

Fall | 10

College and University Student Personnel Administration

Masters Student Handbook

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Section 1 – DEPARTMENT OF EDUCATIONAL ADMINISTRATION

Welcome

Dear College and University Student Personnel Administration Students,

It is my honor and pleasure to write this note of welcome to the College and University Student Personnel Administration Program here at The University of Texas at Austin.

Over 100 applicants expressed interest in our program, and we feel you represent the best of the best. Your academic backgrounds, work and volunteer histories, and wealth of diverse life experiences have allowed us to construct a talented and promising entering cohort. I know you will find that our esteemed faculty, administrators, and staff will provide you with ample opportunities to develop academically and professionally. Please don't hesitate to inform us of how we can assist you in reaching your goals.

There will be a multitude of opportunities available to you as a student in the program. My advice is to take advantage of the resources around you – your advisor and professors, peers in the program, alumni, and the many friends of the program across campus, the nation, and even the world – to make the most of your time as a student. It will pass all too quickly, even though you might not believe that around midterms!

I'm especially proud of the many students, faculty, administrators, staff, and alumni that worked to bring this handbook to fruition. I hope it conveys the sense of community and camaraderie that is a hallmark of the program, and please feel invited to share your feedback and ideas about how we can collaboratively make the experience better for you and future students.

Once again, welcome to the program, and enjoy this valuable resource!

Richard J. Reddick, Ed.D.

Assistant Professor, Higher Education Administration
Coordinator, M.Ed. Program in College & University Student Personnel Administration
Faculty Affiliate, John L. Warfield Center for African and African American Studies
Affiliate, Gender and Sexuality Center

Overview

The Department of Educational Administration at The University of Texas at Austin is recognized as providing graduate programs of distinction and is considered one of the most outstanding in the nation. In addition to higher education, specialization is offered in community college leadership and public school executive leadership.

Masters Degree Programs	Ed.D. Degree Programs	Ph.D. Degree Programs
<ul style="list-style-type: none">• College & University Student Personnel Administration• Principalsip	<ul style="list-style-type: none">• Community College Leadership• Higher Education Administration• Cooperative Superintendency	<ul style="list-style-type: none">• Community College Leadership• Higher Education Administration• Education Policy & Planning

Thus, you are a College & University Student Personnel Administration (CUSPA) student in the Higher Education Administration program in the Educational Administration department.

DISCLAIMER: Please note that information in this handbook does not supersede information posted on university websites.

Mission and Vision

Mission

- To prepare and develop the finest leaders in the educational institutions of tomorrow
- To prepare and develop the finest researchers, policy analysts, and professors in the field of educational administration
- To advance the scholarship – teaching, research, and service - of educational administration

Vision

The Department of Educational Administration at The University of Texas will be recognized nationally and internationally as (1) a signature model in the preparation of educational leaders, researchers, policy analysts, and professors; (2) a transformational force in advancing the scholarship of educational administration; (3) an unyielding champion of access, excellence, service, equity, justice, student engagement, accountability, citizenship, and P-20 collaboration.

Section 2— COLLEGE AND UNIVERSITY STUDENT PERSONNEL ADMINISTRATION PROGRAM (CUSPA)

Master's in Education

The Master of Education in College and University Student Personnel Administration (CUSPA) is designed to develop knowledgeable and skilled professional administrators in such career areas as student housing, organizational and leadership development, services for special populations, financial aid, admissions, learning skills development, counseling, health education, recreation, and similar programs and services in institutions of higher education.

Although conventional instruction is the province of the faculty, student personnel professionals provide invaluable assistance to students outside the classroom by fostering personal growth and by ensuring the availability of support services that enhance learning and improve the likelihood of a successful educational experience.

Advising

While there are requirements to complete the CUSPA degree, students can tailor the program to student interests and needs with the advice and approval of your faculty advisor. Each master's student will be assigned a faculty advisor by the program. The faculty advisor gives advice regarding: academic work, courses, class schedule, internship options, research, as well as other topics. Students are required to develop a degree plan and touch base with their faculty advisor at least once a semester prior to registration. The advisor will contact the graduate coordinator, who will remove the advising bar.

Core Courses

The following courses in Higher Education Administration are required:

Offered Fall Semester:

*Organization & Administration of Higher Education – Dr. Edwin Sharpe, Dr. Pat Somers**

The purpose of this course is to help students understand organizations and to take effective action in them. Attempts to improve organizations without adequate understanding can make things worse instead of better. Sound intuition, valid theory, management skills and reflective practice are all helpful and needed. This course seeks to reinforce intuition and expand your theory and skills.

College/University Student Personnel Administration – Dr. Juan Gonzalez

This course will review the organizational framework of the role and structure of Student Affairs (SA) within the context of higher education. We will examine theory and day-to-day practice within the profession. Class topics will cover basic

learning theory, frameworks, and context for professional practice, human resources, a variety of skills and competencies necessary within the profession, and future trends in the profession. Readings will examine practical applications and case studies covering health issues, Greek Life, first-year issues and career services.

*History of Higher Education – Dr. Cassandre Alvarado, Dr. Richard Reddick**

This course is a study of the student population in contemporary colleges and universities, with emphasis on student development theory and the impact of campus environments on student development. This course will also focus on the application of student development theories to issues facing student affairs/services professionals.

Offered Spring Semester:

Higher Education Law – Dr. Pat Somers

The objective of this course is to provide students with an overview of the subject areas of law most relevant to higher education and to introduce students to methods of legal analysis and decision-making so that they can anticipate and recognize legal problems as higher education administrators.

Higher Education Business Management – Dr. Edwin Sharpe

This course is designed to provide you and your fellow graduate students with an understanding of the organizational functions, structures, goals, responsibilities, and challenges of what are traditionally labeled as the "business" or "administrative" units of colleges and universities. These divisions, departments, and units are organizational subsystems which undergird and support the teaching, research, service and student affairs functions of higher educational institutions.

The College Student – Dr. Cassandre Alvarado

This course is a study of the student population in contemporary colleges and universities, with emphasis on student development theory and the impact of campus environments on student development. This course will also focus on the application of student development theories to issues facing student affairs/services professionals.

*Note: Instructor for a specific semester may vary.

At least thirty-six semester credit hours of coursework are required, with at least twenty-one hours of approved coursework in Higher Education Administration and at least six hours outside the Department of Educational Administration. An internship of at least three semester credit hours (approximately 120 clock hours) is required. A thesis or master's report is not required.

Electives Offered In Department

Each semester, the Higher Education Administration department offers elective courses. These courses are not available every semester, so please check with the official Course Schedule for offerings. Past topics are listed below.

Access & Equity – Dr. Victor Saenz, Dr. Greg Vincent

This course will examine the legal, educational and public policy issues that promote or hinder access to higher education. The focus will be on highly selective public and private institutions.

Comparative Higher Education – Dr. Pat Somers

Examination and comparison of the higher education systems and institutions of selected countries.

Gender & Adult Development – Dr. Pat Somers (Cross listed with WGS Department)

This course uses developmental theory to explore the adult development theory. We use film, narratives, and other types of data to explore sexual identity, gender identity, racial/ethnic identity, and moral development; plus general development of women and men.

Higher Education Assessment – Dr. Juan Gonzalez

This course will examine administrative organization, functions, and practices within colleges and universities. Students will research roles of the administrator and principles of effective administrative practice.

Examining Campus Cultures – Dr. Soncia Reagins-Lilly, Dr. Doug Garrard

This graduate level seminar will begin by exploring the history of culture and how it is constructed through ritual, language, appearance, artifacts, values, etc. Students in the course will examine ways that culture impacts individual and university life.

Race in Higher Education – Dr. Soncia Reagins-Lilly

This course will include group and individual studies of research literature about race issues in higher education. Student will execute investigative projects and reports of research.

Legislative Issues – Dr. Victor Saenz

This course focuses on legislative and policy issues in Texas higher education. Offered concurrently with the 82nd Texas Legislative Session, the course covers topics ranging from understanding the state-level policymaking process to financing higher education to exploring specific policy issues related to college access, finance, equity, governance, and diversity (among others).

Internships

The internship (EDA 397P) in the Higher Education Program is intended to augment and enhance one's preparation through formal studies and to provide opportunities to observe and experience first hand some of the lessons acquired through theoretical study. Dr. Marilyn Kameen supervises all masters student internships.

Before the registration period for the next semester, students must complete certain steps to add the internship course. To enroll in the internship course, students must complete the Consent of Instructor for Course Registration Form and submit the form along with internship contract (see Appendix D - Forms) to Dr. Marilyn Kameen for approval. Once approval has been given, the student will submit the paperwork to the graduate coordinator for enrollment in the course.

Students must complete 120 clock hours to receive credit for the internship (see Appendix C – Internships). If you know you will have difficulty completing the 120-hour requirement in one semester, you may take an incomplete for the semester enrolled and then finish the internship over the next semester. Please contact your faculty advisor and Dr. Kameen if this will be the case.

