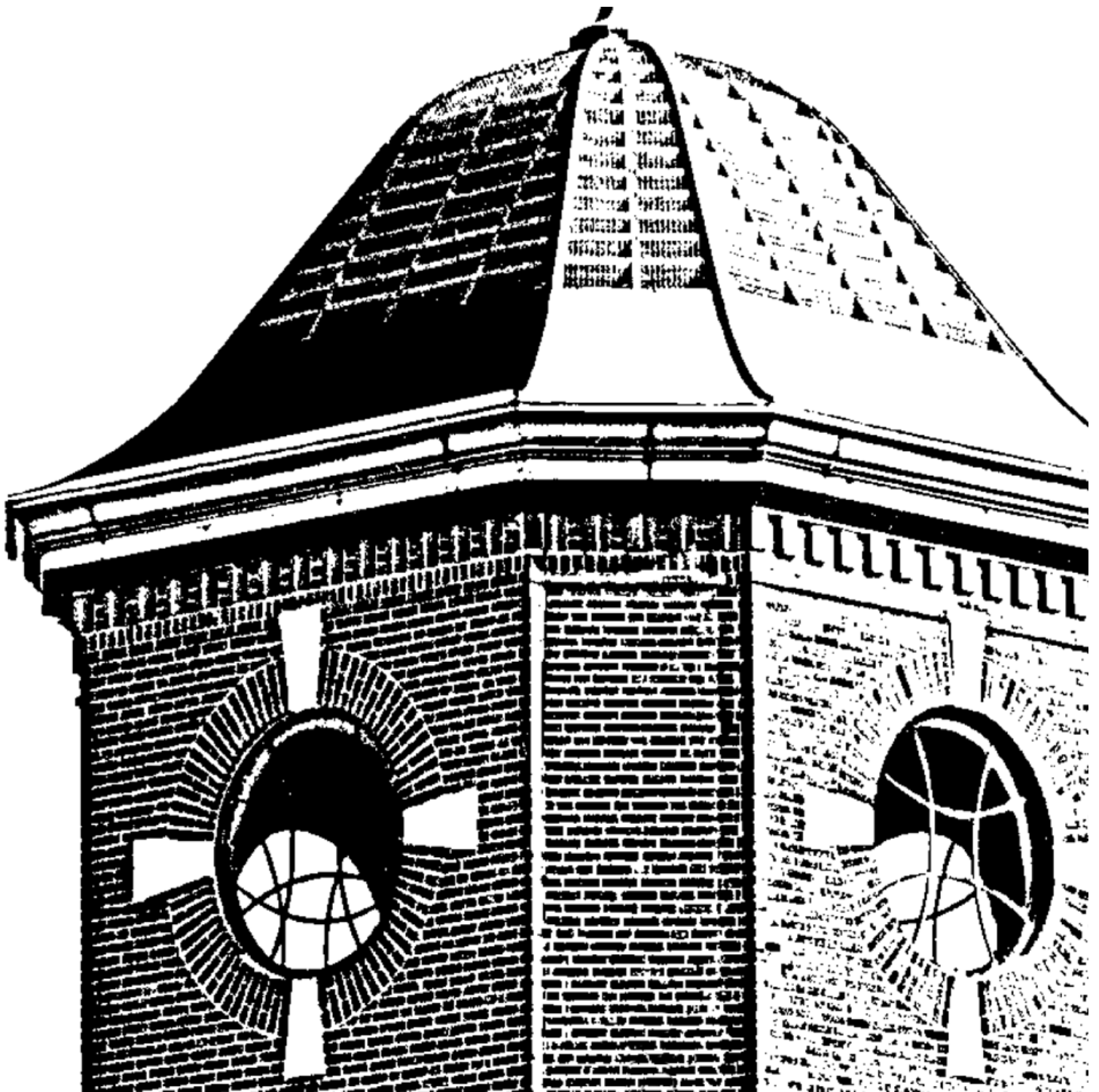


The Ohio State University

# Higher Education and Student Affairs Program

School of Educational Policy and Leadership



**2012-2013 Application Packet**



# The Ohio State University

## THE OHIO STATE UNIVERSITY

The Ohio State University is the premier degree-granting university in Ohio and enjoys a national and international reputation.

