GRADUATE PROGRAM IN
COLLEGE STUDENT PERSONNEL
ASSISTANTSHIP APPLICATION PROCESS & INFORMATION

THE GLADYS W. AND DAVID H. PATTON
COLLEGE OF EDUCATION
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Dear Prospective College Student Personnel Graduate Student:

Established in 1804, Ohio University is the oldest public institution of higher learning in the state of Ohio. Located in scenic Athens, Ohio we were recently named the 4th best college town to live in forever by College Ranker. More than just a beautiful college town, the people here are what makes the difference. The Bobcat family is a dynamic and caring community and the Division of Student Affairs wants to see you here and help you thrive. That is why student success is our goal and we aim to achieve this through support, engagement and learning.

We are proud to have been named one of the 2015 Promising Places to Work in Student Affairs at Research Institutions by the American College Personnel Association (ACPA) and Diverse: Issues in Higher Education magazine. OHIO is one of 14 universities throughout the country to receive the designation this year, which recognizes divisions of student affairs for their commitment to workplace diversity, equitable staffing practices, and supportive work environments.

We encourage you to apply for our Graduate Assistantships. Assistantships are on-campus positions that are designed to supplement your classroom experience with practical experience. The Division of Student Affairs and our partners in Diversity and Inclusion, University College, and Global Affairs and International Studies offer many assistantship opportunities. First consideration for our assistantships goes to those students applying for admission to the College Student Personnel program.

Thank you for considering Ohio University and scenic Athens, Ohio to be your next home away from home.

Sincerely,

Jenny Hall-Jones, Ph.D. ‘95, ‘97, ‘11
Associate Vice President & Dean of Students
Dear Prospective Student:

On behalf of the Higher Education and Student Affairs (HESA) faculty, I thank you for considering OHIO for your graduate studies. We are excited and honored that you are considering our program and institution as your next home.

Our HESA programs are committed to recruiting the best and brightest students, both nationally and internationally. While studying at OHIO, our College Student Personnel (CSP) students are introduced to and explore topics related to student development theory, leadership, counseling, as well as other topics pertaining to higher education. Additionally, our students receive hands-on practical experience in student affairs while employed as graduate assistants in offices within the Division of Student Affairs and other partner offices across the university. Our CSP program is a nationally respected program, with alumni working in various functional areas in student affairs and higher education at two- and four-year institutions across the country. Upon completion of our full-time, two-year, cohort based program, students are well-equipped and prepared to enter the field of student affairs.

I encourage you to visit our website, follow us on social media, and reach out to current students and alumni from our program to learn more about the CSP program, OHIO and the city of Athens.

I look forward to meeting and working with you in the near future.

Go Bobcats!

Dr. David Horton Jr.
Higher Education and Student Affairs (HESA) Program
Associate Professor and Program Coordinator
Ohio University does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. The following office has been designated to handle inquiries regarding the University’s non-discrimination policies, to receive discrimination/ harassment complaints from members of the University community, and to monitor the institution’s compliance with state and federal non-discrimination laws and regulations:

**University Equity and Civil Rights Compliance**
**Office of the Executive Vice President and Provost**
Ohio University
Lindley Hall 006
Athens, Ohio 45701
Voice: 740.593.9140 | Fax: 740.593.9168
equity@ohio.edu

For more information about Ohio University’s policies prohibiting discrimination and harassment, and for a description of Ohio University’s grievance procedures, please visit the webpage for the Office for University Equity and Civil Rights Compliance at [www.ohio.edu/equity-civil-rights](http://www.ohio.edu/equity-civil-rights).

*Ohio University is an equal access/equal opportunity affirmative action university.*
The Gladys W. and David H. Patton College of Education provides transformative experiences that cultivate a passion for learning. We enhance our community through critical discourse to promote innovative scholarly collaboration for positive change.

The academic mission of our College will be realized through the following Academic Priorities established by the faculty to guide our efforts.

