the requirements for the Reflective Student Learning Portfolio;

- Take responsibility for your own learning, which will be facilitated by the program faculty;

- Ask questions if you are unclear or need clarification on any program-related matter.

STANDARDS FOR STUDENT CONDUCT
Title V, Section 41301, California Code of Regulations

The following standards apply to SDSU Students on campus, off-campus in the surrounding community, off campus at SDSU sponsored events, and on-line sites.

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(a) Student Responsibilities
Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the

campus community, and contribute positively to student and university life.

(b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

1. Dishonesty, including:

   A. (1) Cheating that is intended to gain unfair academic advantage.
   A. (2) Plagiarism that is intended to gain unfair academic advantage.
   A. (3) Other forms of academic dishonesty that are intended to gain unfair academic advantage.
   B. Dishonesty, including: Furnishing false information to a University official, faculty member, or campus office.
   C. Dishonesty, including: Forgery, alteration, or misuse of a University document, key, or identification instrument.
   D. Dishonesty, including: Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.

2. Unauthorized entry into, presence in, use of, or misuse of University property.

3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including
   A. physical abuse, threats, intimidation, or harassment. .
   B. sexual misconduct.

8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:   "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any

student or other person attending any school, community college, college, university or other educational institution in this state.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs).

10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

11. Theft of property or services from the University community, or misappropriation of University resources.

12. Unauthorized destruction, or damage to University property or other property in the University community.

13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.

14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

15. Misuse of computer facilities or resources, including:

   A. Unauthorized entry into a file, for any purpose.

   B. Unauthorized transfer of a file.

   C. Use of another's identification or password.

   D. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.

   E. Use of computing facilities and resource to send obscene or intimidating and abusive messages.

   F. Misuse of computer facilities or resources, including: Use of computing facilities and resources to interfere with normal University operations.

   G. Use of computing facilities and resources in violation of copyright laws.

   H. Violation of a campus computer use policy.

16. Violation of any published University policy, rule, regulation or presidential order.

17. Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.

19. Violation of the Student Conduct Procedures, including:

    A. Falsification, distortion, or misrepresentation of information related to a student discipline matter.

    B. Disruption or interference with the orderly progress of a student discipline proceeding.

    C. Initiation of a student discipline proceeding in bad faith.

    D. Attempting to discourage another from participating in the student discipline matter.

    E. Attempting to influence the impartiality of any participant in a student discipline matter.

    F. Verbal or physical harassment or intimidation of any participant in a student discipline matter.

    G. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(Students residing in university Residence Halls are responsible for additional and contractual community standards as published in the Student Housing License Agreement)

(c) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

GRADUATE BULLETIN

It is strongly suggested that you read the ***San Diego State Graduate Bulletin*** (available on-line on the SDSU Website - http://coursecat.sdsu.edu/bulletin/). The importance of the ***Graduate Bulletin*** as a general resource and academic planning guide cannot be stressed enough! Changes in curriculum requirements and other University and ARPE Department policies and regulations that may occur during your tenure as a graduate student will be reflected in the ***Graduate Bulletin***. Please note that you will be responsible for the requirements, policies, and regulations in effect *during the year your official Master's degree program of study is approved.* These requirements may not be exactly the same as those in effect the year you entered the University or the year you graduate. Therefore, if you file your Official Program of Study next year, your program will need to reflect the curriculum requirements as stated in next year's ***Graduate Bulletin.*** If you have difficulty interpreting the policies and requirements in the ***Graduate Bulletin***, be sure to contact Linda Libsack at libsack@mail.sdsu.edu for clarification.

