This guide was created by the Student Affairs in Higher Education Internship class of 2010. It was created to give future students in this program helpful tools and tips. We have included sections that range from information about classes to things to do around Starkville. We hope that you find this guide useful and informative.
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Mississippi State University’s Student Affairs Departments and the Graduate Assistantships Available in these Departments

This section gives information on the departments listed under the Student Affairs Division at Mississippi State University. As you look through the following pages you will see contact information for each department as well as information about the department. Mississippi State University has a large Division of Student Affairs and throughout this Division there are opportunities for Graduate Assistantships, as well as practicum and internship sites. The latter part of this section gives you a brief overview of some of the Graduate Assistantships available under the Division of Student Affairs. Please note that this list is not all inclusive as new opportunities become available.
Division of Student Affairs Department Breakdown

Departments reporting to the Associate Vice-President:

Admissions & Scholarships:

Mission Statement: In support of the mission of the university and the Division of Student Affairs, Admissions and Scholarships will recruit, admit, orient, and provide scholarships for qualified prospective students and scholars and provide immigration and scholarship services to current students and scholars in a professional environment which contributes to the development and growth of our staff to be ethical, responsible, global, and service-minded professionals.

Major Programs & Service Areas:

- Freshman Recruitment
- Community/Junior College Transfer Recruitment
- Data and Communication
- Admissions Services
- Scholarship Program
- International Services
- Orientation Program
- International Program Development

People to Know:

Directors:

- Phil Bonfanti – Director, Admissions & Scholarships 325-8853
  pgb13@msstate.edu
- Cheryl Dill – Associate Director, Admissions & Scholarships 325-2621
  cbd1@msstate.edu
- Dan Coleman – Associate Director, Recruitment 325-2224
  jdc20@msstate.edu
Recruitment:
Molly Riley – Assistant Director, Recruitment & Campus Visit Program 325-1561 mer21@msstate.edu
Matthew Uhl – Assistant Director, Georgia Recruitment 404-771-3022 mlu2@msstate.edu
Olivia Buffington – Assistant Director, Tennessee Recruitment 901-591-6744 olb6@msstate.edu
Philip Moss – Assistant Director, Alabama Recruitment 205-516-5168 pfm1@msstate.edu

Orientation & Campus Events:
Lindsey Storey – Assistant Director, Orientation & Campus Events 325-1507 les2@msstate.edu

Scholarships:
Katie Iglay – Scholarship Coordinator 325-2227 kiglay@admissions.msstate.edu

International:
Stephen Cottrell – Assistant Director, International Services 325-8460 wec3@msstate.edu

Assessment & Testing Services:
Mission Statement: The mission of Assessment & Testing Services is to support assessment efforts in the Division of Student Affairs through coordination, leadership, and education as each department participates in evidence-based continuous improvement of programs and services to promote student learning and development opportunities. Testing services will be provided at the highest level of professionalism through high quality customer service in an environment that is conducive to student success.

Major Programs & Service Areas:
Assessment Services
Testing Services
People to Know:

Leigh Jensen – Director of Assessment & Testing  325-2218
ljensen@saffairs.msstate.edu

Mary L. Vaughn – Coordinator of Testing Services  325-6610
mvaughn@saffairs.msstate.edu

Brian Peace – Coordinator of Assessment Services  325-6610
bpeace@saffairs.msstate.edu

Housing & Residence Life:

Mission Statement: To provide a well-maintained, on-campus residential experience that supports the overall mission of Mississippi State University and the Division of Student Affairs, promotes a spirit of community, and extends student learning beyond the classroom.

Major Programs & Service Areas:

Administrative Operations

Maintenance, Facilities, & Capital Improvements

Residence Life

People to Know:

Dr. Ann Bailey – Director of Housing & Residence Life  325-3555
housing@saffairs.msstate.edu

Calvin Mosley – Associate Director for Residence Life  325-2799
cmosley@saffairs.msstate.edu

Lari Wright – Associate Director for Administrative Operations  325-3555
lwright@saffairs.msstate.edu

MSU Bookstore:

Mission Statement: To become an integral part of the schools we serve by developing positive relationships with students, faculty, and administration. To excel and continue to innovate in customer service, store design, merchandise
selection, and store operations while providing our employees with opportunities for professional advancement and personal growth.