The seven priorities are as follows:

- enhancing our collaboration with colleges, universities, agencies and schools
- diversifying instructional formats to support learning-centered education
- maintaining and enhancing the diversity of students, staff, faculty and curricula
- enhancing The Patton College of Education as a learning community committed to lifelong learning
- maintaining and enhancing high-quality research and scholarly activity
- encouraging and supporting principled, expert leadership
- implementing evidence-based practices throughout educational preparation
The Patton College of Education community fosters a sense of respect and inclusion. Through educational experiences and the climate in our college, we promote increased awareness, acceptance, knowledge, and understanding of all facets of human diversity. We are committed to the recruitment, retention, and success of students, staff, and faculty who are representative of our increasingly diverse global community. Our goal is to prepare leader-educators, practitioners, and human service professionals to serve society responsibly as change agents in meeting diverse human and social needs.

Diversity is a core value of The Patton College of Education. The Patton College of Education subscribes to the definition of diversity put forward by Ohio University's Office of Diversity, Access, and Equity: Diversity signifies difference and heterogeneity between and among individuals, groups, and cultures. Specifically, diversity is inclusive of all ages, races, ethnic groups, genders, gender identities, sexual orientations, national origins, cultures, socioeconomic classes, abilities, ways of thinking, geographic regions, and religions.

Through educational experiences and the climate in our college, we promote increased awareness, acceptance, knowledge, and understanding of all facets of human diversity. We are committed to the recruitment, retention, and success of students, staff, and faculty that are representative of our increasingly diverse global community. Our goal is to prepare leader-educators, practitioners, and human service professionals to serve society responsibly as change agents in meeting diverse human and social needs.
The graduate degree program in College Student Personnel (CSP) is nationally respected, full-time, cohort-based program. Individuals from across the country come to Ohio University to study in the Master’s Degree program in College Student Personnel. Over the past forty years, our graduates have attained significant leadership positions in colleges, universities, and professional associations.

The Master’s Degree curriculum integrates theory and practice, blending courses in student development theory, student affairs administration, counseling, and higher education with hands-on experience in student affairs offices at Ohio University. The program requires the equivalent of two years of full-time study and follows national standards for professional education, while also personalizing study in order to meet individual needs.

All positions in the CSP program include a graduate assistantship in Student Affairs or other divisions of Ohio University. In order to be paired with a Graduate Assistantship, prospective students must first be academically qualified determined by Higher Education and Student Affairs faculty.
For over 40 years, our Master’s Degree students have embraced the mission of learning how to enrich the student experience. The program offers knowledge and skills in a distinctive community setting, a learning-living laboratory for studying and enhancing the undergraduate experience.

**PROGRAM LEARNING OBJECTIVES**

1. Students will comprehend realistically the different aspects of the student affairs profession.
2. Students will analyze fundamental student affairs competency areas, including the structure and function of higher education, student development theories, diversity, and organization/administration, and assessment/evaluation.
3. Students will apply leadership skills, interpersonal/helping skills, and scholarship skills to be student affairs professionals.
4. Students will integrate their developing professional networks, their mentorship experiences, their assistantship/practicum experiences, and their academic experiences into their own unique career development.
STANDARDS AND GUIDELINES
The curriculum in the Ohio University College Student Personnel program has been developed to meet the standards and guidelines of the Council for the Advancement of Standards in Higher Education. The standards for Master’s Level Student Affairs Administration preparation programs have been used to guide a curriculum which also incorporates elements unique to the Ohio University CSP program.

CURRICULUM OVERVIEW
The curriculum for the Master’s Degree Program in College Student Personnel is made up of both required and elective components. The required portion of the curriculum comprises 39 of the required 48 semester hours. The remaining 9 hours are electives, determined by the individual student in conjunction with their faculty advisor.

The program prepares promising entry level professionals for direct service positions in various higher education settings by helping current professionals attain the necessary skills to assume leadership positions. Most of our students attend full-time, gaining professional experience through graduate assistantships. Full-time students with assistantships usually take two years to complete the program.