CHECKLIST FOR GRADUATE STUDENTS

1. <u>Admission to the Graduate Program</u>
    *Students who apply to this program MUST be available for classes Monday-Thursday from 4pm to 9:40 pm in order to complete the program.
    *SDSU has chosen to make **February 1st** the required deadline for graduate applications. That means that all students must have completed the CSU mentor application, departmental application, have the transcripts submitted, and completed the GRE by this date to be considered for fall admissions.

    a. Apply to SDSU on line at <u>www.csumentor.edu</u>. There is a $55 filing fee.
    b. Submit TWO official transcripts, including those from transfer institutions, in sealed, official envelopes to Graduate Admissions:
        Enrollment Services
        San Diego State University
        5500 Campanile Drive
        San Diego, CA 92182-7416
    c. The Graduate Record Exam (GRE) score must be on record with Graduate Admissions to be accepted to the university (when taking the GRE, have official score sent to SDSU, code 4682). Take the general test only.
    d. Complete the application to the Program (application can be found on line: http://interwork.sdsu.edu/student_affairs/prospective_students/Admission_Procedures.html) and mail to:
        Department of Administration, Rehabilitation & Postsecondary Education
        Attention Education Leadership
        Graduate Advisor
        3590 Camino del Rio North
        San Diego, CA 92108
    e. Send two letters of recommendation to the Program Office at the address above.

2. <u>Classified Graduate Standing</u>

    Students who have met all the criteria under the general admission requirements for a graduate program 1) hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association; 2) have attained a grade point average of at least 2.85 in the last 60 semester units attempted; 3) have been in good standing in the last institution attended; and 4) obtained satisfactory scores on the GRE) can be admitted with "Classified Standing" and are authorized to enroll in advanced degree courses (i.e. 600-level).

    a. Students can be admitted to the graduate program with either "Classified" or "Conditional" standing. Most students will be admitted to the program as "Classified" students. If you were admitted to the program with "Conditional" status (i.e. you did not meet the minimum undergraduate GPA), your status can be changed to "Classified" once you satisfy the conditions noted on the "Departmental Recommendation Form."   An

example of the conditions may be "that you complete at least 9.0 units of graduate coursework with a 3.0 GPA or better." These conditions will have a specific time frame in which they must be met. When your conditions are met, you are asked to contact the ARPE Department office at (619) 594-6115. A "Change of Status" form will be submitted, by your faculty advisor to the Graduate Division.

3. <u>File an Official Program of Study</u>

   a. After you have completed 12 units or more of coursework, you are eligible to file an "Official Program of Study". Please contact Linda Libsack-Schmalzel (594-6115) in the department office for an appointment to complete this requirement.

   b. The requirements governing the "Official Program of Study" will be those specified in the Graduate Bulletin at the time the program is approved by the Graduate Division. If you need to make a course change in your Program after it has been approved, a "Change of Official Program for the Master's Degree" form must be filed. The program faculty advisor and the Graduate Division must approve the course change.

4. <u>Advancement to Candidacy</u>

   a. Once you hold "classified standing" and your "Official Program of Study" is approved by your advisor and the Graduate Division, Advancement to Candidacy follows if you have completed a minimum of 12 units, and have maintained at least a 3.0 overall Grade Point Average (GPA) in the program courses.

5. <u>Comprehensive Examination, Portfolio, or Master's Thesis</u>

   In order to graduate, you must successfully complete a Comprehensive Exam requirement (either a written exam, formal portfolio review, or a defense of a graduate thesis). Students must contact the Department Office to sign up for the exam or the portfolio presentation. Arrangements for the thesis defense will be coordinated with the Chair of the thesis committee. Once the exam or portfolio is successfully completed, a report is submitted, by your faculty advisor, to the Graduate Division to clear that requirement.

