



# College Student Personnel Master of Arts Degree Bowling Green State University

## CSP Program and Admission Information

Interview Days for the CSP Program for the 2021-2022 academic year will be held:

January 30- February 1, 2022 (Virtual)

February 13-15, 2022 (In-Person)

(All dates are subject to change)

In order to receive full consideration for an invitation to one set of Interview Days, candidates should submit a completed application by

**December 1, 2021.**

Applications completed after December 1 will be considered on a space-available basis.

See page 4 of this document for details on submitting an application.

### CSP Overview

The Master of Arts program in College Student Personnel (CSP) at Bowling Green State University offers professional preparation for careers in student affairs and related areas of higher education.

The outstanding academic and professional reputation of the CSP program is widely recognized by professionals in higher education and student affairs. Many factors contribute to the quality of the curriculum and the degree awarded. The CSP program faculty are committed to teaching and are accomplished scholars in the field. CSP graduate students come from across the United States as well as other countries. Each student has a graduate internship to develop valuable professional skills.

The program is enriched by an outstanding network of more than 1,800 alumni who assist in placing new graduates in colleges and universities nationwide and in other countries. Our alumni work in all 50 states and abroad and serve in a full range of positions across the career spectrum. In addition to entry-, mid-, and senior-level positions, our alumni include faculty, deans, vice-presidents, and college and university presidents. After gaining professional experience, CSP graduates have earned admission to top doctoral programs, including BGSU's higher education administration program.

Graduate students have convenient access to research materials on the Bowling Green campus and online. The Jerome Library's Center for Archival Collections houses the National Student Affairs Archives that includes papers and publications from many national student affairs organizations and important historical figures in the field. BGSU also hosts the Student Affairs History Project.

### Academic Program

The M.A. in CSP requires 42 semester hours of coursework and a two-year internship. (The internship can be completed via full-time employment in student affairs with approval of the chair.) The required courses consist of 24 credit hours in CSP required courses, and 6 credit hours in research and statistics, and 12 hours of electives. Students choose electives based on individual objectives and interests and in consultation with

their advisor. Most students choose to complete at least one practicum experience to develop skills in a different functional area and/or institution.

The culminating project in CSP is a portfolio completed in the capstone seminar. Students may complete a thesis in addition to this. Information about the CSP program can be found on the Higher Education and Student Affairs website at <http://bgsu.edu/csp>

**Required Core Courses:** (30 credit hours)

CSP 6010: Foundations and Functions of College Student Personnel (3)—History, philosophy, and goals of student affairs units in colleges and universities; emphasis on practitioner roles and responsibilities.

CSP 6020: Theory and Assessment of College Student Development (3)—Examination of theories describing patterns of growth and development during the college years; implications for the design of educational practice on the college campus.

CSP 6030: Theory and Assessment of Educational Environments (3)—Application of environmental theory to the assessment of human environments; special emphasis on the study of select campus environments and their influence on students.

CSP 6035: Multicultural Competence in Student Affairs (3)—Emphasizes development of awareness, knowledge, and skills necessary to be a multiculturally competent student affairs practitioner; emphasis on practitioner responsibilities, challenges, and opportunities for creating and sustaining multiculturally affirming campus communities.

CSP 6040: Educational Outcomes of American Colleges and Universities (3)—Examination of the impact of post-secondary educational institutions on students; exploration of barriers to student development and the role of student affairs in reducing these barriers and increasing the beneficial impacts.

CSP 6050: Capstone Seminar (3)—Integration of the core curriculum and practitioner experiences of the master's degree program in CSP and to prepare students for their transitions to professional positions within student affairs upon graduation.

CSP 6890: Supervised Field Experience in College Student Personnel (6)—Student must be engaged in supervised experience in appropriate areas of higher education and student affairs; participation in regularly scheduled seminars dealing with analysis of issues in higher education is required.

EDFI 6410: Statistics in Education (3)—Statistics as a tool in education and research, descriptive statistics, transformation of scores, sampling and probability, linear correlation and regression, introduction to statistical inference, basic tests of significance, and effect size.

EDFI 6420: Research in Education (3)—Identification and evaluation of research problems, research designs, use of library resources, data gathering, and writing research reports.

