

Student Personnel Administration Department

Guidelines for Students – Effective 11/15/06

SPA Curriculum

- The Student Personnel Administration curriculum consists of 12 courses (36 credits).
- Nine of the 12 courses are considered core courses and must be completed by a student seeking the M.S. degree.
- Three courses are considered electives, although students seeking a particular concentration must fulfill certain requirements through their electives (consult your faculty advisor).
- Students must register for electives in the Student Personnel Administration Department since all of the coursework with this designation is taught within a higher education and student affairs context.
- Students are to complete courses in sequence according to the plan of study form sent out by the department after admittance to the program.
- Each student will be assigned a faculty advisor upon acceptance to the program. Students should consult their advisor as soon as possible to plan a program of study.
- All curricular decisions should be made in consultation with your advisor.

SPA Internships

- Internship I (CSP 624) is not to be taken until the second semester of after nine credit hours have been completed. Internship I is a pre-requisite for CSP 625.
- All internships in the SPA program require 150 hours of work in the field and a classroom component must be taken coincidentally with the field experience.

SPA Sequence Courses

- CSP 622 and 623 (Counseling I and Counseling II); CSP 624 and CSP 625 (Internship I and II); CSP 650 and CSP 689 (Student Assessment Tests and Research Methods) are sequence courses with pre-requisites that must be strictly followed.

Candidacy Forms

- Candidacy forms may be completed by the student in consultation with the advisor after six credit hours have been completed but not more than twelve credit hours can be completed without a finalized candidacy form on record with the Graduate School.

Course Load

- Part-time students having full-time employment should take no more than two courses per semester. Including summers will allow for completion in the recommended two years.
- Students participating in graduate assistantships will normally complete three courses per semester.
- Students participating in fellowships and scholarships requiring twelve credit hours per semester should not be employed full-time and must adhere to the requirements of the funding source.

Comprehensive Exam

- The required comprehensive exam is offered twice per year (fall and spring).

Preparing for the Job Search

- Students should prepare an appropriate resume (portfolio) in conjunction with the Career Development Center prior to initiating a job search.

Professional Development

- Membership and participation in professional organizations (GASPA, CSPA, NASPA, ACPA) and reading the literature is tantamount to professional development, life-long learning, and keeping current in the field.