

Office/Department: ACADEMIC AFFAIRS

Vice Provost for Academic Development: Marilou Johnson

Mission Statement: The office of the Vice Provost supports the Provost in implementing the academic mission of JMU through oversight and coordination of various critical curriculum and service functions.

Functional areas included in this office/department:

1. Oversight of academic policy/procedure related to registration, enrollment, retention, course management.
2. Consultation/mediation in matters related to academic performance of students.
3. Oversight of Registration & Records, Academic Student Services, Academic Curriculum and Policy Services, Center for Faculty Innovation, Academic Program Review, Furious Flower Poetry Center.
4. Oversight of publication of the Undergraduate Catalog.
5. Facilitation of communication among various academic constituent groups.
6. Representation of Provost's Office/Academic Affairs Division to university-wide groups.

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:

1. Attend committee meetings with Vice Provost.
2. Participate as an observer on an Academic Program Review External Team.
3. Assist in development of draft documents.
4. Give feedback on policy and other documents.
5. Discuss academic status decisions with Vice Provost. Provide perspective.
6. Assist Vice Provost in responding to questions from parents and other external constituent groups.
7. Assist in preparing the Undergraduate Catalog for publication.
8. Participate in planning for Academic Success Program.
9. Participate in development of academic success profiles for students.
10. Assist Vice Provost in development of reports/studies in enrollment management, academic risk, etc.
11. Special projects as determined in consultation with Vice Provost.

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:

1. Group process observation – no specific theory
2. Perry: Cognitive Development Theory
3. Chickering: Psychosocial Development Theory

4. Factors influencing development of academic policy.
5. Management of the process of academic policy revision.
6. Dynamics influencing student retention- both personally and institutionally.

Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:

Assessment will depend on practicum projects. No regular assessment assignments are part of practicum.

Evaluation of students who participate in this experience will be provided in the following ways:

1. Weekly meetings with Vice Provost
2. End-of-semester formal evaluation with Vice Provost

Specific expectations of students assigned to this site include:

1. Development of individual learning plans which detail goals and special projects.
2. Regular meetings and communication with Vice Provost about progress.
3. Timely completion of projects and reports.
4. Openness to consideration of differing perspectives.
5. Respect for confidentiality of meeting content.

Contact Person

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