Internships have been available in areas in the Vice-President for Student Affairs Office, Division of Housing and Food, Office of the Dean of Students, Division of Diversity and Community Engagement, Parents' Association, Intercollegiate Athletics, Academic Advising, Admissions, First-Year Interest Groups, Summer Orientation, and the School of Undergraduate Studies among other departments on the UT Campus. Students are also welcome to intern at area universities such as St. Edwards, Huston Tillotson, Concordia, Southwestern, and Texas State.

In order to broaden your background and better prepare for a career in student affairs, students may want to enroll for an additional internship. If your faculty advisor and Dr. Kameen approve your internship, you are allowed to use the second internship as an elective course. Students are not allowed to take more than six hours of internship credit.

Independent Study

Students may be interested in pursuing a topic in more depth, researching a subject of interest or creating and implementing a professional development workshop. If so, consider enrolling in an independent study (which counts as a Higher Education elective). Students will develop a proposal and retain a faculty mentor to supervise the work. The more detail shown in the proposal, the more likely a faculty mentor will agree to supervise the work. With advisor approval of the proposal, the student will complete the Consent of Instructor for Course Registration Form (Appendix D) with signature from the faculty advisor. The student will submit the completed form to the

graduate coordinator for enrollment in the course. The faculty member and student will jointly determine project assignments and timeline. The independent study grades are due at the end of the semester; so the timeline should be designed to allow the supervisor sufficient time to grade the project.

Out of Department Elective Courses

Out of department electives can be graduate level or upper-division undergraduate level courses. Students may take no more than two three-hour upper division undergraduate classes as out-of-department electives. Up to six hours of out-of-department courses may be taken on a credit/no credit basis. Students must seek approval from their faculty advisor, who will confirm that the course enhances the program of study. These courses may be taken for credit/no credit with the approval of the faculty advisor.

Students are not limited to the courses below, but rather this list has been compiled from surveys of former students.

American Studies

AMS 321 Hip Hop Generation

AMS World Impact of US Mass Culture (cross-listed as HIS 389)

Anthropology

ANT 389K Race and Ethnicity in American Society

Educational Psychology

EDP 381 – Topics include:

Counseling Theory and Practice

Seminar in Guidance

Multicultural Counseling

Career Development

Counseling Theory

EDP 380 Educational Assessment of Minority Students

EDP 369K Minority Student Leadership Issues

EDP 382L Current Topics in Motivation

EDP 386N Psychology of Self in Relationship to others

Foreign Language Education

EDC 385G 2nd Language Acquisition

Geography

GRG 342C Sustainable Development

GRG 356T Introduction to Globalization

Kinesiology

KIN 395 Sports and Globalization

Public Affairs

PA 325 Advanced Seminar in Ethical Leadership

PA 388K American Race Policy

PA 388L – Topics include:

Managing Diversity
Principles of Effective Leadership
Volunteer Management
Leading Change

Radio Television Film

RTF 384 Race, Class, and Media

Sociology

SOC 395L Race and the Body

SOC 396L Sociology of Poverty, Race & Schools (need stat course for this one)

SOC 395J Gender, Health & Society (cross-listed in LBJ/ WGS/KIN)

Social Work

SW 360K Gays/Lesbians in American Society

SW 381T Dynamics of Organizations and Communities

SW 387R Social Workers in the Legal System

SW 393U 5 Practicum with Mexican/American families

SW f393R 14 Counseling African American Indiv/Coup/Fam

SW 381S Foundations of Social Justice

Special Education

SED 393D Law and Disabilities

Urban Studies

URB 354 Race, Ethnicity and Place

Women and Gender Studies- Educational Administration;

Some of these classes are cross-listed and students may take them for a higher ed. elective or an "out of department or other elective." Students CANNOT change the registration status after they have enrolled in the course.

Transfer Coursework

Up to six hours of graduate work may be transferred from another institution and counted toward the Master's degree if approved by the student's advisor, the graduate advisor and Graduate School. For more information please refer to the [transferring coursework page](#).

Study Abroad

Students may want to study abroad for a semester completing course work and/or internship credit. Both of these options are feasible with advance planning. Students need to plan their schedule carefully, as the core courses are offered only in one semester (only in Fall or only in Spring). Students are not allowed to study abroad in the semester in which they plan to graduate as per University policy. However, students interested in studying abroad in the fall semester of their second year must have completed all of the fall core courses in the previous year. Plan to work carefully with your faculty advisor as well as the [Study Abroad Office](#) to allow ample time to find appropriate courses, secure funding and complete paperwork.

Academic Expectations

1. *Commitment*

As a student in our graduate program at UT-Austin, you are committing yourself to a rigorous academic experience. You have to treat graduate school like it is your livelihood because it certainly represents the beginning of your career pathway as a professional in student affairs.

2. *Coursework & Learning Beyond the Classroom*

Courses are an important guide to get you through the program, but learning needs to extend beyond the classroom. You need to be an avid follower of news and current issues affecting higher education, especially those related to your profession.

3. *Professional Identity*

As you embark on your career as a student affairs professional, be conscious of how you are shaping your professional identity. Build your network, engage with professional communities, be true to your interests and carve out your niche within student affairs. All the while, work on cultivating your professional identity, shaped by your values, areas of expertise and leadership abilities. Faculty and administrators are now colleagues in your eyes, please treat them accordingly.

Staff & Contact Information

Dr. Pat Somers	Program Head, Higher Education Administration Programs pasomers@mail.utexas.edu
Dr. Richard Reddick	Coordinator, CUSPA Master's Program (on leave 2010-2011) Richard.reddick@austin.utexas.edu
Dr. Martha Ovando	Graduate Advisor, Educational Administration movando@mail.utexas.edu
Hortensia Palomares	Graduate Coordinator, Educational Administration hpalomares@austin.utexas.edu
Linda Overton	Administrative Associate, Educational Administration Linda.overton@austin.utexas.edu

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Current and Recent Faculty

Cassandre Alvarado	512-232-3997	Assistant Dean UGS, Lecturer, Ph.D.	Email: cassandre.alvarado@austin.utexas.edu
<p><u>Biography:</u> Dr. Cassandre Alvarado is Assistant Dean for Learning Communities and Assessment for the School of Undergraduate Studies at The University of Texas at Austin. Her responsibilities include providing strategic leadership in the area of enrollment management, developmental education, recruitment of underrepresented students and in curricular strategies that increase retention. Recently, she led the University’s major Quality Enhancement Plan initiative, providing the blueprint and assessment of the University’s first major curriculum reform in the last 30 years. She is the College Readiness Special Advisor to the Texas Higher Education Coordinating Board and frequently works with national organizations on issues of readiness and retention. She is a lecturer in the Department of Educational Administration at UT, teaching graduate-level courses in college student development theory and history of higher education. Dr. Alvarado holds a bachelor of journalism, master of education and doctor of philosophy degree from The University of Texas at Austin.</p>			
<p><u>Masters Classes Taught:</u> History of Higher Education (Fall)</p>			

Doug Garrard	512-471-5017	Senior Associate Dean of Students, Lecturer, Ed.D.	Email: garrardd@austin.utexas.edu
<p><u>Biography:</u> Doug Garrard is Senior Associate Dean for the Office of the Dean of Students at the University of Texas at Austin. His portfolio includes Student Activities and Leadership Development, New Student Services, Greek Life and Intercultural Education, as well as supporting all programs and functions of the Dean’s office. Dr. Garrard has over twenty-five years of student affairs experience. He is currently past president of the Southwest Association of College and University Housing Officers, ending a one-year term as president of the association. He earned a doctorate and masters degree in higher educational administration at the University of Texas at Austin, and a bachelors of science from Southern Illinois University in Carbondale. He has served as a guest lecturer in various higher education courses and this is his first year serving on the faculty for the College of Education.</p>			
<p><u>Masters Classes Taught:</u> Campus Cultures (Fall HED Elective)</p>			

Juan Gonzalez	512-471-5151	VP For Student Affairs, Senior Lecturer, Ph.D.	Email: juan.gonzalez@austin.utexas.edu
<p><u>Biography:</u> Juan González is the Vice President for Student Affairs at The University of Texas at Austin. For more than 30 years Dr. González has been an administrator, professor and consultant in the field of student affairs. Twenty of those years he served as the Vice President for Student Affairs at five different U.S. universities. His areas of interest include the assessment and integration of learning outcomes, leadership development, and higher education strategies for the admission and retention of low-income and minority students.</p>			
<p><u>Masters Classes Taught:</u> College Student Personnel Administration (Fall), Higher Education Assessment (Spring elective)</p>			

Marilyn Kameen	512-471-7255	Senior Associate Dean, Professor	Email: mkameen@mail.utexas.edu
<p><u>Biography:</u> Besides serving as Senior Associate Dean, Dr. Marilyn C. Kameen also holds the M.K. Hage, Jr. Centennial Professorship in the College of Education. Her academic appointment is in the Department of Educational Administration as a full professor in the Higher Education Administration Program. From 1998 to 2002, she was Associate Dean for Academic Affairs and Research, and from 1992 to 1998, she was Associate Dean for Teacher Education and Student Affairs. Dr. Kameen joined the College of Education at The University of Texas at Austin in 1990 as the Assistant Dean for Teacher Education and Student Affairs. Dr. Kameen earned a doctorate in Counselor Education from the University of Virginia in 1974. She also holds a masters degree from the University of Virginia and a bachelor's degree from Rosemont College, Philadelphia, PA. Her areas of interest include college student development, academic administration, and college teaching.</p>			
<p><u>Masters Classes Taught:</u> The Internship in Higher Education (Fall, Spring & Summer)</p>			

Soncia Reagins-Lilly	512-471-5017	Senior Associate VP and Dean of Students, Ed.D; Clinical Assistant Professor	Email: soncia.r.lilly@austin.utexas.edu
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Biography:

Dr. Lilly is the Senior Associate Vice President for Student Affairs and Dean of Students at The University of Texas at Austin, where she collaborates with campus and student leadership to create and implement policies related to student development, academic support programs, and campus life. Her portfolio includes the programs organized within the Office of the Dean of Students, Housing & Food Services, Student Activities Center and the University Unions. She is also on the faculty for the College of Education and currently serves as the Coordinator of the College and University Student Personnel Administration Masters program. Prior to this, she was Assistant Vice Chancellor of Student Affairs Administration at The University of California, Los Angeles. She earned a bachelor's degree in economics from the University of California at Irvine, a Master of Arts in education from California State University, San Bernardino, and a doctorate in education administration from the University of Southern California. She is active in professional associations and is a Strategic Planning and Management Consultant, facilitating workshops and giving presentations on higher education topics at national conferences.

