

**Office/Department:** Academic Student Services

**Director:** Leslie A. Purtlebaugh

**Mission Statement:** To coordinate the academic affairs response to the university's at-risk students, and to aid the at-risk student populations in succeeding academically and professionally by providing program intervention, advising, and referral to academic support services.

**Functional areas included in this office/department:**

- 1. Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**
  - Program Development - educational programming regarding academic policies and campus resources for students, campus groups, and parents.
  - Interviewing and selecting student staff (Spring Semester).
  - Participating in the creation/development of plans and materials for class sessions.
  - Researching topics and materials for use in staff training.
  - Creating lesson plans for class sessions.
  - Meeting one-on-one with and advising students.
  - Completing administrative tasks related to the maintenance of the office's programs.
  - Corresponding as needed with students in person, by phone and through e-mail.
  - Participating in office meetings.
  - Participating in office planning and assessment.
  - Planning and budget development, marketing and publicity.
  
- 2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**
  - Chickering's Theory of Psychosocial Student Development
  - Perry's Theory of Cognitive Student Development
  - Gardner's Theory of Multiple Intelligences
  - Rogers' Theory of Experiential Learning:
  
- 3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
  - Coordinating pre- and post- ASP I student assessment testing (Fall Semester).
  - Monitoring and scoring assessment instruments for ASP participants.
  - Compiling assessment report detailing and comparing the outcome of pre- and post ASP I and ASP II assessment testing.
  - Evaluating ASP staff weekly.
  - Monitoring compliance and progress of ASP and ASP II participants.

**4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**

- Individual weekly meetings with supervisor.
- Weekly meetings with supervisor and office graduate assistant.
- End-of-semester final evaluation with supervisor.

**5. Specific expectations of students assigned to this site include:**

- To perform tasks in a timely, organized and professional manner
- To request assistance when needed
- To adhere to confidentiality guidelines
- To set and keep weekly office hours
- To be prompt to work, student appointments, meetings, presentations, etc.
- To notify staff of any changes to regular schedule
- To meet with supervisor on a regular basis

**Contact Person**

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