**Program Electives:** Many of the following departmental courses may serve as electives in fulfilling the 12 semester hours of elective courses required for completion of the master's degree. Below, you will find some examples of previous electives students have taken, but there is no guarantee they will always be offered:

CSP 6300: Issues in College Student Personnel

CSP 6450: Legal Issues in Student Affairs

CSP 6800: Graduate Seminar in College Student Personnel

CSP 6800: Social Justice Training and Education

CSP 6970: Practicum in College Student Personnel

HIED 7105: Foundations of HIED

HIED 7110: Governance and Organization

HIED 7120: Law and Higher Education

HIED 7340: College and University Teaching

**Additional Electives:** Courses from other graduate departments and programs may also fulfill requirements in conjunction with the program requirements noted above. The online course catalog can be browsed [here](#). CSP students have recently taken electives career and technology education, counseling, popular culture, psychology, sociology, and women’s gender and sexuality studies.

### CSP Faculty

Dr. Kenneth Borland, Professor  
Dr. Ellen M. Broido, Professor  
Dr. Conor McLaughlin, Senior Lecturer

Dr. Katie Stygles, Interim CSP Program Coordinator and Faculty Member  
Dr. Maureen E. Wilson, Professor

Occasionally, affiliate faculty (e.g., university administrators) teach courses, typically electives. More information on the faculty can be found [here](#).

### Required Internship

Completion of a two-year internship is a required part of the CSP program at BGSU. Internships offer the opportunity to acquire valuable professional experience and skills and to apply what is being learned in the classroom. Approximately 35-40 internships are available each year in a variety of functional areas and institutional settings.

Academic Advising	Graduate College	Orientation and First-Year Programs
Admissions	Honors Program	Recreation and Wellness
Campus Activities	Housing and Residence Life	Student Conduct
Career Services	Leadership Programs	Student Organizations and Major Events
Service-Learning	Residential Learning Communities	TRIO Programs
Disability Services	LGBTQ+ Programs	
Education Abroad	Multicultural Affairs	
Fraternity and Sorority Life		

### Stipends and Scholarships

Internships provide an academic year salary (stipend) plus a tuition assistance covering 42 credits needed for the degree, provided the student remains in good academic standing and makes adequate progress toward the degree. This is subject to change based on funding availability due to COVID-19. Additional scholarships may be available to those with demonstrated financial need and/or outstanding qualifications. Students will be given their financial aid package after assistantship matching has been completed.

During the first year, the 22-credit-hour scholarship includes the non-resident fee for out-of-state residents. The scholarship for the second year does not cover the non-resident fee. Domestic students may be eligible to become an Ohio resident for the second year or may pay the non-resident fee. International students may receive a scholarship for the non-resident fee for two years.

The general fee and other administrative fees are not covered by the scholarship. Rates are set by the Board of Trustees and published at <http://www.bgsu.edu/bursar.html>.

For 2019-2020, stipends on the BGSU campus are \$10,000. Residence life positions begin in July and have a \$11,317.60 stipend plus an apartment and meal plan. Internship stipends at partnership universities range from \$8,750-\$18,970. Benefits are listed in each position description during the interview process. Rates are subject to change

## Practicum Experiences

Many students in the CSP program choose an additional academic experience known as a practicum. A practicum experience typically lasts one semester and is an excellent opportunity for students to gain experience in another facet of student affairs, deepen experience within a functional area, and/or learn about practice in a different institutional setting. Many of our internship sites provide practicum experiences for our students, listed on page two.

## Full-Time Employment

The required internship can be completed via full-time employment in student affairs with approval of the chair. Students who work full-time are potentially able to take classes part-time, and set up a schedule of coursework consulting their assigned advisor and department chair.

## Application Process

We are now accepting applications for the 2021-2022 academic year. Completed applications will be reviewed and evaluated by the CSP Admissions Committee beginning **December 1, 2021 and priority is given to candidates whose files are complete by that date**. *A completed application includes all 6 items detailed below.* Applications that are completed after December 1 will be considered on a space-available basis.

Applicants for graduate study in CSP must have an earned bachelor's degree and show potential for successful completion of a graduate degree. Admission to the program requires the candidate to be offered and accept an internship. (Or via full-time employment in student affairs with approval of the chair.)