Masters Classes Taught: Interim Coordinator of the CUSPA Program, no classes Fall 2011

Richard J. Reddick	512-471-8587	Assistant Professor, Higher Ed. Admin Coordinator – CUSPA M.Ed., Faculty Affiliate, John L. Warfield Center for African & African American Studies Affiliate, Gender & Sexuality Center, Ph.D.	Email: richard.reddick@austin.utexas.edu
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Biography:

Richard J. Reddick is an assistant professor in the College of Education's Department of Educational Administration at The University of Texas at Austin, and he is also a faculty affiliate in the John L. Warfield Center for African and African American Studies. Dr. Reddick's research on mentoring relationships between faculty and African-American undergraduate students includes factors influencing faculty mentorship, the role of formative experiences in professors' lives in their approach to mentoring, and the advising and counseling approaches utilized by faculty in mentoring African-American undergraduate students. Prior to joining the UT faculty, Dr. Reddick worked in student affairs at the Massachusetts Institute of Technology, Cal Poly-San Luis Obispo, and Emory University.

Masters Classes Taught: On Leave 2010-2011 School Year - *2010-2011 Woodrow Wilson National Fellowship Foundation Career Enhancement Fellow*

Victor B. Saenz	512-475-8585	Assistant Professor EDA, Faculty Associate CMAS, Ph.D.	Email: vsaenz@mail.utexas.edu
<u>Biography:</u> Victor B. Sáenz, Ph.D., is an assistant professor in the Department of Educational Administration at the University of Texas at Austin. He is also a faculty affiliate with the UT Center for Mexican American Studies, a Faculty Fellow with the UT Division of Diversity and Community Engagement, and a Faculty Associate with the UCLA Higher Education Research Institute. His research interests include: chronicling the educational benefits of diversity on college campuses; and, college readiness, college access, transition, and retention issues for underrepresented students. His most recent research work is focused on Latino males in higher education, and his research on this topic includes examining their experiences at both two-year and four-year institutions.			
<u>Masters Classes Taught:</u> Legislative Issues in Higher Education (Spring 2011 elective)			

Edwin Sharpe	512-475-8577	Clinical Professor, Ph.D.	Email: esharpe@mail.utexas.edu
<u>Biography:</u> Associated professionally with the University of Texas for more than 30 years, Dr. Edwin R. Sharpe is Clinical Professor in the Department of Educational Administration, Senior Advisor to the Provost, and Founding Chairman of the University of Texas Elementary Charter School Management Board. He previously served in administrative positions including U.T. System Executive Vice Chancellor for Academic Affairs, U.T. Austin Vice President for Administration, and Interim President of the University of Texas of the Permian Basin. Dr. Sharpe’s scholarly and teaching interests include organizational theory and behavior particularly as applied to colleges and universities, educational politics and policy, and the interaction and alignment of educational systems from preschool through postsecondary institutions (a concept of education now commonly called “P-16”). A Phi Beta Kappa graduate, Dr. Sharpe holds a B.A. with Honors in Economics, a Master of Business Administration, and a Ph.D. in Higher Education Administration from the University of Texas at Austin.			
<u>Classes Taught:</u> Organization & Administration (Fall), Higher Education Business Management (Spring)			

Patricia Somers	512-471-7551	Associate Professor, Ph.D.	Email: pasomers@mail.utexas.edu
<p><u>Biography:</u> Patricia Somers is Associate Professor of Higher Education and Program Head of the Higher Education Graduate Programs. She is also a Fellow in the Community College Leadership Program and a faculty affiliate in Womens’ and Gender Studies and the Long Lozano Latin American Studies program. She holds a Ph.D. in Educational Administration (Higher Education Concentration) from the University of New Orleans, an M.A. in Portuguese from the University of Illinois at Champaign-Urbana, and a B.A. in Spanish from Michigan State University. She received the Melvene Hardee Dissertation Award from the National Association of Student Personnel Administrators in 1993 and the Emerging Scholar Award from the American Association of University Women in 1997. Her areas of research include students at two- and four-year colleges, college choice, the impact of 9/11 on college students, higher education law (especially freedom of expression and academic freedom), helicopter parents, and higher education in Brazil. She has extensive international experience - as a Fulbright Fellow in Germany and Thailand; a Malone Fellow and a King Fahd Center Fellow in the Middle East; a Fulbright New Century Scholar in Brazil; and as field researcher in linguistics. She is currently a Regional Vice President of the Texas Conference of the American Association of University Professors. Dr. Somers has over 60 publications and has supervised 30 dissertations.</p>			
<p><u>Masters Classes Taught:</u> Higher Education Law (Spring), Gender & Adult Development (Summer elective cross listed with Women’s and Gender Studies)</p>			

Section 3 – FINANCIAL ASSISTANCE

Graduate Assistantships

An important source of financial support for many students in the program is employment as a graduate assistant in various student services offices on campus. In addition to providing income, these jobs have the dividend of providing experience in student personnel administration, an important asset when applying for employment after you receive your degree.

Examples of current and past assistantships include Greek Life and Intercultural Education, Recreational Sports, New Student Services, International Student Office, Student Activities and Leadership Development and the McCombs School of Business Office of Student Life.

Job descriptions, processes for hiring and position availability are posted on the following websites:

Division of Student Affairs - <http://www.utexas.edu/student/vpsa/ga/index.html>

UT Employment Homepage - <http://www.utexas.edu/employment/>

College of Education Resources -

<http://www.edb.utexas.edu/education/departments/edadmin/programs/hed/resources/employment/>

Quantity of Work – Full time students

Full-time graduate students with assignments in any title at UT Austin, academic as well as non-academic positions, may not exceed twenty hours per week during the first two long sessions of graduate study at the university, and thirty hours per week during the subsequent semesters, including summer. International students have additional requirements. Students with graduate work assignments at UT-Austin are required to be registered full-time (at least 9 hours in the long semesters or 3 hours in the summer).

Office of Student Financial Services

Most students working toward the Master of Education in College and University Student Personnel Administration need some degree of financial support. While the Department of Educational Administration has a limited number of competitive small scholarships available, loans and a very limited number of grants are available through the Office of Student Financial Services. Please visit their website for an overview of the financial aid process (www.utexas.edu/student/finaid).

Tuition

Flat rate tuition for each college covers the graduate student's academic program costs, including tuition (indexed to the number of semester credit hours taken), mandatory fees and charges, and college and course incidental fees.

The graduate flat rate tuition does not include the general property deposit, the international student health insurance program fee, the international student orientation fee, the independent study and research fee or fees for extended trips that require students to live off campus.

Fall 2010 Graduate Tuition Rates can be found here:

http://wwwtest.utexas.edu/tuition/attach/2010_Fall_Grad_Tuition.pdf

Section 4 – INSTITUTIONAL POLICIES

Academic Dishonesty

At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires you to:

- acknowledge the contributions of other sources to your scholastic efforts;
- complete your assignments independently unless expressly authorized to seek or obtain assistance in preparing them;
- follow instructions for assignments and exams, and observe the standards of your academic discipline; and
- avoid engaging in any form of academic dishonesty on behalf of yourself or another student.

To learn more, visit the Student Judicial Services website:

http://deanofstudents.utexas.edu/sjs/acint_student.php

Academic Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

ADA Compliance

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact Services for Students with Disabilities at 471-6259 (voice) or 232-2937(video phone).

<http://www.utexas.edu/diversity/ddce/ssd/>

Official Means of Communication

Official communication with students at The University of Texas at Austin will be conducted through e-mail. Students are expected to check their e-mail on a frequent and regular basis in order to stay current with university news.

Observance of Religious Holy Days

Religious holy days sometimes conflict with class and examination schedules. Sections 51.911 and 51.925 of the Texas Education Code address absences by students and instructors for observance of religious holy days. A student shall be excused from attending classes or other required activities, including examinations for the observance

of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable amount of time.