6. <u>Graduation</u>

   The application for graduation is available on the Research and Graduate Affairs (Graduate Division) web page (http://gra.sdsu.edu/index.html), with instructions for completion. The Graduation Division Office is located in Centennial Hall, Room 3320, and (619) 594-5213. The fee must be paid at the Cashier's Office in Student Services Building, Room SS-2620. The deadlines for filing are in the Spring/Fall Class Schedules on the "Academic Calendar" page. Formal commencement is conducted once a year in May, but degrees are also awarded in August and

December. **In addition** to the University commencement ceremony at the end of each Spring semester, the ARPE Department conducts its own commencement reception for graduating students in both Educational Leadership and Rehabilitation Counseling.   It is a very special event, and all students, faculty, cooperating agency personnel, staff, family and friends are invited to attend.   Each graduate is recognized and several awards are presented.

THESIS OPTION

http://gra.sdsu.edu/index.php?areaid=1&sectionid=6&subsectionid=106#establish

The thesis option is an option, not a requirement, for the program.   All thesis regulations are detailed in the SDSU Dissertation & Thesis Manual (DTM).

You may begin formal work on your thesis including the establishment of your thesis committee after your Advancement to Candidacy (see page 13). Once you receive your Advancement to Candidacy you must visit the Graduate Division in order to fill our your Appointment to Thesis/Project Committee Form. In order to accurately complete the form, you should have information about your proposed thesis.

Before registering for ED 799A, Thesis, you must have:
1) attained classified status,
2) submitted and received approval of an official Program of Study,
3) been advanced to candidacy, and
4) received approval from the Graduate Division of their Appointment of Thesis/Project Committee Form. The Appointment of Thesis/Project Committee Form must be complete, signed by all members of the proposed committee as well as the Graduate Advisor, and must be approved by the Graduate Division. This should be completed **well in advance of the date of registration**.

You may only register for 799A for one semester. If you do not finish your thesis during that semester, you may request to be enrolled in the Thesis Extension, 799B, but will not receive credit for this course.

For our department, before registering for 799A, you must enroll in 798, Special Study, and it is strongly recommended that you attend ED 795 A & B for peer support during your research. To enroll in 798, you will need to contact Linda Libsack-Schmalzel along with your advisor to fill out paperwork concerning the details of your research and outcomes of the course.

Thesis Committee
- First position: The chair of your thesis committee (the faculty member from your major department who will be working most closely with you on your research).
- Second position: The 2nd faculty member who is also from your major department.
- Third position: The faculty member who is outside your major department.

- Fourth position: If the need for a fourth committee member arises, whether this person acts as a co-chair or simply as an expert in the field, that person must be listed in 4th position. The designation "co-chair" may be used, if appropriate, after the person's name.

For further questions concerning 799A, contact the Graduate Division 594-5213.

INTERNSHIPS AND ASSISTANTSHIPS

DEFINITIONS

Assistantship = paid positions; no units earned, but some assistantships may qualify for internship credit for a list of current SDSU assistantships see http://interwork.sdsu.edu/student_affairs/prospective_students/Assistantships.html. Contact your faculty advisor if you desire to receive internship academic credit for your assistantship.

Internship = paid or non-paid positions; please consult with your specific department or faculty advisor if obtaining units. Dr. James Tarbox coordinates internships at SDSU. Sara Henry coordinates internships at University of California, San Diego, and Linda Libsack coordinates other campuses.

Learning Agreement = internship/assistantship job description and expectations (http://interwork.sdsu.edu/student_affairs/current_students/Internship_Opportunities.html http://interwork.sdsu.edu/student_affairs/current_students/assistantships.html)

Site Mentor = internship/assistantship supervisor

ARP 760 / INTERNSHIP DETAILS

Internship experience within the program is STRONGLY encouraged, but it is not a requirement. We advise you to gain internship experience with two different departments within student affairs if possible. If you plan to fit an internship in your class schedule, please remember that you must first have 9 SDSU graduate units completed before you enroll in ARP 760 – Internship in Educational Leadership. ARP 760 is 3 units. You may enroll and earn units for ARP 760 twice.