With a student population of over 50,000 at the main campus in Columbus, OSU enrolls 9,500 graduate and professional students and offers more than one hundred fields of study leading to the master's and Ph.D. degrees. OSU was also selected as one of the country's 50 Best for African-Americans by Black Enterprise magazine.

The wide range of programs allows interdisciplinary opportunities equaled at few other institutions. The faculty at Ohio State include researchers, scholars, and scientists at the leading edges of their professions.

With its extensive resources, diverse student population, and dedicated administrators, Ohio State is a terrific laboratory for students pursuing the study of higher education and student affairs.

## THE COLLEGE OF EDUCATION AND HUMAN ECOLOGY

The College of Education and Human Ecology is a new college with a new vision. It builds upon rich traditions of excellence in teaching, scholarly achievement, and practice. It represents a dynamic evolution of the university's accomplishments in the fields of education and human sciences. Ohio State's decision to unite Education and Human Ecology into one college exemplifies the university's visionary approach to living and learning.

The diverse nature of the College's academic areas is its largest asset as it creates the ability to spark new solutions through research and outreach, and to imagine new possibilities for schools, consumers, and communities.

**Attention: Ohio State is converting to semesters Summer 2012! We are currently revising the curriculum and course offerings. The information provided in this packet is based on information as of March 10, 2011 and is therefore tentative and subject to change.**

# The HESA Program



## HIGHER EDUCATION AND STUDENT AFFAIRS

The Higher Education and Student Affairs (HESA) program takes an interdisciplinary approach to the study of higher education policy and leadership grounded in theory and research from student development, organizational behavior, diversity and international perspectives.

HESA faculty members engage in active programs of research and are committed to having an impact on higher education scholarship, policy and practice. The program offers both M.A. and Ph.D. degrees and prepares individuals for leadership as faculty, administrators, and policy-makers in post-secondary education and diverse cultural contexts.

The HESA program at The Ohio State University enjoys a long and highly regarded tradition of preparing leaders throughout the nation and the world. The program, which has provided exemplary leadership education

at the master's and doctoral levels for over half a century, is consistently ranked among the top programs in the country.

The College of Education and Human Ecology has three schools, of which the School of Educational Policy & Leadership (EdP&L) is one. Higher Education and Student Affairs (HESA) is one of five sections in the School of EdP&L.

Graduate degree programs in Higher Education and Student Affairs (HESA) are offered by the School of EdP&L in the College of Education and Human Ecology.

For more information on the programs offered, contact:

### **Office of Student Services and Graduate Studies**

School of Educational Policy  
& Leadership

[edplssgs@osu.edu](mailto:edplssgs@osu.edu)

614-688-4007.



# Masters Degree in HESA

## MASTERS DEGREE

The M.A. program in HESA is a two-year program designed to meet the requirements for the M.A. professional preparation programs of the Council for the Advancement of Standards in Student Affairs (C.A.S.).

The curriculum is organized around three dimensions:

- Core courses required of all M.A. students
- A program emphasis in either Student Development or Organization & Administration
- Elective courses

**Tentatively**, all M.A. students will complete 45-50 graduate semester hours, 80% of which are required courses. Requirements include course work in multicultural education, educational foundations, research methodology, and a practicum for a minimum of one quarter. In addition, students will choose one of three degree completion options: thesis, comprehensive exam, or a written case study.

## Overview of M.A. Course Offerings

### YEAR ONE

- Introduction to Student Affairs
- Group Interventions
- Theory of Student Development
- Educational Organizations
- Administration of Higher Education
- Student Environment Interaction
- Introduction to Inquiry I & II

### YEAR TWO

- Introduction to Counseling
- Diversity in Higher Education
- History of Universities
- Administration of Academic Affairs
- Case Studies in Higher Education
- Practice of Student Development

### ELECTIVES

- Service Learning
- College Teaching
- Women in Higher Education
- Impact of College on Students
- Career Counseling
- Community Colleges
- Financing Higher Education
- Legal Aspects of Higher Education
- Internationalizing Universities
- Admission and Retention
- Strategy and University Leadership

# Ph.D in Higher Education



## DOCTORAL DEGREE

**Tentatively**, all Ph.D. programs will require a minimum of 105 graduate semester hours, with at least 50 hours taken beyond the master's level.