<table>
<thead>
<tr>
<th>COLLEGE REQUIREMENTS (4 HRS)</th>
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<tbody>
<tr>
<td>EDRE 5010: Introduction to Research Methods</td>
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<tr>
<th>STUDENT AFFAIRS REQUIREMENTS (20 HOURS)</th>
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<tr>
<td>EDCP 5210: College Student Development</td>
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<td>EDCP 5220: College Campus/Student Environments</td>
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<tr>
<td>EDCP 6300: The Helping Relationship in Higher Education</td>
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<td>EDCP 6400: Theory to Practice to Seminar</td>
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<td>EDCP 6500: Theory to Practice to Seminar</td>
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<td>EDCP 6600: Theory to Practice to Seminar</td>
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<tr>
<th>HIGHER EDUCATION REQUIREMENTS (18 HOURS)</th>
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<tbody>
<tr>
<td>EDHE 6880: Higher Education and Student Affairs in the United States</td>
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<td>EDHE 6910: Capstone Project in Higher Education and Student Affairs</td>
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<td>EDHE 7210: Diversity in American Higher Education</td>
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<td>EDHE 7780: Assessment and Evaluation in Higher Education and Student Affairs</td>
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<tr>
<td>EDHE 7860: Leadership and Change Management in Higher Education</td>
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<td>EDHE 7920: Practicum in Higher Education Administration and Leadership</td>
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### ELECTIVES (9 HRS)

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<th>Course Code</th>
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<tr>
<td>EDHE 6890</td>
<td>Legal Issues in American Higher Education</td>
</tr>
<tr>
<td>EDHE 7390</td>
<td>The American Community College</td>
</tr>
<tr>
<td>EDHE 7790</td>
<td>Finance and Budgeting in Higher Education</td>
</tr>
<tr>
<td>EDHE 7820</td>
<td>Effective Curriculum Development and Teaching Practices in Higher Education</td>
</tr>
<tr>
<td>EDHE 7830</td>
<td>Institutional Research and Planning in Higher Education</td>
</tr>
<tr>
<td>EDHE 7850</td>
<td>Organization and Governance in Higher Education</td>
</tr>
<tr>
<td>EDHE 7880</td>
<td>Policy Perspective in Higher Education</td>
</tr>
<tr>
<td>EDHE 8900</td>
<td>Advanced Special Topics in Higher Education and Student Affairs</td>
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</tbody>
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Or other electives as approved by academic advisor and program chair.
ADMISSIONS INFORMATION

ADMISSIONS PROCESS
For first consideration, application materials must be completed and submitted by January 15th. Those interested in the CSP program are encouraged to apply for a graduate assistantship(s) at http://www.ohio.edu/studentaffairs/gas_positions.cfm. Prospective students are limited to apply to a maximum of four (4) graduate assistantships. To be considered for admission to the CSP program, applications must include the following items:

1. Completed On-line Graduate Admissions Application and the $50 application fee
   • application can be found at http://www.ohiou.edu/graduate/apps.htm
2. Transcripts of bachelor's degree work
3. Graduate Record Examination (GRE)
   • if undergraduate GPA is < 2.9 (4.0 scale) overall or < 3.25 for the last 90 quarter or equivalent semester hours
   • GRE is not required if cumulative undergraduate GPA exceeds 3.0
4. Autobiographical Sketch/Personal Statement (2-3 pages)
   • The autobiographical sketch provides a sample of your writing. It should tell us about you as an applicant and address important factors in your life journey that have shaped your interest in CSP and brought you to apply to this program.
5. Three letters of recommendation
6. A current résumé

GRADUATE ASSISTANTSHIP APPLICATION PROCESS
1. Candidates may apply for up to four Graduate Assistantships
   • A full list of Graduate Assistantship position descriptions with a corresponding link to apply for the position is located here. Click on each position to locate the application link within the position description.
   • The application link will take you to the job posting on the Human Resources website.
   • If you choose to apply, you will be directed to create a user account on the Human Resources website.
2. A cover letter highlighting your skill and capabilities. Candidates may submit one general cover letter for all positions or write individual cover letters for each Graduate Assistantship.
3. A current résumé
4. A list of professional references
5. Autobiographical sketch/personal statement
Interview Weekend is designed to provide both a broad overview of Ohio University, and focused information about Higher Education and Student Affairs and the College Student Personnel program. Selected applicants will be invited to attend Interview Weekend if all academic materials have been received by the Graduate College by January 15, 2017 and they have been offered an interview for a graduate assistantship.