Major Programs & Service Areas:

- Course Materials
- General Reading and Reference
- General Merchandise
- Facilities
- Faculty Services
- Student Services
- Special Events

**MSU Golf Course:**

Mission Statement: Through “true life research,” the Mississippi State University Institute of Golf is the model of best practices, providing expertise, knowledge, research, and services that advance the university and the industry of golf.

Major Programs & Service Areas:

- The MSU Golf Course
- The Golf Shop
- The MSU Golf Academy
- The Junior Bulldog Golf Academy
- Golf Course Maintenance Department

**Recreational Sports:**

Mission Statement: To support the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique
recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle.

Major Programs & Service Areas:

- Aquatics
- Club Sports
- Facilities
- Fitness
- Intramural & Extramural Sports
- MSU Golf Course
- Outdoor Adventures
- RecPlex
- Sanderson Center
- Special Events

People to Know:

Laura Walling – Director of Recreational Sports 325-2179
lwalling@saffairs.msstate.edu

Brent Crocker – Assistant Director, Aquatics, Outdoor Adventures, & Risk Management 325-7946
bcrocker@saffairs.msstate.edu

Patrik Nordin – Assistant Director (Facilities Service) 325-8965
pnn3@saffairs.msstate.edu

Nick Tasich – Assistant Director (Intramurals & Club Sports) 325-0347
nt75@msstate.edu

Jason Townsend – Assistant Director (Fitness) 325-7981
tjt3@msstate.edu
Student Financial Aid:

Mission Statement: To address the financial needs of prospective and enrolled students in a manner that is equitable, courteous, consistent, comprehensive, and confidential and that enables student access to Mississippi State University, facilitates enrollment of all eligible students, and encourages student success.

Major Programs & Service Areas:

- Grants
- Student Loans
- Federal Work-Study/Student Employment
- Student Financial Aid Counseling
- Federal and State Aid Reporting/Compliance

Departments reporting to the Dean of Students:

The G.V. “Sonny” Montgomery Center For America’s Veterans:

Mission Statement: To support the mission of the Division of Student Affairs through the development and implementation of outreach programs designed to provide student support services focused on the special needs and requirements of today’s military veteran, service member, dependent and survivor. The Center plays a supporting role in the development and implementation of educational and research components designed to position the university with veteran and military affiliated organizations and agencies.

Major Programs & Service Areas:

- Comprehensive Benefit Counseling Program
Veteran Support Group Program
Career Development and Transition Counseling Program
Veteran Outreach, Recruiting, and Incentive Program

People to Know:
Andrew Rendon – Assistant Dean & Director 325-6720
arendon@saffairs.msstate.edu

Dean of Student's Office:
Mission Statement: The Dean of Students’ Office serves as a key link between students, parents, administration, and faculty and is dedicated to supporting the mission of the Division of Student Affairs through services, resources, leadership and advocacy for the needs and interests of all students. Office staff members provide programming and educational opportunities for a diverse student body and assist them in developing appropriate community behaviors and personal values and assistance in navigating the administrative process of the University while at the same time providing them support with personal or University concerns.

Major Programs & Service Areas:
- Appalachian Leadership Honors Program
- Behavioral Intervention Team (BIT)
- Center for America’s Veterans
- Crisis Action Team
- Day One Leadership Community
- Disability Support Services
- Holmes Cultural Diversity Center
- Office of Parent Services
- Parking Appeals
Police Department
Risk Management
Student Judicial Services
Student Ombudsman
Student Support Services
Leader STATE Leadership Development Camp
University Honor Code

People to Know:

- Mike White – Director of Honor Code  
  mike@saffairs.msstate.edu  
  325-9151

- Thomas Bourgeois – Dean of Students  
  thomasb@saffairs.msstate.edu  
  325-3611

**Global Leadership:**

Mission Statement: To prepare the next generation of business, political, and academic leaders as they enter America's workforce by enhancing their leadership skills and instilling a foundation of impeccable character in those emerging leaders.