### ***The following materials are required for a completed application. All materials will be submitted in the online BGSU Graduate College Application:***

1. Graduate Admissions Application  
Apply online at: <https://www.bgsu.edu/graduate/admissions.html>
2. An official transcript of all previous undergraduate and graduate work taken at any college or university  
(Note: application files are not complete without all transcripts)
3. Graduate Record Examination (GRE) **Results are not required if you have a 3.0 GPA from a prior institution** (Plan early to take this exam; see <http://www.ets.org/gre> for details)
4. Current résumé that details your experience, including undergraduate student involvement (recommended 2 pages)
5. Career Statement (3 pages double spaced; include your name on this document) that address the following points:
  - What are your career goals pertaining to student affairs?
  - What qualities, characteristics, and skills do you possess that make you a strong candidate for the higher education and student affairs program and profession?
  - Describe one issue or challenge facing higher education and student affairs that you hope to address as a professional.
6. 3 Reference Letters and CSP Reference Forms
  - You can find the CSP Reference Form on the website. Please share the following form with your references. References can fill the reference form out electronically by downloading the editable PDF (must use Adobe Reader, see <https://get.adobe.com/reader/> for a free download). Please instruct references to upload the form when prompted via email from the BGSU Graduate College to submit a letter of recommendation.
  - Your application is not complete without 3 references so follow up with your references to be certain these are submitted by the deadline.
  - At least one reference must be from a faculty member and you are also encouraged to include a reference from a student affairs professional

## Questions?

Alyssa Fisher [(419) 372-7382 or [afyock@bgsu.edu](mailto:afyock@bgsu.edu)], the HESA secretary, notifies applicants when their file is complete. Other questions not addressed in these materials may be directed to Matthew Angerson, CSP intern, at [mcanger@bgsu.edu](mailto:mcanger@bgsu.edu).

## Invitations to Interview

From the pool of completed applications, the admissions committee will invite about 80 candidates for one of two rounds of Interview Days. Priority consideration for admission is given to candidates who attend Interview Days. If any internships are available after April 15, candidates who remain in the pool may be contacted after April 15 to interview for an internship.

**Interview Days for Fall 2022 admission are  
January 30- February 1, 2022 (Virtual) and February 13-15, 2022 (In-Person)**

During Interview Days, candidates learn about the academic and internship requirements of the CSP Program, meet with faculty and current students, and interview for internships. Internship supervisors for both BGSU and partnership institutions participate, giving candidates the opportunity to interview for several internships in a variety of functional areas and settings. On Tuesday of Interview Days, candidates will have the opportunity to further engage with BGSU and partnership internship opportunities.

There is no admissions difference if you attend the virtual or in-person I-Days! Both are an equal opportunity that creates a more accessible and equitable environment for candidates to interview.

## After the Interview

Based on candidate and supervisor preferences, the program chair determines candidate-internship matches. Offers begin in early March, after the conclusion of both rounds of Interview Days. Understanding that many graduate candidates apply and interview for multiple programs, the Council of Graduate Schools developed a “Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants.” This resolution, which many graduate institutions (including BGSU) have agreed to uphold, states that students have no obligation to respond to offers prior to April 15<sup>th</sup>. For the complete details of the resolution and a complete list of institutions that have agreed to uphold the resolution, review [the Council of Graduate Schools Resolution](#). However, we encourage a response to offers as soon as possible, but not later than April 15.

## Background Checks

As a policy of the Graduate College, graduate interns on the BGSU campus are required to authorize and pass a background investigation prior to the start of employment. (Background check policies at partnership universities vary and should be discussed with those supervisors.) Offers of employment are conditional until a background investigation has been successfully completed and all other pre-employment requirements are satisfied. The University reserves the right to determine and confirm suitability for employment and to end any employment already begun if the background check reveals disqualifying information. The policy and procedures are described here: <http://www.bgsu.edu/graduate/graduate-assistantships/background-checks-.html>.

Please note that a past criminal conviction identified during a background check does not automatically cancel the contract offer. Candidates will be given the opportunity to provide additional information, to explain the nature and circumstances of the conviction, and any evidence of rehabilitation. In determining suitability for employment, consideration will be given to factors that include: the specific duties of the

internship position; the number of offenses and circumstances of each; date of conviction; and whether the conviction rose out of employment. If you have any concerns or would like to have a confidential discussion regarding your situation please contact the Graduate College Office at BGSU (419) 372-2791 and request to speak to the dean or associate dean of the Graduate College.

### **Additional Scholarships**

Prospective students who are alumni of the [NASPA NUFP](#) will be considered for the BGSU-NUFP Fellowship automatically upon admission to the CSP program. Additional scholarships include the Dr. Carolyn Palmer Diversity Enhancement Scholarship, Dr. Carney Strange Scholarship, Dr. Bettina Shuford College Student Personnel Professional Development Award, Palmer Adult Learner Scholarship, Frank and Jane Arnold Scholarship, James L. Galloway Memorial Award, and Community Spirit Award. Support for professional development activities is also available.

### **Financial Aid**

For information about financial aid beyond the internship and resources listed above, please visit the [Student Financial Aid](#) web site.