The internship requirement is 135 hours per 3 units of ARP 760 (weekly hours are determined between you and your site mentor), however some internships may extend past one term depending on your schedule and/or the needs of the department, in which case you will need to keep in constant contact with your internship seminar instructor for requirements in completing the course. It is common for internships to be offered for an entire academic year (Fall and Spring terms). Some students enroll in ARP 760 for one term for credit and volunteer in the next term for more experience. Other students who want to enroll in ARP 760 in both Fall and Spring and get 6 units of credit for the same internship should keep in mind that the duties/responsibilities need to be different experiences in each term; therefore, two different learning agreements need to be filled out by the site mentor.

RECRUITMENT AND PLACEMENT

Internship applications are available in the Internship Manual, which can be found at http://interwork.sdsu.edu/student_affairs/current_students/Internship_Opportunities.html

and placement occurs twice per year just before the start of Fall and Spring terms. If you desire internship placement outside of SDSU or UCSD, please coordinate that with your ARP 760 course internship instructor.

DEPARTMENTS OFFERING INTERNSHIPS

There are a variety of internships offered at the SDSU campus as well as at UCSD, most of which can be found at
http://interwork.sdsu.edu/student_affairs/current_students/Internship_Opportunities.html

The Master of Arts in Education with an emphasis in Postsecondary Educational Leadership and a specialization in Student Affairs is a 30-unit degree program. The following is a recommended course sequence for the two-year program. Please remember that additional courses may be taken above the 30 units for professional development but only 30 units are applied to the official program. All program requirements are listed in the Graduate Bulletin.

TWO-YEAR COURSE SEQUENCE

First (Fall) Semester

ARP 620	Student Affairs in Higher Education	3
ARP 610	Educational Leadership	3
***ED 690	Methods of Inquiry	3

Second (Spring) Semester

ARP 621	Theoretical Foundations of Student Affairs	3
ARP 747	Educational Leadership in a Diverse Society	3

Third (Fall) Semester

ARP 622	Communication and Group Process in Student Affairs Leadership	3
ED 795A	Research Seminar (Part 1)	3
ARP 760	Internship in Educational Leadership (optional) or elective selected with consent of faculty advisor. This can also be taken in the spring semester.	3

Fourth (Spring) Semester

ARP 623	Seminar: Critical Leadership Issues in Student Affairs	3
ED 795B	Research Seminar (Part 2)	3

*** Can be taken Fall or Spring. Must be taken in the first year.

Participation in an internship is expected if you plan to competitive in your job search.
Program faculty encourage you to enroll in more than one semester of internship experience.

The following is a recommended course sequence for the three-year program. Please remember that additional courses may be taken above the 30 units for professional development but only 30 units are applied to the official program. All program requirements are listed in the Graduate Bulletin.

THREE-YEAR COURSE SEQUENCE

First (Fall) Semester

ARP 620	Student Affairs in Higher Education	3
ARP 610	Educational Leadership	3

Second (Spring) Semester

ARP 621	Theoretical Foundations of Student Affairs	3
ARP 747	Educational Leadership in a Diverse Society	3

Third (Fall) Semester

ARP 622	Communication and Group Process in Student Affairs Leadership	3
ARP 760	Internship in Educational Leadership (optional) or elective selected with consent of faculty advisor	3

Fourth (Spring) Semester

ARP 623	Seminar: Critical Leadership Issues in Student Affairs	3
ED 690	Methods of Inquiry	3

Fifth (Fall) Semester

ED 795A	Research Seminar (Part 1)	3

Sixth (Spring) Semester

ED 795B	Research Seminar (Part 2)	3

CONTACT INFORMATION

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Charles Degeneffe, Ph.D.	(619) 594-6921	cdegenef@mail.sdsu.edu
Nan Zhang Hampton, Ph.D	(619) 594-6425	nhampton@mail.sdsu.edu
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Advice to Consider

Stay professionally involved. Consider joining one of the following national student affairs professional organizations. More opportunities for professional involvement can be found at: http://interwork.sdsu.edu/student_affairs/current_students/Professiona_Involvement.html

*   NASPA – http://www.naspa.org/

*   ACPA - http://www.acpa.nche.edu/

In addition, consider being active in **publishing and presenting** your work. The aforementioned professional organizations have publishing and presenting opportunities, as do the following organizations.