Major Programs & Service Areas:

- Leader STATE
- Day One Leadership Community
- Appalachian Leadership Honors Program

People to Know:

- Cade Smith – Assistant Dean & Director  
  cade@saffairs.msstate.edu  
  325-0244
Holmes Cultural Diversity Center:

Mission Statement: To serve a diverse student body by promoting a learning environment that not only supports the University’s academic mission and recognizes the importance of learning outside the classroom, but also encourages social, personal, moral, and intellectual growth and development. The most important outcome of the work we perform to reach that mission is to have instilled in the students we serve an understanding of responsible citizenship and leadership. This results in students leaving the University prepared to continue to grow, learn and serve in the context of an increasingly complex, pluralistic, and changing world.

Major Programs & Service Areas:

- Peer Counseling Program
- Cultural and International Programming
- Sensitivity and Diversity Training
- Minority and International Organizations
- Recruitment and Retention Efforts
- Mentoring
- Community/International Outreach
- National Theme Month Observance

People to Know:

Maria White – Assistant Dean & Director  325-2033
emw1@saffairs.msstate.edu

Shaz Akram – Assistant Director  325-2033
sakram@saffairs.msstate.edu
**Risk Management:**

Mission Statement: The office of Organizational Risk Management serves as a key link between student organizations, advisors and university administration and is dedicated to supporting the mission of the Division of Student Affairs through services, resources, leadership, and advocacy. Office staff members facilitate the coordination of organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and/or loss and partnering with individual students and student organizations as facilitators of the involvement experience and while navigating the administrative process of the University while at the same time providing them support with personal or University concerns.

Major Programs & Service Areas:

- Student Leader Orientations
- Advisors Orientations

People to Know:

- Tabor Mullen - Director 325-3611
tmullen@saffairs.msstate.edu

**Student Support Services:**

Mission Statement: Student Support Services: To provide supportive services for low income and first generation students. To enhance their academic skills, increase their retention and graduation rates, and as appropriate, facilitate entrance into graduate and professional programs. Disability Support Services seeks to provide educational access and opportunity through support, resources, advocacy, collaboration, and academic accommodations for students with disabilities (as defined by the Americans with Disabilities Act and the Rehabilitation Act of 1973) who are accepted to the University.

Major Programs & Service Areas:

- Student Support Services (TRiO)
- Disability Support Services
People to Know:

Julie Berry – Assistant Dean & Director 325-3335
jberry@saffairs.msstate.edu

**University Police:**

Mission Statement: The mission of the Mississippi State University Police Department is to assist in enhancing the total educational development of students, to provide law enforcement services for the University Community, and to promote the development of healthy lifestyles. Our services support and strengthen the mission of Mississippi State University.

Major Programs & Service Areas:

- Accreditation/Training Division
- Bully Patrol
- Crime Prevention
- Detective Division
- Dispatch/Communication
- Patrol
- Residence Hall Patrol

People to Know:

Georgia Lindley – Director, Chief of Police 325-2121
georgia@saffairs.msstate.edu

Kenneth Spencer – Assistant Chief of Police 325-6731
spencer@saffairs.msstate.edu
Departments reporting to the Assistant Vice President

Colvard Student Union:

Mission Statement: To provide quality services, facilities, and amenities that complement and supplement academic experiences and to provide inclusive opportunities for involvement for the development of interpersonal, social, and leadership skills.

Major Programs and Service Areas:

- Student Union Building
- Campus Activities Board
- Music Maker Productions
- Student Organizations
- Greek Life
- Student Publications
- Community Service
- Miss MSU Program
- Event Services

People to Know:

- Dr. Eddie Keith – Director
  ekeith@saffairs.msstate.edu
  325-2513

- Raymond Brooks – Associate Director (Building Operations)
  raymond.brooks@msstate.edu
  325-2515

- Heidie Lindsey – Associate Director (Greek Life)
  hlindsey@saffairs.msstate.edu
  325-3063

- Jackie Mullen – Assistant Director (CAB)
  jmullen@saffairs.msstate.edu
  325-2930
**Dining Services/ Aramark:**

Mission Statement: The mission of Dining Services is to provide an exceptional food service program that meets the nutritional, educational, and social needs of students and the University community through its offerings, venues, and variety.