Interview Weekend will take place February 17-18, 2017. Interview Weekend is comprised of:
- A personal interview with a graduate assistantship office in which you were matched with earlier in the process (up to four interviews).
- A personal interview with a faculty member to be academically admitted into the College Student Personnel Program.

**INTERVIEW WEEKEND – TENTATIVE SCHEDULE OF EVENTS**

**Friday, February 17, 2017**
- 12:15pm – 1:15pm Early Arrival Lunch
- 1:30pm – 2:30pm Campus Tours
- 2:30pm – 5:00pm Check-In
- 3:00pm – 4:00pm The Classroom Experience
- 4:00pm – 5:00pm Meet and Greet Session Begins
- 5:00pm – 6:00pm Welcome Reception with Speakers
- 6:00pm – 7:00pm Dinner
- 7:00pm – 8:00pm Panel/Q&A Session with Current CSP Students
- 8:00pm Join SPA and current CSP students for a fun and relaxing evening.

**Saturday, February 18, 2017**
- 8:30am – 9:00am Check-In
- 9:00am – 9:30am Welcome/Coffee Reception with Speakers
- 9:30am – 10:15am College Student Personnel Academic Session
- 10:15am – 11:00am Faculty Panel
- 11:00am – 12:00pm Lunch
- 12:00pm – 5:00pm Interviews

*Candidates can leave as soon as their interviews have come to an end and they complete an evaluation at the checkout table.*
GRADUATE ASSISTANTSHIP INFORMATION

OPPORTUNITIES WITHIN THE DIVISION OF STUDENT AFFAIRS

The Ohio University Division of Student Affairs oversees a variety of graduate assistants, holding positions in a number of offices and departments across the campus. Examples of available assistantships are outlined below:

Campus Involvement Center
- Alcohol Programming, Assessment, and Evaluation
- Campus Programming
- Community Engagement
- Sorority & Fraternity Life
- Peer Health Education Programs
- Sexual Assault and Relationship Violence Risk Reduction
- Tobacco, Other Drug, and Recovery Programs

Career and Leadership Development Center
- Employer Relations and Marketing
- Special Projects
- Career and Leadership Outreach
- Engagement and Student Events

Dean of Students Office
- Parent and Family Outreach
- Student Government
- Graduate Assistant

Event Services
- Reservations
- Operations
- Production
- Ticket Office

Housing and Residence Life
- Resident Director
- Graduate Assistant for Assessment, Training, and Selection
- Graduate Assistant for Conferences, Mail Services, and Facility Reservations
- Graduate Assistant for Business Operations

Office of Community Standards and Student Responsibility
- Graduate Assistant

For a complete list of all anticipated openings, please visit: http://www.ohio.edu/studentaffairs/gas_positions.cfm

Graduate Assistant stipend amounts within and outside of the Division of Student Affairs may vary, as they are allocated through individual departments. The Gladys W. and David H. Patton College of Education provides a tuition waiver for all accepted CSP students.
OPPORTUNITIES OUTSIDE OF THE DIVISION OF STUDENT AFFAIRS
There are a variety of graduate assistantships available outside the Ohio University Division of Student Affairs. Examples of departments/offices and their respective graduate assistantships are outlined below:

Academic Advancement Center
• Tutoring Services
• College Achievement Program
• Supplemental Instruction

Allen Student Advising Center
• Student Assistance, Advising, and Teaching
• OHIO First Scholars Graduate Assistant
• Undergraduate Orientation Programs

Patton College of Education
• Higher Education and Student Affairs Graduate Assistant
• Academic Advisor Graduate Assistant

International Student and Faculty Services
• Graduate Assistant for International Student Union
• Graduate Assistant for Orientation and New Student Programming

Learning Community Programs
• Graduate Assistant

LGBT Center
• Graduate Assistant

Multicultural Programs
• Campus Wide Programs
• Graduate Assistant

Office for Multicultural Student Access and Retention
• Graduate Assistant

Office of Global Opportunities
• Graduate Assistant

Russ College of Engineering and Technology
• Graduate Assistant

For a complete list of all anticipated openings, please visit:
http://www.ohio.edu/studentaffairs/gas_positions.cfm

Graduate Assistant stipend amounts within and outside of the Division of Student Affairs may vary, as they are allocated through individual departments. The Gladys W. and David H. Patton College of Education provides a tuition waiver for all accepted CSP students.
Hello!