Scholastic Probation and Dismissal

To continue in the Graduate School beyond the first semester or summer session, the student must:

- make satisfactory progress in fulfilling any admission conditions that were imposed;
- meet any requirements made in writing by the Graduate Studies Committee;
- maintain a grade point average of at least 3.00 (see Grades, Letter Grades for an explanation of the calculation of graduate student grade point averages); and
- have approval of the Graduate Studies Committee in the Department of Educational Administration

The Graduate Studies Committee is responsible for evaluating the students in their programs to ensure that they are making satisfactory progress toward a degree. If the Graduate Studies Committee finds that a student is not making satisfactory progress, it may recommend to the graduate dean that the student's program be terminated.

A student whose graduate grade point average falls below 3.0 at the end of any semester or summer session will be warned by the Graduate School that his or her continuance in the Graduate School is in jeopardy. During the next semester or summer session in which the student is registered, he or she must attain a grade point average of at least 3.0 or be subject to dismissal. During this period the student may not drop any course or withdraw from the university without the approval of the graduate adviser and the graduate dean. Students who have been dismissed from the Graduate School may be readmitted for further graduate study only by petition of the Department of Educational Administration Graduate Studies Committee or by the Graduate Studies Committee of another program that will accept the student. The graduate dean must approve the petition. Warning status and academic dismissal are reflected on the student's record.

Sexual Discrimination and Sexual Harassment

Students who believe they experienced sexual harassment in the academic environment should consult the following website:

<http://www.utexas.edu/policies/hoppm/04.B.02html>

Interested students are also encouraged to call the Office of the Dean of Students at 471-5017 and ask to speak to the Associate Dean of Students.

For a listing of other University policies regarding discrimination, please visit the Appendix section of the General Information Catalog:

<http://registrar.utexas.edu/catalogs/gi09-10/>

Section 5 – ACADEMIC RESOURCES

Blackboard

<http://courses.utexas.edu>

Blackboard is the common website for instructors to communicate with their students. Courses for the semester will automatically add to the student's Blackboard page. Instructors will upload the course syllabus, faculty biography as well as assignments to this website. Mobile services will be available for Blackboard in the near future.

Graduate Writing Center

http://www.lifelearning.utexas.edu/l_graduateschool.html

The Graduate Student Writing Service welcomes any UT Austin graduate student to take advantage of individualized writing consultations across all disciplines. Students may bring in any writing project, ranging from a fellowship application or C.V. to an article for publication, a master's thesis, or even a dissertation. Graduate Student Writing Services are offered by appointment only. Interested students must visit the main office in JES A332A, Monday through Friday from 9 a.m. until 5 p.m., to register. At that time, students will receive more information about this service, as well as information about how to book appointments with a writing consultant online at your convenience. Upon registration, each student will be awarded 5 free credits - equal to five sessions with a consultant (sessions are approximately 45-50 minutes). Subsequent appointments may be booked for the nominal fee of \$13.50 per session (payable through BevoBucks only).

Libraries

<http://www.lib.utexas.edu>

The University of Texas Library Department is one of the top-ten ranked systems in the nation. With various locations and services available to students, the UT Library will greatly assist in the educational journey. The main library is the Perry-Casteñeda Library (PCL) at the corner of Speedway and 21st Street next to the Sanchez Building. Services available through the UT Library include:

- Online Research Tools - <http://www.lib.utexas.edu/resources/>
- Borrowing items - <http://www.lib.utexas.edu/services/borrower/>
- Ask A Librarian - <http://www.lib.utexas.edu/services/reference/>
- Subject Librarians - <http://www.lib.utexas.edu/subject/index.php>
- Group Study Rooms - <http://www.lib.utexas.edu/pcl/roompolicy.html>
- Library Instruction - <http://www.lib.utexas.edu/services/instruction/faculty/requesting.html>
- EndNote FAQ - http://www.lib.utexas.edu/services/instruction/resources/end_faq.html
- NoodleBib - <http://www.lib.utexas.edu/noodlebib/>

Registration

<http://registrar.utexas.edu>

The Office of the Registrar (registrar.utexas.edu) coordinates the course registration process for all students at The University. Each semester, current students register for classes for the next semester. New incoming students register for classes in the few days before classes start.

Before Registering

- Review the Course Schedule – the course schedule is published online before advising and registration begin for each semester. The course schedule lists each class, its time, location, instructor (if available), and its unique number. The unique number is the five-digit code that students will enter in the registration system to be added to one particular course. Students will also see the headnote information about the class including prerequisites, restrictions, and additional descriptions. <http://registrar.utexas.edu/schedules/>
- Get advised – meet with your faculty advisor to discuss planned courses. Once the faculty advisor approves the student’s schedule, the faculty advisor will submit notice to the graduate coordinator for removal of the advising bar.
- Check the Registration Information Sheet – this website displays registration access times for the student. <https://utdirect.utexas.edu/registrar/ris.WBX>

Registration

- Online Registration – each semester, students register for classes for the next semester. Registration is only available online through the Registrar’s website during the student’s individual access period. Outside software is not allowed at The University to add classes. To add a class, enter the unique number next to “Add”, and click the update button. This will add the course to the student’s schedule at the bottom of the page. Registration is complete when the student pays the tuition bill. <https://utdirect.utexas.edu/registration/chooseSemester.WBX>
- Optional Fees - during registration, students are able to select optional items for purchase such as parking permits, Cactus yearbook, Longhorn All-Sports Pass, Speaker Series Pass, Analecta (literary/arts journal), Department of Theatre and Dance tickets, Performing Arts Center tickets.
- Further Questions – students may visit the Frequently Asked Questions page of the Registrar’s website for more answers: <http://registrar.utexas.edu/students/registration/during/faq/>
- Out of Department Classes – students must check the department headnote in the course schedule to determine if the class is limited to students only within the program. If a student chooses to take a restricted out-of-department class, they will need to seek approval from the faculty member teaching the course as well as the graduate coordinator of that department for permission to register.

Finishing Registration

- Paying your Tuition Bill - students complete registration once they have paid their tuition and fee bill. Students have the option to pay in full or in installments during the fall or spring semester, and only pay in full in summer. Students who do not pay tuition on time will be dropped from their classes and will need to register late for classes. To pay the tuition bill and view tuition deadlines, visit the Student Accounts Receivable website:
<http://www.utexas.edu/business/accounting/sar/>
- Changing your Schedule – students may add or drop classes if they have registered and paid for courses in a previous registration period. Add/Drop period lasts during the days before classes begin as well as the first few days of the semester. To view the add/drop period, visit your Registration Information Sheet online (RIS).

Textbooks

Assigned textbooks will be announced through the professor's syllabus as well as on Blackboard. Students have many options for textbooks, and are not required to purchase from one particular supplier. Here are a few of the common retailers:

- University Co-op - College bookstore on Guadalupe
www.universitycoop.com
- Amazon.com
- Half.com
- BarnesandNoble.com
- ABEbooks.com

Section 6 – CAMPUS RESOURCES

Behavior Concerns Advice Line (BCAL)

<http://www.utexas.edu/safety/bcal/>

BCAL is a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP) and the University of Texas Police Department (UTPD). Its purpose is to provide University of Texas at Austin students, graduate or teaching assistants, faculty and staff an opportunity to discuss their concerns about another individual's behavior. Trained staff will explore available options and strategies, and provide appropriate guidance and resource referrals to address the particular situation. Concerns may be reported by telephoning the Behavior Concerns Advice Line at 512-232-5050 or by using the online form at: <https://www.utexas.edu/student/dos/bcal/>

Bevo Bucks

<http://www.utexas.edu/student/bevobucks/index.php?site=5>

Bevo Bucks is the easy-to-use, cashless form of payment accessible through the student's ID Card. Bevo Bucks is a prepaid account that students use to purchase food, goods and services at any participating merchant on or off campus. Students can add money to their Bevo Bucks account through UT Direct. Many locations around campus accept Bevo Bucks as payment including:

- Housing and Food Services locations on campus (some vending machines)
- University Duplicating Services
- UT Learning Center
- UT Health Services
- Off-Campus Restaurants (look for Bevo Bucks Logo)

Campus Safety

<http://www.utexas.edu/safety/about/>

The Office of Campus Safety serves the campus by maintaining public order, planning for emergency and disaster response, responding to incidents, supervising traffic and parking, eliminating environmental hazards, and preventing fires as well as other accidents. Departments within this office include:

- Emergency Preparedness
- Emergency Information (512-232-9999 and www.utexas.edu/emergency)
- Environmental Health & Safety
- Fire Prevention Services
- Parking and Transportation Services
- The University of Texas Police Department (512-471-4441)

Course Instructor Survey

<https://diia.webhost.utexas.edu/cis/results/index.cfm>

At the end of each semester, students provide feedback to their instructors through the confidential Course Instructor Survey process. The results are posted on the CIS website for student review.

Dean of Students

<http://deanofstudents.utexas.edu/doscentral/>

The Office of the Dean of Students (DOS) offers access to the most comprehensive array of resources and expertise available at The University of Texas at Austin. The DOS staff provides information and referrals to prospective and current students, Longhorn parents, faculty, staff, and alumni. Whether the student's interest is in leadership development and registered student organizations, new and transfer undergraduate student orientation programs, or the legal, judicial, and emergency services they provide, please contact the Dean of Students located in the Student Services Building (SSB).

