

Field Experience – Student Affairs in Higher Education
COUN 8450
Fall 2023

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Office Hours: By Appointment through Zoom

Course Description: This course serves as Field Experience in Student Affairs in Higher Education and is designed to provide practical, day-to-day, work experience (under supervision) in various areas within student affairs services. The areas of specialization are selected by the student: i.e., admissions, financial aid, placement, careers, counseling, testing, student organizations, a residence hall, student center activities, etc.

The COUN 8450 course provides opportunities for students to demonstrate competence with increasingly complex and diverse client caseloads. COUN 8450 students will provide student affairs services under the supervision of UNO Counseling Department instructors at their respective field experience sites. Field experiences may include working in diverse settings related to higher education, focusing on both personal and professional development. In particular, attention is given to the continued development and refinement of skills directly related to working in student affairs and higher education settings, and the provision of ethically and culturally competent services to diverse students.

The SAHE Field Experience Manual is available to students in their course Canvas site and students shall refer to it accordingly. This syllabus will refer to documents contained in the manual.

Field Experience Logged Hours Requirements

COUN 8450 students must complete a minimum of **150 hours** over one or more Field Experience sites. Students will take the course for 3 credits within one semester. If 150 hours cannot be completed within one semester, the SAHE Advisor and Field Experience Course Instructor will work with the student to coordinate together to determine the best course of action. An incomplete may be considered if all course work is completed.

COUN 8450 students should give considerable forethought to the amount of time required to complete internship hours and how to balance COUN 8450 field experience requirements with other personal and professional commitments. To obtain the required direct hours, students should expect to be on site at their site at least 10-15 hours per

week within one 16-week semester. Additional hours may be required to account for client/student “no-shows”, holidays, weather closures, etc.

The Field Experience Course instructor will assist students to calculate total hours throughout the entire semester. Students will submit hours completed each week and with the instructor to provide hour totals at each one-on-one meeting.

Learning Objectives:

The following course elements constitute as essential course objectives. Removing or modifying essential course objectives results in fundamental alteration to the course.

- 1) experience supervised work in students’ identified areas of specialization.
- 2) ascertain and experience the full range of professional activities/demands required of functioning professionals, in their areas of specialization.
- 3) ongoing collaboration with peers for active participation in discussions, peer presentations, and discussion boards.

If you anticipate difficulty meeting these essential course objectives, please communicate with your instructor about this immediately.

Textbooks: The purchase of a textbook for this course is not required. All course materials will be provided via Canvas.

Grading:

Course Requirements and Graded Activities

- Weekly Journal Submissions (includes logged hours each week) – (5 points each week, 80 points total)
- Field Experience Hour Log at the end of the semester (50 points)
- Ideal Position Paper (70 points)
- Recorded work sample with student and reflection paper (50 points)
- One on One Meetings with the Instructor (15 points each, 30 points total)
- Mid-Term and Final Supervisor Evaluations (25 points each, 50 points total)

Total Points available: 330

Grading Scale (by percentage)

- 93 - 100 = A
 - 85 – 92.99 = B
 - 77 – 84.99 = C
 - 69 – 76.99 = D
 - Below 69 = F
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Grading Feedback

The Field Experience course instructor will attempt to return feedback on students' assignments within a week after the due date. If it's determined that the grading will take longer, students will see an announcement from the instructor on Canvas.

Late Work

All assignments and due dates are listed multiple places in Canvas. Students should not wait until just before the due date to complete assignments, as many of them may have multiple components and take significant planning. **All unexplained late assignments will receive a zero.**

On occasion, there are situations that interfere with students' best intentions for completing assignments on time. If this occurs, students are asked to contact the instructor prior to the deadline unless the situation is an emergency. These expectations will be handled on a case-by-case basis. Please always reach out to the instructor with concerns.

Assignments:

1. Field Experience Hour Log

Worth 50 points

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week within one 16-week semester. Additional hours may be required to account for client/student “no-shows”, holidays, weather closures, etc.

The Field Experience Course instructor will assist students to calculate total hours throughout the entire semester. Students will submit hours completed each week and the instructor will provide hour totals at each one-on-one meeting but will provide students the totals at any request. Logging accurate hours while in this course provides the majority of your overall grade. If the supervisor disagrees with hours logged, the student, instructor, and supervisor will meet together to go over each Weekly Journal entry to find the discrepancy. Depending on the severity of dishonesty, students who fail to accurately log their hours may fail the course.

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See more at [Internship Hour Log](#)

2. Weekly Journals

Worth 5 points each week

This assignment provides the instructor with a weekly log of your tasks and project and gives the student an opportunity to reflect on outcomes each week. Students will also use this format to weekly track their logged hours to assist them in tracking hours throughout the semester.

See more at [Weekly Journals](#)

3. Ideal Position Paper

Worth 70 total points

Students have the opportunity to identify their dream job within higher education in this assignment. Students will find a formal job description of this job, from any institution utilizing sites such as [higheredjobs.com](#), The Chronicle job listings, institutional websites, or students can write their own that may represent a posting if their dream job is unavailable at the time of the course. A 3-5 double spaced paper will be completed discussing multiple questions and prompts.

See more at [Ideal Position Paper](#)

4. Recorded Work Sample and Reflection Paper

Worth 50 points

Each student will record at least one session of approximately 15-30 minutes in length of work with students to be reviewed and critiqued in class. Signed consent forms must be provided to the instructor before your session can be shown. Students will also complete a 2 page written reflection paper.