On behalf of the Student Personnel Association, I would like to welcome you to Ohio University! Ohio University’s Student Personnel Association (commonly known as SPA) is an organization made up primarily of graduate students in the College Student Personnel (CSP) Program. Our organization strives to keep its members apprised on recent developments in the field of higher education and student affairs, while also providing aspiring student affairs practitioners with professional development, educational opportunities, and social support.

In recent years, SPA has partnered with the Division of Student Affairs and the department of Higher Education and Student Affairs within the Gladys W. and David H. Patton College of Education to bring relevant speakers to campus in the fall. SPA has also collaborated with HESA to host a Homecoming tailgate for current CSP students and alumni in the fall and a graduation celebration for the second year members of the CSP cohort in the spring.

The decision to apply to graduate school is a significant one, and I am thrilled that you are considering Ohio University's College Student Personnel program. The experiences that I have gained as a member of this program and as a member of the Student Personnel Association have helped me to grow as a person and a student affairs practitioner. I hope that you will have a similarly positive experience. Best of luck as you embark on this new journey!

Warm Regards,
Student Personnel Association
"Ohio University is a special place that contributes towards your transformation into a better person, citizen, and student affairs professional. I continue to utilize my coursework, professors, advisor, and cohort members regularly as I progress through my career and am so thankful to be a part of a community that values ongoing relationships to help me succeed."

- Carrie Grogan, M.Ed, '09, Assistant Director, Student Leadership Development, University of Chicago

"My experience as a grad at OU was phenomenal! As a graduate assistant in Residence Life, I learned a lot about how to do the tasks as well as how to apply the knowledge I gained in my classes. The connection between my coursework and my assistantship allowed for a great learning experience. And, like many others, I made wonderful friends and connections with folks that remain to this day. Through those people, I have been presented with opportunities (like regional board membership for NASPA) that I don't think would have occurred otherwise."

- Mimi Benjamin, Assistant Professor, Student Affairs in Higher Education, Indiana University of Pennsylvania

"After 8 years in the higher education field, I decided to go back for a Master of Education in CSP, and it was the best decision of my life! I thought I had a depth of knowledge at that point in my career, but it wasn’t until I started in the CSP program that I realized I had so much more to learn. The program provided me with a diverse knowledge base, and the GA experiences I was fortunate to land, gave me the working experience that have served me to this day. I’m a proud 2000 graduate of the OHIO CSP program, and I loved the experience so much that I returned in 2007 to work here!"

- Kelly Czack, M.Ed. ’00, Academic Advisor, Ohio University

"The aspect of OU’s master’s program that I appreciated most, as I began my career in student affairs, was the cooperative relationship that existed between the Gladys W. and David H. Patton College of Education and the student affairs division of the university. At that time, familiarity with theory was important to me, but I was especially motivated to learn how to apply theory to practice. Both my associateship in residence life and the practica that I completed in other departments within the division allowed me to develop an applied understanding of developmental and organizational theory. In addition to taking a strong interest in the program, both faculty members and student affairs administrators took a special interest in us as individuals. They took time to learn about our unique career goals and were flexible enough to accommodate our particular needs. Over the course of my career, I have also appreciated the professional network that I have been able to establish through my association with OU. Both the student affairs division and the academic department are well respected and well represented within the profession. The collaboration that occurs between the two units of the university only serves to strengthen the preparation that they are able to provide to aspiring student affairs professionals."

- Joe Murray, M.Ed., ‘84, Assistant Professor of Education, Bucknell University
CONTACT INFORMATION

GRADUATE ASSISTANTSHIP INFORMATION

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Office of Dean of Students

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