Individual programs of study will be designed following the general requirements of HESA and in consultation with the faculty advisor. Course work requirements include the following:

- Core courses in Higher Education
- Multicultural education course
- Education foundations
- Research methodologies
- Cognate courses which may be chosen from within or outside of the College of Education and Human Ecology.
- A doctoral internship
- Dissertation proposal/research

## Core Courses for Ph.D. Students

- Organization Theory
- Human Development
- Social and Political Contexts of Education

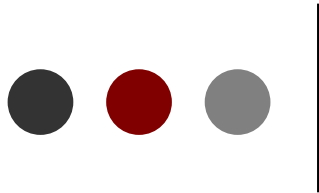
## Core Courses for Higher Education

- Administration of Higher Education
- Administration of Academic Affairs
- Impact of College on Students
- Legal Aspects of Higher Education

## Cognate Areas

Cognate areas have been developed in areas such as

- Organizational Behavior
- Leadership and Technology
- Sports in Education
- Women's Studies
- Administration
- Public Policy and Management
- Human Resource Development
- African American Studies
- Cultural Studies
- Human Development



## Faculty and Inquiry Foci

**Philip T.K. Daniel, Ed.D.**

**University of Illinois**

Legal research, higher education law, & special education law.

**Ada Demb, Ed.D.**

**Harvard University**

Institutional leadership & strategy, culture & structure of faculty.

**Wayne K. Hoy, Ed.D.**

**Pennsylvania State University**

Organizational culture, leadership, climate & organizational behavior.

**Susan R. Jones, Ph.D.**

**The University of Maryland**

Student development, identity construction, & intersectionality.

**Tammy L. Maltzan, Ph.D.**

**The Ohio State University**

Access and equity, rural students, first-year transitions, and diversity.

**Helen Marks, Ed.D.**

**University of Michigan**

Organization, empowerment, outcomes of schooling, equity.

**Don Stenta, Ph.D.**

**The Ohio State University**

Leadership, organizational development, service-learning.

**Terrell L. Strayhorn, Ph.D.**

**Virginia Tech**

Governance, effects of college on students, educational inequities.

**Tatiana Suspitsyna, Ph.D.**

**University of Michigan**

Transfer of ideas across cultures, gender, and organizational theory.

# HESA Opportunities



## UNIQUE CURRICULAR DIMENSIONS OF THE HESA PROGRAM

### **The Service-Learning Initiative**

offers a variety of curricular, research, and community experiences for graduate students.

Graduate students have the opportunity to participate in a seminar on service-learning in higher education and to apply theory to practice through teaching opportunities in an undergraduate leadership course.

Our approach is one of service with community partners in order to facilitate mutually beneficial relationships and meaningful outcomes associated with building capacity in various contexts.

### **The Lancaster Internship Program**

This research internship provides students with an opportunity to undertake research in higher education and student affairs at Lancaster University in Lancaster, England. Through an extensive six week program, students are involved in supervised field research and seminars in order to gain an in-depth understanding of the nature and work of higher education and student affairs in the United Kingdom.

## CAREER OPPORTUNITIES

Master's students enrolled in the Higher Education and Student Affairs program prepare for a variety of positions at the university level, including:

- Academic and career counseling
- Housing and residence life
- Student activities
- Leadership programs
- Service learning
- Admissions
- Financial aid, and
- Academic affairs.

Doctoral graduates in Higher Education have accepted positions as faculty members, deans and associate deans, vice-presidents for student affairs, and directors of specialized offices in higher education.



# SPA Program

## **THE STUDENT PERSONNEL ASSISTANTSHIP PROGRAM**

Established in 1948, the Student Personnel Assistantship (SPA) Program at The Ohio State University is one of the oldest programs of its kind for Higher Education and Student Affairs.

This nationally acclaimed program has a history of excellence in providing supervised field experiences with financial support for students admitted to the M.A. or Ph.D. programs in Higher Education and Student Affairs (HESA).

Graduate student in the HESA Program have the opportunity to work with practitioners in addressing contemporary issues of theory and practice in Higher Education and Student Affairs. The SPA Program partners with the Division of Student Life and other offices at Ohio State and several colleges and universities in the Columbus area to make assistantships available to graduate students.

While assistantships are not guaranteed to all admitted students, the SPA staff works diligently to place approximately 25 students per year in assistantships.

The university offers three types of assistantships: graduate research assistantships, graduate teaching assistantships, and graduate administrative assistantships.