Division of Diversity and Community Engagement

<http://www.utexas.edu/diversity/index.php>

The DDCE is a successful model for integrating diversity into the core mission of a university and integrating community engagement into teaching, research and service. As well, DDCE strives to connect the university's intellectual resources to communities across Texas and offer education to those who may face the greatest challenges in accessing it. Departments include: Community Engagement, Pre-College Youth Development and Student Academic Success Initiatives, School Partnerships, and Institutional Equity.

Division of Student Affairs

<http://www.utexas.edu/student/vpsa/index.html>

The Division of Student Affairs at The University of Texas at Austin seeks to become the premier organization of its kind. The department is an expanded network of top programs and services to meet students' out-of-classroom needs while complementing their academic goals. Student Affairs also seeks to build and support an inclusive campus community that promotes diversity of people, ideas, and opportunities. In accomplishing these goals, we contribute to the success and development of our students as global citizens and strong leaders. Departments include: Career Exploration Center, Counseling & Mental Health Center, Division of Housing & Food, Division of Recreational Sports, Office of the Dean of Students, Office of the Registrar, Student Financial Services, Student Information Systems, Texas Student Media, The University Unions, University Health Services, and the UT Learning Center.

Graduate School

<http://www.utexas.edu/ogs/current/>

The Graduate School at The University of Texas at Austin is an active community of diverse scholars in over 100 academic programs dedicated to excellence in original research, teaching, creative expression, and intellectual leadership. Using extensive resources and talents, The Graduate School cultivates individuals who work together to bring knowledge, innovation, and best practices to meet the great and small challenges of our time.

Graduate Student Housing

<http://www.utexas.edu/student/housing/index.php?site=0&score=2&id=639>

The Division of Housing and Food offers a limited number of graduate apartments in West Austin. Students seeking this type of housing must apply through the Housing website. Apartments are on the UT shuttle route, and are available at competitive pricing.

Health Insurance

<http://healthyhorns.utexas.edu/insurance.html>

An accident or illness requiring medical specialty or hospital care will likely be extremely expensive. The University urges all students to have health insurance coverage. For those who do not, the Student Health Insurance Plan is an optional plan approved by The University of Texas System. For more information, click [Student Health Insurance](#) or call the UHS Student Health Insurance representative at (512) 471-1040.

Office of The Registrar

<http://registrar.utexas.edu>

The Office of the Registrar creates, maintains, certifies and protects University records of courses, degrees and students. Core functions of the office include: Catalogs, Course Scheduling, Degree Audits, Enrollment Certification, Final Exams, Course Registration, and Transcripts. See "Registration" in Section 5 – Academic Resources for specific details on the registration process.

Services for Students with Disabilities

<http://www.utexas.edu/diversity/ddce/ssd/>

Based in the philosophy that all students should be assured equal access and opportunity, Services for Students with Disabilities (SSD) works to eliminate physical, instructional and attitudinal barriers by providing reasonable accommodations and fostering awareness within the University community. Services offered include:

alternative text, adaptive testing, assistive technology information, sign language interpreters and more. Students must first register with SSD by making an appointment with a Disability Services Coordinator (512-471-6259).

Student ID Card

<http://www.utexas.edu/its/idcenter/index.php>

To receive your official UT student identification card, visit the ID Center in the Flawn Academic Center (FAC) lobby. You must show an official government-issued photo ID such as a driver's license (U.S. or Canada), passport, or U.S. citizen card. The ID Center is open Monday-Friday 8:30AM-5PM. The UT student ID card costs \$10, and payment is due within one month of obtaining the card. Students pay for the card at the cashier's office in MAI 8 or online at the What I Owe page. All University students are required to have an official UT student identification card.

Student Judicial Services

<http://deanofstudents.utexas.edu/sjs/index.php>

Student Judicial Services, in the Office of the Dean of Students, promotes academic integrity and standards of conduct for the University community. This department works with issues regarding academic dishonesty and student discipline.

Transportation

<http://www.utexas.edu/parking/>

Parking

Parking - <http://www.utexas.edu/parking/parking/student/>

To Purchase Parking Pass - <https://utdirect.utexas.edu/webapps/ptnet/>

Parking Map – <http://www.utexas.edu/parking/maps/>

Parking is limited at UT-Austin, and there are various types of parking permits available:

- A Permit – available to graduate assistants and staff, open parking lots
- C Permit – available to students and staff, open parking lots
- S Permit – available to commuting students; assigned one garage on campus
- [UT Share Pass](#) – reloadable garage debit pass

Open-lot parking (A or C permits) are not guaranteed spots, as they fill typically before 9:00AM. Keep aware of parking signs, as you will be fined if you do not display the appropriate permit for that area. Many students take the shuttle to and from campus.

Shuttles

The UT Shuttle System is the largest university shuttle system in the country, with 14 routes and over 7.5 million passengers annually. The shuttle system provides an easy and cost effective way for students, faculty, staff, and visitors to access the UT campus. UT students, faculty, and staff may ride the shuttles at no charge with a valid UT photo ID.

- Shuttles around campus: Forty Acres, West Campus, East Campus
- Shuttle Routes: http://www.capmetro.org/riding/schedules_ut.asp
- UT Shuttle Maps: <http://www.capmetro.org/gismaps/utshuttles.html>

Bicycles

Bicycles are a popular transportation option around campus and Austin as a whole. Bicycling is a significant component of The University's plan to reduce local traffic congestion and air pollution. Each year UT continues to work on improving bicycling on campus.

- Biking Resources: <http://www.utexas.edu/parking/transportation/biking/>
- Required Bike Registration to park on campus: <http://www.utexas.edu/parking/transportation/biking/registration.html>

University Health Services

<http://www.healthyhorns.utexas.edu/>

The mission of University Health Services is to support academic pursuits by providing medical services, fostering physical and psychological wellness, and promoting healthy lifestyles among UT students. The on-campus facility includes: general medicine, urgent care, pharmacy, women's health, UT Counseling and Mental Health Center, immunizations, allergy, travel health, sports medicine, laboratory work, radiology, health promotion resource center and center for students in recovery. For immediate assistance, call the 24 hour Nurse Advice Line – 512-475-6877

UTEID

https://idmanager.its.utexas.edu/eid_self_help/

The UT EID is an electronic identifier – the student's "user name" with The University of Texas. If you are associated with the university or if you need to complete online transactions with the university, you need a UT EID. You will use your UT EID to register for classes, check grades, access online course information and pay for bills. Students must upgrade their UT EID before classes begin to give your UT EID legal signature authority.

Section 7 – TECHNOLOGY

College of Education Learning Technology Center

<http://www.edb.utexas.edu/education/centers/ltc/>

The Learning Technology Center offers a wide range of computer, telecommunications, and multimedia services to College of Education faculty, staff, and students currently enrolled in an Education course.

Services Desk – Sanchez Room 536 - 471-3234

The LTC Services Desk provides assistance with Computer Labs, Laptop Help, and multimedia resources, and much more. Go here to check out equipment or make facility reservations.

- Laptop Help provides technical support specific to the needs of students using required Apple laptops in their teacher preparation programs. Help with software applications is also provided.
- Macintosh and PC computer labs are available in the Sánchez Building and Belmont Hall.
- Media Resources: The LTC provides resources for the production of multimedia.
- Equipment Checkout: The LTC loans multimedia equipment to faculty, staff, and students.
- Instructor Reserves: Faculty may put items on reserve for student checkout.

Technical & Network Services

The Technical and Network Services team maintains the College network infrastructure and servers, the TeachNet email/conferencing system, and an automated computer backup system. They provide computer and technical-related assistance and trouble-shooting to College faculty and staff, and for the LTC computer labs.

Distance Learning Classroom

A flexible classroom staffed by a skilled technician provides interactive audio and video links to virtually anywhere in the world similarly equipped, and is available for courses, conferences, and meetings.

IDEA Studio for Faculty Support

The IDEA Studio helps faculty integrate technology into their teaching and research, and provides customized workshops, training, and consultation.

College of Education Apple Laptop Bundle

<http://www.edb.utexas.edu/education/assets/files/coe/LIFE/COE-A.pdf>

All Students, Faculty and Staff in the College of Education are eligible to purchase an Apple laptop at a significant discount. The bundle includes a laptop, AppleCare protection, Display Adapter, Microsoft Office 2008, and iPod Touch and a Printer. The CUSPA Program does not require students to purchase a laptop.

Information Technology Services

<http://www.utexas.edu/its/>

Information Technology Services (ITS) coordinates web applications (UT Direct), security, networking, telecommunications, University Data Center, ITS Help Desk and more.

BevoWare

<http://www.utexas.edu/its/bevoware/>

The BevoWare software downloads provide anti-virus protection and improve system security connections. BevoWare is available at no cost to UT students, faculty and staff.

Campus Computer Store

<http://www.campuscomputer.com/>

The Campus Computer Store is the shop for educationally priced computers, software, peripherals and other IT supplies. Located online and in the Flawn Academic Center (FAC) lobby, the Campus Computer Store offers discounts for enrolled UT students.