See more at [Recorded Work Sample and Reflection Paper](#)

5. One on One Meetings with the Instructor

Worth 30 total points (15 points per meeting)

COUN 8450 students will have a chance to meet with their instructor at two, 30-minute sessions, with the Field Experience Course Instructor. Students can schedule more meetings if they would like, but at least two formal meetings are required for the course. In these meetings, students will discuss professional goals, challenges and successes in the field experience site, and will review the assignments completed in the course. Specifically, in the second one on one meeting, the student and instructor will discuss the student's recorded work sample and site supervisor evaluation.

See more at [One on One Meetings with Instructor](#)

6. Midterm and Final Supervisor Evaluations

Worth 50 points total (25 points per evaluation)

Students' supervisors will fill out an evaluation on the progress of the intern's work mid-way through the semester. A second evaluation will be completed by the supervisor toward the end of the semester.

Students should review these evaluations with their supervisor but the student will also talk through the final evaluation in their second one-on-one meeting with the instructor.

See more at [Site Supervisor Evaluations](#)

Class Schedule: Any changes made to the layout of the calendar below will be sent to students using the Announcements feature on Canvas.

Week 1 - Course Overview (Aug 21 - 27)

Week 2 – (Aug 28 - Sept)

Week 3 – Meeting #1 with Course Instructor (Sept 4 -10)

Week 4 - (Sept 11 - 17)

Week 5 - (Sept 18 - 24)

Week 6 - (Sept 25 - Oct 1)

Week 7 – Midterm Supervisor Evaluation due back to Instructor (Oct 2 - 8)

Week 8 – Ideal Position Paper Due (Oct 9 - 15)

Week 9 – Fall Break – but please log any hours you still work (Oct 16 - 22)

Week 10 - (Oct 23 - 29)

Week 11 - (Oct 30 - Nov 5)

Week 12 – Recorded Work Sample and Reflection Paper due (Nov 6 - 12)

Week 13 - Final Supervisor Evaluation due back to Instructor (Nov 13 - 19)

Week 14 – Meeting #2 with Course Instructor (Nov 20 - 26)

Week 15 – (Nov 27 - Dec 3)

Week 16 - Field Experience Hour Log Due (Dec 4 - 10)

- The semester ends the week of Dec 11 - 16, but final requirements for this course will be due on the 10th. If internship hours are worked the following week and you would like to log these, you may log them to keep this toward your overall hours.

Academic Integrity Policy: UNO takes every possible measure to make sure you have the tools and resources you need to achieve academically. Make sure you do not jeopardize your future by making bad decisions. Please review [UNO's Academic Integrity Policy and Procedures \(Links to an external site.\)](#) to achieve academic integrity during this course.

Accommodations: Reasonable accommodations are provided for students who are registered with the Accessibility Services Center (ASC) and make their requests sufficiently in advance. For more information, contact the ASC (**Location:** H&K 104, **Phone** 402.554.2872, **Email:** unoaccessibility@unomaha.edu).

Technology Support: Reach out to the office of [Information Technology Services \(Links to an external site.\)](#) for assistance with technological support for this course. For more information, contact **(Location:** EAB 104, **Phone:** 402.554.4357, **Email:** unohelpdesk@unomaha.edu). You also can always reach out to me to troubleshoot!

Student Support Services: There are a number of services available to you as a UNO student that you should bookmark and maintain for moments of need. It is important to know where to go when you need assistance before, not after, a problem occurs.

- [Accessibility Services Center \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Academic Career and Development Center \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Cashiering & Student Accounts \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Civic and Social Responsibility \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Counseling and Psychological Services \(CAPS\) \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Criss Library \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Financial Support & Scholarship \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Gender and Sexuality Resource Center \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Health Services \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Military & Veteran Services \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Ombuds Services \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Wellness Center \(Links to an external site.\) \(Links to an external site.\)](#)
 - [Writing Center \(Links to an external site.\)](#)
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Student Expectations: Online courses are very different from traditional, face-to-face classes. Ultimately, online courses force students to be much more actively engaged in their own learning than in traditional, lecture style courses. The instructor's role is to serve as a facilitator in this process. Success hinges on your full and active participation throughout the course, which can be achieved by participating fully in online class discussions, completing all assignments, speeches and exams and other requirements in a timely fashion. Many of the activities are designed to help you master the content but also to stimulate reflection in your field experience.

Withdrawal Date: The last day to drop a course with a “W” grade is available on UNO’s [Academic Calendar \(Links to an external site.\) \(Links to an external site.\)](#). Most UNO colleges require a speech grade of C or better. Speak to me before the withdrawal date if you have questions about your class standing.

Online Course Requirements & Responsibilities: Everyone understands the "code of conduct" implicit in a traditional classroom setting. Online classes also have their own "code of conduct" which consists of the traditional classroom code PLUS what is called "netiquette"—a practical code of behavior for working virtually on the Internet.

Third-Party Software and FERPA: During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Copyright: This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

NOTE: This syllabus is written as an expectation of class topics, assignments, and expected learning outcomes. The course instructor reserves the right to make changes to this syllabus and course schedule that may result in enhanced or more effective learning for students. These modifications will not substantially change the intent or objectives of this course, will generally involve you in decision-making, and will be done within the policies and guidelines of the University.