The majority of SPA assistantships are administrative in nature, though some may include research or teaching as a component. SPA assistantships are the primary means of funding for students in the HESA program. Other options include student loans and fellowships, which require separate applications.

The following is a listing of assistantships that are often available to students in the HESA program. Not all of these have vacancies every year. Candidates are assigned interviews based on assistantship vacancies and the matching of experiences, skills, and interests to the needs of individual offices. Detailed position descriptions are provided prior to interviews.

Assistantships provide a waiver of tuition and certain fees in addition to a monthly stipend. Most assistantship appointments are made according to a 10 month contract with some requiring off quarter time commitments.

# Assistantship Opportunities



M.A. students are typically assigned to the same office for two years.

## Typical Assistantship Offerings

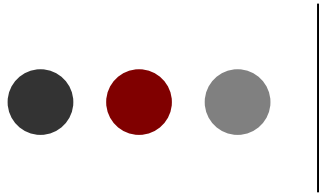
- Engineering Career Services
- Financial Aid
- Fisher College of Business
  - Academic Advising
  - Career Services
- University Housing
- Honors and Scholars
- Judicial Affairs
- Multicultural Center
- College of Pharmacy
- Office of International Affairs
- Ohio Union and Student Activities
- Office of the Vice-President for
- Student Life
- Service Learning
- Student Advocacy Center
- Student Affairs Research and Assessment

- Student Wellness Center Sexual Violence Education and Support Late Night Programming
- Undergraduate Admissions and First-Year Experience
  - Orientation
  - Telecounseling
  - Undergraduate Admissions
- Walter E. Dennis Learning Center

## Community Partners:

- Capital University
  - Multicultural Affairs
  - Residence Life
- Otterbein College
  - Residence Life

*Some students also research and locate other assistantships based on their interests by contacting offices and departments outside the SPA Program.*



# HESA Application Process

## OVERVIEW OF THE APPLICATION PROCESS

The HESA admissions process and the SPA application process are separate but concurrent procedures.

Consideration for a SPA assistantship is contingent upon admission into a graduate academic program at the MA or PhD level; however, admission to the academic program does not guarantee placement in an assistantship.

Priority for an assistantship is given to students in the HESA program. Students from other programs may be considered if openings remain after the conclusion of the SPA placement process.

### Deadline

We recommend that you complete your application by December 1st in order to be considered for an interview for assistantships.

As most of our successful candidates for admission apply early, we encourage you to submit all of your materials by October or November.

## HESA APPLICATION

As part of your admission and assistantship placement processes for the HESA graduate program, you will be required to send materials to three offices on Ohio State's campus:

- The Graduate Admissions Office,
- The Office of Student Services and Graduate Studies in the School of EdP&L, and
- The Student Personnel Assistantship Office.

**Note: All application materials for admissions and assistantships should be submitted no later than December 1st.**

### Graduate Admissions Office

SAS, 1st Floor

281 West Lane Avenue

Columbus, OH 43210-1270

614-292-9444

<http://gradadmissions.osu.edu>

### Submit:

- On-line Graduate Application
- Application Fee
- Transcripts from all institutions
- GRE Scores
- TOEFL or MELAB scores

# HESA Application Process



When all of these materials are received, the Graduate Admissions Office will send your academic file to the Office of Student Services and Graduate Studies in the School of Educational Policy & Leadership.

If you have ever been enrolled in the graduate school at OSU, please contact the Office of Student Services and Graduate Studies for information on the transfer admission process.

**Office of  
Student Services & Graduate Studies**

School of Educational  
Policy and Leadership  
122 Ramseyer Hall  
29 West Woodruff Avenue  
Columbus, OH 43210  
614-688-4007, 614-292-7900 (fax)  
E-mail: [edplssgs@osu.edu](mailto:edplssgs@osu.edu)

For M. A. applicants, the decision will be to grant or deny admissions. For Ph.D applicants, the decision will be to grant or deny an admissions interview. The decision is made following the Ph.D interview.

Successful candidates will have a minimum GRE combined score of 1000 (verbal + quantitative) and minimum G.P.A of 3.0 for M.A. or 3.3 for Ph.D.

Some exceptions may be made based upon other information in a candidate's file. Meeting these guidelines does not guarantee admission.