Computer Labs on Campus

<http://www.utexas.edu/its/campus-labs/>

Information Technology Services (ITS) provides this list of campus computer labs as a service to the community. Popular computer labs are located in the Perry-Castaneda Library (PCL) and Flawn Academic Center (FAC).

Informational Technology Services Help Desk

<http://www.utexas.edu/its/helpdesk/>

Whether the problem is e-mail, your EID, telephone, or another technical question, the ITS Help Desk is here with support and troubleshooting, and expert consulting for advanced questions. ITS Help Desk (512-475-9400) is located in the FAC lobby.

Printing On Campus

<http://www.utexas.edu/its/printing/>

The ITS Printing Service is a convenient way to print documents when you need them. Simply log in with your UT EID and print to one of the university printers available in labs and facilities across campus. Students may pay for printing with a Bevo Bucks account.

Webspaces

<http://www.utexas.edu/its/webpace/index.php>

Use WebSpace (1GB) to store copies of important documents such as homework, class notes, and graphics, then access your stored files from anywhere using a Web browser.

Wireless Network On Campus

<http://www.utexas.edu/its/help/wireless-and-wired-public>

Students, faculty, staff and official visitors using wireless Internet on the UT campus are required by ITS policy to use the "restricted.utexas.edu" network. Students must install the connection through the above website and access the network with their UTEID.

Section 8 – STUDENT INTERESTS

Annual University Events

Student Events Center - The University Unions Student Events Center is a department within the Division of Student Affairs, which serves the UT community through event-planning and leadership development opportunities for UT students. The SEC offers an array of services for student organizations registered through the Student Activities and Leadership Development office, such as locker and office rentals and helium tank usage.

- [Forty Acres Fest](#) – Spring Semester
The Forty Acres Fest (FAF) Committee organizes the annual Forty Acres Fest, a campus-wide carnival featuring unique booths & amazing entertainment by student organizations. The event culminates with a live concert by some of the world's most legendary artists.
- [Texas Revue](#) – Every April
Texas Revue is the University's student talent show featuring dance, music and skits. More than 3000 students attend these performances.
- [Film Series](#) – Weekly during the long semesters
The Student Events Center Film Committee shows free movies in the Texas Union Theatre.
- [Madrigal Dinner](#) – Mid-November
Enjoy an original, comedic Renaissance themed play, choir concert, and a four-course meal in the Texas Union Ballroom.
- [Orange and White Ball](#) – Late April
The Ball is an annual event and tradition to honor and unite students, and to create lasting memories while improving student life at the University of Texas. The Orange & White Ball is the annual university-wide gala, complete with a live orchestra and ballroom dancing.

Gone to Texas – Day before classes begin

<http://www.utexas.edu/events/gtt/index.php>

Gone to Texas is the University's kickoff event to start the school year. Students join in the evening at the Tower for a pep rally event including speakers, performances, and the Longhorn Band.

Start Fresh – Late August

http://deanofstudents.utexas.edu/nss/spot_startfresh.php

Start Fresh is the student organization fair hosted by the Office of the Dean of Students. Visit the West Mall to learn about how to join various student organizations.

Party on the Plaza – Early September

<http://www.utrecsports.org/party/>

Party on the Plaza (PoP) is a campus-wide “party” of student involvement and fun held annually in early September. The PoP is one of the largest campus wide events held in the fall semester, and is the opportunity for UT to welcome new and returning students to campus for the start of classes. Past activities have included live music, big screen movies, student organization performances and more.

Explore UT – First Saturday in March

<http://www.utexas.edu/events/exploreut/>

Each March, The University of Texas at Austin hosts Explore UT, a day of events, performances, exhibits, lectures and activities for the entire family. Explore UT offers visitors a hands-on introduction to university life in our classrooms and laboratories, studios and performance halls, museums and extensive library collections.

Athletics

Longhorn All-Sports Pass (LASP)

The Longhorn All-Sports Package (LASP) is the most economical way for UT students, faculty and staff to obtain tickets to all regular season home sports events. For one low price, this unique package provides access to tickets, the opportunity to set up group seating, and the chance to purchase additional tickets for your friends and guests who are not UT students, faculty, or staff. The LASP costs \$80 for the school year and includes entry to the following sports:

UT LASP Sports – Fall	UT LASP Sports - Spring	Non Ticketed Sports
Football	Men’s & Women’s Basketball	M/W Cross Country
Men’s & Women’s Basketball	Baseball	M/W Golf
Soccer	Softball	Rowing
Volleyball		M/W Swimming & Diving
		M/W Tennis
		M/W Track & Field

Football Season Tickets

<http://www.texasports.com/tickets/obtain-student-tickets.html>

Students are able to upgrade to season tickets by purchasing the LASP Season Ticket for \$65 in addition to the LASP. Therefore, for \$135, a student can secure a guaranteed reserved ticket to all home games. In addition, the student will have the opportunity to purchase one Guest Season Ticket at full price (\$375) to be seated with them at all home games. Also, those students that purchase the LASP Season Ticket will have the option of creating/joining a group. This student will have priority in regard to

postseason and away game sales too, including OU. All LASP Season Tickets, including Guest Season Tickets, will be sent via email directly to the student.

Basketball Season Tickets

<http://www.texassports.com/sports/sobs/spec-rel/stampede.html>

Want the best seats in the house for Men's and Women's Basketball? Then be a part of the Texas Basketball Stampede. For an additional fee, this pass provides early access to the premier seats in the O-Zone located behind the baskets in the lower arena. Included with your membership is a Texas Basketball Stampede T-shirt that may be picked up at Texas Basketball games (sizes subject to availability). Quantity for the Texas Basketball Stampede is limited, so keep your eyes on TexasSports.com and the Student Orange Bloods (SOBs) page for information on how to purchase your Stampede pass.

Fine Arts

Texas Performing Arts – <http://www.texasperformingarts.org/students>

Texas Performing Arts presents an international season of music, theatre, dance, and conversation in university venues, as well as the best in touring Broadway productions and concert attractions. As a university-based arts center, the PAC is committed to serving the academic mission of the College of Fine Arts by supporting the work of UT students, faculty and staff on stages, classrooms, studios and production shops; and in the educational outreach programs the PAC provides for the Austin community.

Landmarks – <http://landmarks.utexas.edu>

Landmarks is the public art program of the University of Texas at Austin. By partnering with the Metropolitan Museum of Art in New York City, the Landmarks exhibits beautify the campus and engage the community with art of the highest quality. Artwork is on display throughout campus. Visit this link to download the Landmarks Campus Map: http://landmarks.utexas.edu/files/downloads/Landmarks_Campus_Map.pdf

College of Fine Arts – <http://www.utexas.edu/finearts/events>

The College of Fine Arts offers many student performances throughout the year including:

- Butler School of Music - <http://www.music.utexas.edu/calendar/default.aspx>
- Department of Theatre & Dance - <http://www.finearts.utexas.edu/tad/productions/index.cfm>

Museums and Collections

Museums

- Blanton Museum of Art – <http://www.blantonmuseum.org/>
- Harry Ransom Center (Archives) – <http://www.hrc.utexas.edu/>
- LBJ Presidential Library and Museum – <http://www.lbjlibrary.org/>
- Texas Memorial Museum (Natural Science)– <http://www.utexas.edu/tmm/>

Collections

- Briscoe Center for American History - <http://www.cah.utexas.edu/>
- Lady Bird Johnson Wildflower Center – <http://www.wildflower.org/>
- H.J. Lutcher Stark Center (Kinesiology Research) - <http://www.starkcenter.org/>

RecSports

Recreational Sports facilities, services and programs are available to all UT students during the semester for which they are registered. Typically, facility access is available on the first day of classes and continues through the day before classes begin the following semester.

Students qualify for access to RecSports facilities by paying tuition each semester. To verify eligibility, all students are required to display their UT ID card upon request or entry to a recreational facility. Additional fees are charged to participate in programs such as intramurals, group exercise classes, outdoor trips and workshops as well as sport clubs.

Ways to participate in RecSports:

- Activities - <http://www.utrecsports.org/activities/activities/archery.php>
- Climbing Wall - <http://www.utrecsports.org/activities/activities/climbingwall.php>
- Club Sports - <http://www.utrecsports.org/sportclubs/about.php>
- Fitness/Wellness - <http://www.utrecsports.org/fitwell/Fall2009.php>
- Intramural Sports - <http://www.utrecsports.org/intramurals/about.php>
- Outdoor Recreation - <http://www.utrecsports.org/outdoor/home.php>
- Texercise (Group Classes) - <http://www.utrecsports.org/fitwell/fitnessclasses/Spring09.php>

Volunteer Opportunities

Volunteer and Service Learning Center

Volunteering is one of the most effective ways for students to put to work the philosophies, skills, and theories learned in class. Following the core purpose of UT, we serve "to transform lives for the benefit of society" through leadership and service. The Volunteer and Service Learning Center is organized into three functioning areas:

- Community Engagement - Service programming spearheaded by The Student Volunteer Board.
- Academic Service Learning - Recognition, course development, and resources for academic service learning courses and initiatives.
- General Student Resources – www.utvolunteer.org risk management and online volunteer service training modules, and service consultation for non-profit organization and UT student organizations.