*   ASHE - http://www.ashe.ws/

*   AERA - http://www.aera.net/
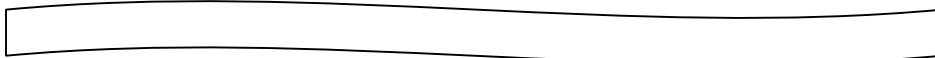
Involvement as Alumni
Yes, we need you to stay involved even after you have graduated. We are in the process of establishing a formal alumni network. Please be sure to update your contact information with Linda Schmalzel at libsack@mail.sdsu.edu
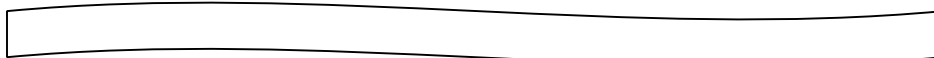
"You can choose not to be overwhelmed by the challenges that arise in your life and in your profession."
                                        - James A. Anderson
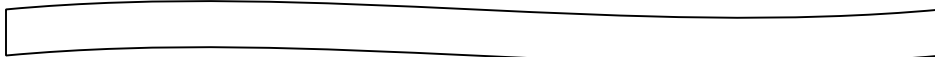
"To work in the world lovingly means that we are defining what we will be for, rather than reacting to what we are against."
                                        - Christina Baldwin

The Four Agreements
Direct Quotes by Don Miguel Ruiz

1. *Be impeccable with your word*
    Speak with integrity. Say only what you mean. Avoid using the word to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love.
2. *Don't take anything personally*
    Nothing others do is because of you. What others say and do is a projection of their own reality, their own dream. When you are immune to the opinions and actions of others, you won't be the victim of needless suffering.
3. *Don't make assumptions*
    Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness, and drama. With just this one agreement, you can completely transform your life.
4. *Always do your best*
    Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick. Under any circumstance, simply do your best and you will avoid self-judgment, self-abuse, and regret.

"Measure what you value, rather than valuing what you can measure."

-   Kermit Hall

"Leadership is not so much about technique and methods as it is about opening the heart. Leadership is about inspiration—of oneself and of others. Great leadership is about human experiences, not processes. Leadership is not a formula or a program, it is a human activity that comes from the heart and considers the hearts of others. It is an attitude, not a routine.

More than anything else today, followers believe they are part of a system, a process that lacks heart. If there is one thing a leader can do to connect with followers at a human, or better still a spiritual level, it is to become engaged with them fully, to share experiences and emotions, and to set aside the processes of leadership we have learned by rote."

- Lance Secretan
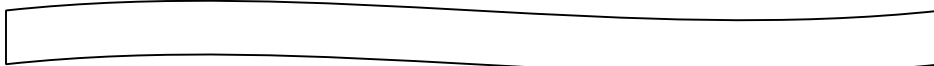
"Leadership is not magnetic personality—that can just as well be a glib tongue. It is not 'making friends and influencing people'—that is flattery. Leadership is lifting a person's vision to higher sights, the raising of a person's performance to a higher standard, the building of a personality beyond its normal limitations."

- Peter F. Drucker

"A leader is best when people barely know he exists, not so good when people obey and acclaim him, worse when they despise him....But of a good leader who talks little when his work is done, his aim fulfilled, they will say, 'We did it ourselves.'

- Lao Tzu

"Learn to analytically listen to others' critique of your performance without judging yourself. In this way, you can understand how to improve your performance without demeaning yourself. "

-Marilee Bresciani

"Now is the time, and we are the ones we have been waiting for."

-Hopi Elders

"Be the change you wish for the world."

-Ghandi