## **School of Educational Policy and Leadership (EPL) Application Checklist – Higher Education and Student Affairs (HE\$A)**

Your application file can be evaluated for admission to the School of Educational Policy and Leadership once the appropriate Ohio State University (OSU) offices have received the items listed below. Application materials must be sent to two different offices: the Graduate Admissions Office and the School of Educational Policy and Leadership. Please see Page 2 for information about completing your online application. **Failure to send in all required items to each office will delay the processing of your application. Throughout the application process, please monitor the status of your application at <http://www.gradadmissions.osu.edu/index.asp>.**

Send directly to the **GRADUATE ADMISSIONS OFFICE (BY REGULAR POST)**:

*For Domestic Applicants, send materials*

**To: Graduate Admissions Office  
The Ohio State University  
P.O. Box 182004  
Columbus, OH 43218-2004**

*For International Applicants, send materials*

**To: International Graduate Admissions Office  
The Ohio State University  
P.O. Box 182083  
Columbus, OH 43218-2083**

*Have questions for Graduate Admissions? Contact them directly at:*

614-292-9444 or [gradadmissions@osu.edu](mailto:gradadmissions@osu.edu)

- 1. Apply online at <http://www.gradadmissions.osu.edu> (new OSU graduate applicants only)
- 2. The nonrefundable application fee (\$40.00 domestic & \$50.00 international) (new OSU graduate apps only) If you apply after the published deadline, you will forfeit your \$40 application fee when your application is cancelled. Please do NOT apply after the deadline for a given quarter.
- 3. One (1) official transcript or record of marks for each college- or university-level school attended, **other than OSU**. Include English translation of any foreign documents. A transcript request form available online from the Graduate Admission web site by clicking on Download Supplemental Application Materials.
- 4. Official GRE scores (current within the last 5 years) are **REQUIRED for both the MA and PhD** (NO exceptions), minimum of combined 1000 Verbal and Quantitative preferred. Scores must be submitted directly from ETS to school code 1592. As a reminder, plan on taking your GRE test early as it can take up to four weeks for the test results to reach us.
- 5. Official TOEFL (minimum score of 550 paper or 213 computer based or 79 internet based test), MELAB (min. 82) or IELTS (min. 7) is required. Scores are required of an applicant from another country where the native language is not English, unless a bachelor's degree or its equivalent was earned in a country where English is the native language

Send VIA REGULAR MAIL (Hard Copy) to: **SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP**

**122 RAMSEYER HALL  
29 W. WOODRUFF AVE.  
COLUMBUS, OH 43210 – 1177**

- 1. One (1) official transcript or record of marks for each college - or university - level school attended, **other than OSU**. Include English translation of any foreign documents. A transcript request form available online from the Graduate Admission web site by clicking on Download Supplemental Application Materials.

As part of your ONLINE APPLICATION: **SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP**

- 2. Three letters of recommendation – must be submitted electronically through the process outlined on page 5 of the Graduate Admissions online application. Please remember to check “yes” to use online references.

Send VIA EMAIL to the

**SCHOOL OF EDUCATIONAL POLICY AND LEADERSHIP:**

[Edplssgs@osu.edu](mailto:Edplssgs@osu.edu)

- 3. A statement of intent (see Page 2 for a suggested outline)
- 4. A resume or curriculum vita- can be uploaded as part of the online application **OR** sent to the School's email address. Please select only one of these options for submission.

\* SPA application: The SPA application needs to be sent directly to the SPA office - see page 2 for submission details. Information about the SPA program is available online at <http://ehe.osu.edu/epl/academics/hesa/stdnt-personal-asst.cfm>.

## Deadline Dates

*International Students who want to be considered for all types of funding, including fellowships, should submit all application materials, including GRE and TOEFL scores by October 30.*+ International students should apply early due to the length of time it currently takes to get a student visa.