Selected On Campus Volunteer Opportunities:

- Blanton Museum - http://blantonmuseum.org/get_involved/volunteer_program/
- Harry Ransom Center - <http://www.hrc.utexas.edu/about/participate/volunteer/application/>
- Lady Bird Johnson Wildflower Center - <http://www.wildflower.org/volunteer/>
- LBJ Presidential Library & Museum - <http://www.lbjlibrary.org/join-us/volunteer/>
- University Health Services Clinic - <http://healthyhorns.utexas.edu/clinicvolunteer.html>

Volunteer Events

- The Project - <http://www.utexas.edu/diversity/ddce/vslc/project.php>
The Project is a premier service event at UT, designed by students to benefit the many Austin neighborhoods surrounding the campus. Students, faculty, and staff come together for one day, dedicating their time and expertise to complete a variety of community beautification projects.
- Student Volunteer Board - <http://studentorgs.utexas.edu/svb>
The UT Student Volunteer Board (SVB) has coordinated, promoted, facilitated and reflected community service opportunities and events for the UT community since 1987. Visit their website for upcoming events.
- UTVolunteer.org – www.utvolunteer.org
Visit the UT Volunteer database for various opportunities on and off campus.

Section 9 – PROFESSIONAL DEVELOPMENT

Professional Associations

HEASPA

The Higher Education Administration Student Professional Association (HEASPA) connects students, faculty, staff and alumni in order to promote the higher education profession. Throughout the semester, HEASPA will coordinate networking, professional development and social events. Please join the list-serv and follow the blog for information on HEASPA events.

- Blog: <http://blogs.utexas.edu/heaspa>
- List Serv: <https://utlists.utexas.edu/sympa/subscribe/heaspa>

On Campus Associations

- ACA – Academic Counselors Association (Dues = \$15 per year)
<http://www.utexas.edu/staff/aca/>
- APSA – Association of Professionals in Student Affairs (Dues = \$15 per year)
<http://www.utexas.edu/staff/apsa/>

Texas Associations

- TACAC – Texas Association of College Admissions Counselors
www.tacac.org
Annual Conference – April 3-5, 2011 in Los Colinas TX
- TACUSPA – Texas Association of College and University Student Personnel Administrators
www.tacuspa.net
Annual Conference – October 3-5, 2010 in Ft. Worth TX
- TAIR – Texas Association of Institutional Research
<http://texas-air.org/>
Annual Conference – February 15-18, 2011 in Austin TX
- TACHE – Texas Association of Chicanos in Higher Education
<http://www.tache.org>
Annual Conference – January 30-February 2, 2011 in Austin TX
- TABPHE – Texas Association of Black Personnel in Higher Education
<http://www.tabphe.org/>
Annual Conference – March 3-5, 2011 in Austin TX

National Associations

- AAHHE – American Association of Hispanics in Higher Education
<http://www.aahhe.org>
Annual Conference – March 3-5, 2011 in San Antonio TX
- ACPA – College Student Educators International
www.myacpa.org

- Annual Conference – March 26-30, 2011 in Baltimore MD
- ACUHO-I – Association of College and University Housing Officers – International
www.acuho-i.org
 Annual Conference – July 9-12, 2011 in New Orleans LA
- ACUI - Association of College Unions International
www.acui.org
 Annual Conference – Feb 27-Mar 3, 2011 in Chicago IL
- ASCA – Association for Student Conduct Administration
www.theasca.org
 Annual Conference – Feb 2-6, 2011 in St. Pete Beach FL
- HACU – Hispanic Association of Colleges and Universities
www.hacu.net
 Annual Conference – September 18-20, 2010 in San Diego CA
- NACA – National Association for Campus Activities
www.naca.org
 Annual Conference – Feb 19-23, 2011 in St. Louis MO
- NASPA – Student Affairs Administrators in Higher Education
<http://www.naspa.org/>
 Annual Conference – March 12-16, 2011 in Philadelphia PA
- NACAC – National Association for College Admission Counseling
<http://www.nacacnet.org>
 Annual Conference – Sept 30-Oct 2, 2010 in St. Louis MO
- NACADA – National Academic Advising Association
www.nacada.ksu.edu
 Annual Conference – Oct 3-6, 2010 in Walt Disney World FL
- NSCL – National Conference on Student Leadership
www.ncslcollege.com
 Annual Conference – Nov 4-7, 2010 in Lake Buena Vista FL
- NODA - National Orientation Directors Association
www.nodaweb.org
 Annual Conference – Nov 6-9, 2010 in St. Louis MO

Section 10 – SUPPLEMENTARY MATERIALS

Steps to Success in Graduate School

“I appreciated the flexibility the EDA program offered in being able to choose classes and internships that aligned with my personal and professional interests. Due to my passion for international education, the program allowed me to: take culture-based or language-centered elective courses, study abroad for a semester, and gain graduate internship experience working for a study abroad office both in the U.S. and in Brazil.”

Claudia L. Prieto, M.Ed. Class of 2009

International Programs Coordinator – McCombs School of Business

“Your experiences outside the classroom, whether it be a graduate assistantship, an internship or a special project are what will truly define your experience in the Master’s program. Use your time in graduate school to gather as much professional knowledge in various areas of higher education as possible. Do not limit yourself to the UT-Austin campus. Network with your colleagues, classmates and faculty to establish connections with professionals at other institutions. This will make you a more well-rounded job candidate and provide you with a diversity of experience and skills.”

Lauren Anne Cove, M.Ed. Class of 2006

Program Coordinator – Office of Student Life, McCombs School of Business

“For those of you who are not matriculating into the program directly from your undergraduate years, I wish I would have better prepared myself the summer before by reading significant amounts of pages daily in addition to revisiting the facets of academic writing and the organization one needs to have to produce a polished, pristine graduate level paper. Since academic writing was not vital in my higher education job out in Ohio before becoming a graduate student, I was a bit rusty. Unfortunately, I had to rewrite a paper twice until my professor was appeased during my first fall semester in the program. It was a frustrating, learning experience to say the least, but I was able to “get back on the horse” and performed well throughout my remaining time in the program. Besides having academic writing manuals as reference guides, ask what your professors prefer in writing and use that as a guide to assist you in planning your term papers.”

Mario A. Villa, M.Ed. Class of 2008

Assistant Director of Admissions – East Texas Admissions Center

“From internship requirements, APA formatting, independent studies, faculty contacts, course selection, even academic expectations; all of these topics were learned from my peers. Finally, while group work and study groups helps one establish networks within a cohort and meet your classmates, it is equally as important to do things with your classmates on a social level. The comfort and interaction you gain from making that social connection will make your time in the program much more enjoyable and smoother.”

Joe Wilcox, M.Ed. Class of 2011

Scholarship Coordinator – Office of Student Financial Services

“If you did not go to UT for your undergraduate education this campus can be a little confusing. From the influence of bureaucracy to the many complicated requirements surrounding a variety of processes, there are many components of this campus that make it unlike any other. Luckily, you are now part of a very close community so never be afraid to ask questions! Whether it is someone in an older cohort or one of the program advisors, there will always be someone ready and eager to help you if you take the initiative. Also, if you are a full-time student you will soon realize that almost everyone has something other than classes on their plate. Never be afraid to get a part time job or internship, even if it is not for credit. Your classes will not take up all your time and it is a great way to get in some extra networking and experience.”

Ana Tavares, M.Ed. Class of 2011

Graduate Assistant – Greek Life and Intercultural Education

“New students of the Higher Ed Admin program, Congrats on your acceptance to a wonderful program. I hope that you all have a positive experience here at the University of Texas at Austin. One piece of advice that I would like to give you is to really get to know the other students in your cohort inside and outside of the classroom. Whether you are coming straight from undergraduate or you have been working for a while and are coming back to school, get to know each other and share with one another.”

Tepera Holman, M.Ed. Class of 2009

Associate Academic Advisor, TIP – College of Liberal Arts

“In my opinion, the most important thing to know about the Masters program is that what you do outside the classroom is just as important as what you do in the classroom. While there is a lot to learn and gain from classes, in order to get the most out of your two years you need to also gain experience and take advantage of opportunities outside of classes. Whether it is through a GA, internships, volunteering in an office, etc..., you

will have the most fulfilling Masters experience if you push yourself to take on many different and varied work opportunities. “

Craig Gilden, M.Ed. Class of 2011
Athletic Mentor – Intercollegiate Athletics

“My greatest piece of advice would be to get to know the people in the program: from faculty to staff to fellow students. Most people work around campus or at institutions near by and it is such a great way to build a network of colleagues and friends that you can call on and/or ask questions. I have found that I have been more effective in my full-time position after graduating from the program because I can refer students to an actual person that I know will help them. “

Kayla Ford, M.Ed. Class of 2009
Coordinator of Leadership Development – Leadership and Ethics Institute

"One of the most rewarding experiences I had in the masters program was the opportunity to do independent projects with professors. It allowed me to explore a topic in student affairs on a deeper level than the introductory course and introduced me to one of my passions in student affairs, assessment. I encourage new students entering the program to look into this option when you have an interest in a professor's topic beyond the classroom."