**M.A. in Higher Education and Student Affairs – December 1\***

**Ph.D. in Higher Education and Student Affairs – December 1\***

**Applications received after the deadline listed above will be canceled and you will not receive a refund of your application fee. This policy also applies to applications incomplete 7 days after the published deadline.**

- \* All supporting documents must be received within 7 days of the deadline (this includes letters of reference, all official transcripts, official GRE scores and any other examination scores). **Please track the status of your application by logging on to <http://appstatus.osu.edu>.** Applications that remain incomplete 7 days after the application deadline will also be cancelled. If your application is cancelled and you still wish to be considered for admission, you will need to reapply and pay a new application fee for the next application quarter.
- + *Effective April 2010, the university has changed the process by which I-20's and DS 2019's are sent to countries on the U.S. embargo list. Applicants from Iran, Sudan, Cuba, Syria, Myanmar, and North Korea must apply by the December 1 deadline to ensure, if they are admitted, that we are able to process your application in time to get a visa to you prior to the start the quarter you intend to enroll.*

### Tips for Completing Your Graduate School Application

The application first requests the program department, section, and degree to which you are applying. Once you have made the correct selection you can type in a specialization. Listed below are the designations applicants to Higher Education & Student Affairs (HESA) can use when applying. Please use the information on this checklist only if you are applying to HESA. **Each section has different requirements so be sure to use the correct checklist.**

#### **Program Plan/ Choice:**

*Education: Educational Policy and Leadership - Higher Education and Student Affairs - Ph.D. (AU) Those applying to the PhD program in Higher Education and Student Affairs: When filling out the application, if the choice to apply to the PhD program in Higher Education and Student Affairs is not visible, please choose Educational Administration. We will read through all the statements of intent to insure that your application is reviewed by the appropriate faculty.*

**OR**

*Education: Educational Policy and Leadership - Higher Education and Student Affairs - M.A. (AU)*

### Student Personnel Assistantship (SPA) Program Application

**Electronic submission of the SPA application, resume and statement of intent is required.** Please email the documents to [spa@osu.edu](mailto:spa@osu.edu) with the subject line "SPA Application for [your name]."

- 1. A statement of intent (please submit a copy of your statement used for the academic application)
- 2. A copy of your current resume or curriculum vitae.
- 3. A completed SPA application ( found here: <http://ehe.osu.edu/epl/academics/hesa/spa-aplction-prcs.cfm> )

### For Those Interested in Additional Funding:

Please check the applicable funding opportunities for which you would like to be considered on your online application (under Funding Opportunities - Graduate Fellowship, Administrative Associate, Research Associate, and Teaching Associate). The availability of these positions is based on departmental need and varies each year. If you are interested in applying for College Scholarships please visit the College website <http://ehe.osu.edu/academics/> and click on "EHE Scholarship Application." Additional funding opportunities can be accessed on the EPL website at <http://ehe.osu.edu/epl/students/funding.cfm>.

### Statement of Intent (1-2 pages, double spaced)

1. Quarter of intended enrollment
2. Intended specialty area/ section
3. Autobiographical statement
4. Educational and professional goals
5. PhD applicants should also discuss research interests and fit with faculty expertise and emphases in the program area



# SPA Application Process

## SPA APPLICATION

Once an academic decision has been made by the faculty, the file is delivered to the SPA Program.

### Student Personnel Assistantship Program

301 Ramseyer Hall  
29 West Woodruff Avenue  
Columbus OH 43210  
614-292-4322, 614-292-7020 (fax)  
E-mail: spa@osu.edu

#### Submit:

- Electronic version of your SPA application
- Electronic version of your CV or resume
- Address your emails to spa@osu.edu.

The SPA application can be found at:  
<http://ehe.osu.edu/epl/academics/hesa/index.cfm>.

Please note that failure to submit all requested materials by each office considerably slows the admission process. The SPA Program records admissions decisions and notifies the Office of Student Services and Graduate Studies. That office, in turn, notifies the Graduate School from whom you will receive official notification. . M.A. applicants who

are admitted to the HESA program and have submitted a SPA application will be contacted by the SPA Program and invited to interview for an assistantship. Ph.D. applicants are invited to interview for both admission and an assistantship.

## GRE INFORMATION

The Graduate Record Examination is required for admission to the HESA M.A. and Ph.D. programs. For more information on GRE testing dates and options, visit their web site at <http://www.ets.org/gre> or call 1-866-473-4373 toll free.

## ASSISTANTSHIP INTERVIEW PROCESS

Interviews are required for SPA assistantships. Invitations to interview are only extended to M.A. candidates that have been accepted to the HESA program or Ph.D. candidates who are selected by the faculty to interview for admission. The assistantship process is very competitive.

# SPA Interview Days



**Please note: Dates for MA and PhD interviews are subject to change based on semester conversion.**

## **M.A. Applicants**

Students who are offered admission to the M.A. program are invited to campus in early and late February to interview.

This process occurs over a two-day period. The schedule includes:

- Orientation to OSU
- Overview of the curriculum
- Introduction to the faculty
- Reception with students, faculty, supervisors, and staff
- Campus and City tour
- Meeting with current students
- Assistantship interviews

Candidates are scheduled for interviews as determined by the SPA office based on your interests and experiences combined with the needs of individual offices.

## **M.A. interviews in 2012 are scheduled tentatively for:**

- February 9-10, 2012
- February 23-24, 2012

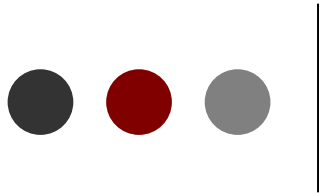
## **Ph.D. Applicants**

Ph.D. applicants selected by the faculty are invited to campus to interview for academic admission and an assistantship. This process also occurs over a two-day period. The schedule includes:

- Orientation to OSU
- Overview of the program
- Introduction to the faculty
- Meeting with current students
- Assistantship interviews

## **Ph.D. interviews in 2012 are scheduled tentatively for:**

- February 8-9, 2012
- February 22-23, 2012



# Other Important Information

## FINANCIAL AID

Graduate assistantships provide the largest source of financial aid for students. The Graduate School also administers a number of fellowships. To be considered for a fellowship or assistantship other than a SPA placement, please indicate your interest on the Graduate School application.

In order to be considered for a fellowship, applicants must submit all materials by December 1 for domestic students and November 30 for international students for the following academic year. Students may also be eligible for certain forms of financial aid, such as the Federal Work Study Program and various loan programs.

For information on any of the federal aid programs, please contact:

### **Student Consolidated Services Center,**

SAS, 1st Floor,

281 West Lane Avenue

Columbus, OH 43210

614-292-0300 or 1-800-678-6440

<http://scsc@osu.edu>

## APRIL 15TH AGREEMENT

In order to enable good decision making with all possible options known to prospective students, a collaborative agreement has been affirmed by ACPA's Commission on Professional Preparation.

This agreement states that institutions will not require students to make a decision about which school to attend before April 15th. If a student receives an offer, he or she is welcome to accept the offer, but is not required to do so until April 15th.

This allows students to make an informed choice rather than feel pressured to make a decision before they have completed all their interviews. It is important for you to be aware of this agreement.

# Living in Columbus



## Living COLUMBUS, OHIO

Columbus, the capital and largest city in Ohio, is the 15th largest city in the nation with a population of over 1.6 million.

Downtown is two miles south of campus and is easily accessible by car as well as public transportation.

As one of the fastest growing cities in the Midwest, Columbus provides students with an exciting location in which to study, work, and live. Columbus has a balanced economy with strong manufacturing, service, finance, and government sectors.

The area is also home to a large concentration of research facilities. As home to OSU and several private institutions and a community college, the opportunities for internships and employment in various types of educational environments are abundant.

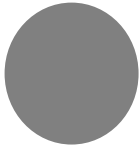
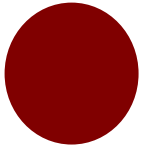
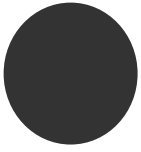
The city boasts a number of attractions for residents and visitors. Over 12,500 acres of parks, miles of bike paths, two rivers, and major reservoirs offer plenty of opportunities for recreation.

Columbus is home to three professional sports teams, including a minor league baseball team, an NHL hockey team, and a major league soccer team.

The Ohio Theater, the Columbus Museum, and other attractions provide residents with plenty of opportunities to enjoy the fine arts in Columbus.

Columbus has been recognized nationally as an extremely welcoming and livable community. Black Entertainment Television has named Columbus the best city in America for African American families, and Columbus has been voted one of the top-five gay-friendly cities in the country. Columbus also boasts its reasonably affordable cost of living.

To learn more about the Columbus, please log on to <http://www.columbus.org/>.



**Student Personnel Assistantship Program**

Higher Education and Student Affairs

The Ohio State University

301 Ramseyer Hall

29 West Woodruff Ave.

Columbus, Ohio 43210

614.292.4322 PHONE

614.292.7020 FAX

spa@osu.edu EMAIL