Rita Thornton, M.Ed. Class of 2010
Student Organization Center Manager – Office of the Dean of Students

“Students in our program have opportunities to work in every facet of campus life, as long as you ask! My internships have not been advertised positions, but rather the result of researching a department and asking for the chance to work with their students. Completing an independent study project is extremely rewarding, and I highly suggest that students gain experience working closely with a professor. As I am interested in academic advising as a career, my independent study project was to create this handbook! I now have marketable skills that will translate into the academic advising field very well and a great mentor relationship with one of the best professors on campus.”

Evelyn Meisell, M.Ed. Class of 2011
Academic Mentor – Intercollegiate Athletics Football

Appendix A – NEW STUDENT CHECKLIST

Completed	What	How
	Join HEASPA List Serv	http://blogs.utexas.edu/heaspa
	Upgrade your UTEID	http://www.utexas.edu/its/help/id-center/208
	Get your UT Student ID Card	Flawn Academic Center (FAC) 1 st Floor http://www.utexas.edu/its/idcenter/index.php
	Sign Up for WebSpace (Student online data storage for free)	http://www.utexas.edu/its/webpace/index.php
	Sign up for UT Email Address	http://www.utexas.edu/its/umbs/index.php
	Review Parking Options	http://www.utexas.edu/parking/student/index.html
	Get advised by your Faculty Advisor	Email your advisor to set up an appointment
	Check UT Academic Calendar for deadlines (registration, add/drop, tuition)	http://registrar.utexas.edu/calendars/
	Check Course Schedule for course offerings	http://registrar.utexas.edu/schedules
	Check your Registration Information Sheet for Registration Access	http://registrar.utexas.edu/students/registration/before/ris/
	Register for Classes	http://registrar.utexas.edu/students/registration/
	Pay Tuition	http://registrar.utexas.edu/students/registration/after/payment/
	Purchase Textbooks	University COOP (UT Bookstore) www.universitycoop.com Online Textbook Retailers
	Purchase software/equipment from Campus Computer Store	Flawn Academic Center (FAC) https://webstore.hied.com/cgi-bin/WebObjects/CampusComputer.woa
	Connect laptop to UT Wireless Network	http://www.utexas.edu/its/network/
	Update Contact Information	https://utdirect.utexas.edu/apps/utd/all_my_addresses/

Appendix B – DEGREE PLAN

THE UNIVERSITY OF TEXAS AT AUSTIN, COLLEGE OF EDUCATION
DEPARTMENT OF EDUCATIONAL ADMINISTRATION
HIGHER EDUCATION ADMINISTRATION PROGRAM
THE MASTER OF EDUCATION DEGREE WITH SPECIALIZATION IN
COLLEGE AND UNIVERSITY STUDENT PERSONNEL ADMINISTRATION

Student: _____	UTEID: _____	Today's Date: _____
Advisor: _____		Date Entered Program: _____

COURSE NUMBER AND TITLE	INSTRUCTOR	DATE TAKEN	GRADE
Departmental Core: (A total of 36 hours is required for the M.Ed. and includes the following courses)			
EDA 391R Organization & Admin of Higher Education			
EDA 391E The College Student			
EDA 391P College/University Student Personnel Admin.			
EDA 391S History of High Education			
EDA 391T Higher Education Law			
EDA 391Q Higher Education Business Management			
Higher Education Elective: (3 hours)			
_____ Higher Education Elective			
Graduate Internship: (3 hours)			
_____ Graduate Internship			
Out of Department Electives: (6 hours)			

Other Electives: (6 hours)			

Appendix C – INTERNSHIP

The nature of the internship experience will vary for students in higher education in accordance with their own background of experience, career plans, professional objectives and other considerations. It should involve work under a professional administrator who is in a position to provide or arrange learning experiences desired and who is sympathetic to and supportive of the objectives of the internship. The internship should provide a variety of learning experiences; it may include a project, but should also include opportunity to gain first hand experience and knowledge of the role of the administrator with whom the intern is working and the office or component of the organization where located. Ideally, the intern would have experiences or the opportunity to observe the work of offices other than the one with which s/he is associated.

The student will discuss his/her ideas for an internship with his/her academic advisor who may supervise it or the two may jointly decide that another faculty member or appropriate individual should supervise it. In some cases, the supervising faculty member will make arrangements with the professional administrator with whom the student will serve as intern; in others, the student will, after conferring with the supervising faculty member, visit with the administrator and discuss the internship, including role(s) to serve, functions in which to become involved, experiences to be gained, special project if any, schedule, office assignment, and stipend, if any. Some offices provide a small stipend but the typical internship in higher education is for academic credit.

The internship for master's students typically consists of one-quarter time for one semester (120 contact hours) or a full summer session, enrolled for three credits. All students must complete and have approved by their faculty supervisor an "Internship Contract" before proceeding. In some cases, the supervising faculty member will visit with the intern and on-site professional administrator in the internship situation to discuss progress. In all cases, the intern will be expected to fulfill the requirements of the Internship Contract, including the submission of a weekly log of activities, and submit the final project report, where required, at the end of the term to the faculty supervisor. Dr. Marilyn Kameen will verify with the on-site supervisor (by phone or letter) completion of the internship and satisfactory performance. Registration for internship is on a Credit/No Credit basis only.

Students typically do not register for an internship that involves his/her employment or other activity in which the focus is primarily on productive work rather than learning. Exceptions may be made for persons serving as graduate assistants at the University of Texas at Austin that involve learning experiences relevant to their academic program. The internship administrator cannot be the student's direct supervisor in the employment workplace.

Most internships will take place in colleges, universities, system offices, higher education coordinating agencies, and other agencies directly related to the administration of colleges and universities. Alternative internships, whether in other organizations or whose assignments involve alternative learning experiences, may be approved in certain circumstances. Students wishing to undertake an alternative internship should discuss it with his/her academic advisor and then submit the "Internship Contract" for approval. Recent examples of internships include:

- UT College of Liberal Arts
 - U-Turn
 - Texas Interdisciplinary Plan
- UT School of Undergraduate Studies
 - FIG Program
- UT McCombs School of Business
 - Academic Advising
 - Career Services
 - Office of Student Life (LeaderShape)
 - CIBER (Center for International Business Education and Research)
 - BBA International Programs
- UT Office of the Dean of Students
 - Leadership and Ethics Institute (LEI)
 - New Student Services (NSS)
 - Greek Life and Intercultural Education (GLIE)
 - Student Judicial Services (SJS)
 - Student Activities & Leadership Development (SALD)
 - Student Emergency Services (SES)
- UT RecSports
 - Texas Parents
 - RecSports
- UT Division of Diversity and Community Engagement
 - Gender and Sexuality Center
 - Multicultural Information Center
 - Services for Students with Disabilities
 - Gateway Scholars
 - Longhorn Center for Academic Excellence (LCAE)
 - Volunteer and Service Learning Center
- UT Intercollegiate Athletics
 - Student Services
- UT Office of Student Financial Services
- St. Edwards University
 - Office of Student Life
 - Residence Life
- Huston-Tillotson University
- Concordia University
- Southwestern University
 - Residence Life

Appendix D – CUSPA Forms

Sample Internship Contract

Name of Intern: Joe Grad Student

Internship Supervisor: Cassandre Giguere Alvarado, Coordinator FIG
Program Office of the Vice President for Student Affairs CRD 23 (512) 232-3447
cgiguere@mail.utexas.edu

Semester Registered: Fall 2000

Internship Start Date: 9/15/00 **Internship End Date:** 12/15/00

Weekly Work Hours: M-F 9am-11am

Description of work to be performed: This internship will explore issues related to the training of student peer mentors for the Freshman Interest Group (FIG) Program. While learning about the FIG program in general, you will do research related to FIG mentors at other institutions and review UT-Austin's training process.

Specific Goals to be met:

- Produce a written summary of peer mentor process at other institutions
- Collect data on and produce five new lesson plans for peer manual
- Update material in existing manual
- Organize the logistics for four training sessions
- Conduct one segment of training (topic to be discussed later)

Expected Learning Outcomes:

- To practice using research skills
- To develop writing skills
- To enhance student programming skills
- To enhance speaking and visual presentation skills

Additional Conditions: Weekend work is required on 10/7/0-0 & 11/11/00 Casual or student dress is acceptable Shared workstation will be kept neat and organized

Faculty Contact (for evaluation letter): Dr. Marilyn C. Kameen Dean's Office,
College of Education SZB 210 D5000

Copy of final project submitted: (date)

Consent of Instructor for Course Registration

DEPARTMENT OF EDUCATIONAL ADMINISTRATION Consent of Instructor for Course Registration

Completion of this "Consent of Instructor" form is required prior to registration for individual instruction courses (those listed as "Member GSC") and for those courses where "consent of instructor is required." This form must be submitted to the Graduate Coordinator in SZB 374 before attempting to register, whether by telephone or in person.

Student Name: _____

UTEID: _____

Daytime Telephone Number: _____

Semester: _____

Email: _____

Unique Number: _____

Course Number: _____

Grading Status: CR/NC?

Letter Grade?

Course Content: _____

Approved By:

Name of Professor

Professor Signature