Major Programs and Service Areas:
- Food For Thought Featuring Einstein Brothers Bagels
- Burger King
- Pegasus Dining
- Hathom’s
- C3 Convenience Stores
- Colvard Student Union Gaddis Hunt Commons
- The Marketplace Restaurant at Perry Dining Hall

People to Know:
- Jason Nall – Resident Dining Director

**Health Education and Wellness**

Mission Statement: To provide unique wellness programs and services that support and encourage the development of positive life changes and healthy life choices.

Major Programs and Service Areas:
- Outreach
Individual Educational Sessions

People to Know:

Dr. Joyce Yates – Director of Health Education and Wellness    325-7545
jyates@saffairs.msstate.edu

**Student Counseling Services**

Mission Statement: We endorse the worth and dignity of all human beings and embrace diversity as a valued and important quality of human community. We view our mission as working to facilitate individual change as well as contributing to a supportive and growth-producing social environment through social advocacy and community building. To provide a system that treats, educates, and informs the university community about mental and physical health, as well as wellness issues.

Major Programs and Service Areas:

- Outreach
- Educational Programs
- Crisis Services
- Sexual Assault Services

People to Know:

Dr. Leigh Crawford-Jensen- Director    325-2091

**University Health Services**

Mission Statement: To provide a system that treats, educates and informs the university community about mental and physical health as well as wellness issues.

Major Programs and Service Areas:

- Longest Student Health Center
Student Counseling Center
Nutrition, Health Education, and Wellness
Sexual Assault Services

People to Know:

Robert Cadenhead - Director  325-5895
rcadenhead@saffairs.msstate.edu
Graduate Assistantships
Under the Division of Student Affairs

Admissions and Scholarships
Assist with:
- Recruitment and scholarship processes
- Making recruitment visits/ send confirmation emails
- Attend and help with the implementation of various college fairs

Leadership and Honors Program
Day One Graduate Assistant
- Clerical needs
- Classroom instruction
- Event planning and implementation
- Correspondence with professionals and students in the local and broader community
- Participate in professional conferences, some requiring overnight travel

ALHP Graduate Assistant
- Clerical needs
- Classroom instruction
- Event planning and implementation
- Correspondence with professionals and students in the local and broader community
- Responsible for coordinating interactions/events between the incoming and graduating ALHP classes
- Participate in professional conferences, some requiring overnight travel
- Occasional night and weekend work will be required at various times during the year

Assessment and Testing
Assist with:
- Scheduling and proctoring computer-based exams

Student Counseling Center
Assist with:
- Peer counselor supervision
- Supervised counseling
- Sexual assault and dating domestic violence programming
Center for America’s Veterans
Assist with:
- Develop and turn in a work schedule to Director
- Coordinate any schedule changes with the Director
- Attend all staff meetings
- Continue to develop the SVA through membership drives, informational campaigns and functions
- Conduct general membership and executive board meetings on a frequent basis
- Manage the SVA’s Veterans Emergency Relief Fund provided from a Center for America’s Veterans Grant
- Participate in the Student Affairs Young Professional Development Program.
- Military Veteran Research
- Provide leadership to the student veteran workers
- Student veteran benefits application process

Colvard Student Union
Assist with:
- Union operations
- On duty two nights per week and every other weekend
- Responsible for maintaining facility and closing the building each night on duty
- House manager for Bettersworth Auditorium (located in Lee Hall)

Student Life
Greek life community:
- Serve as advisor for Greek councils
- Assist in implementation of Greek recruitment
Maroon Volunteer Center:
- Coordinate community service projects for student organizations
- Coordinate and maintain student group database

Dean of Students
Assist with:
- Student conduct matters
- Meet with students referred to Dean of Students Office
- Implement Parent Care Package program through the Department of Parent and Student Services
- Maintain filing system for student referrals
- Maintain database for student referrals
**Student Support Services**
Assist with:
- Case management
- Working with students that have test accommodations
- Delivering and returning tests

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**Holmes Cultural Diversity Center**
Assist with:
- Minority student mentorship
- Program and facilitate cultural diversity training

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**Housing and Residence Life**

**Hall Director:**
- Serve on On-Duty rotation
- Advise numerous Housing and Residence Life student organizations
- Recruit, hire, and train resident advisors
- Maintain operations of assigned residence hall

**Assignments Graduate Assistant:**
- Assignments for new freshman and transfer students
- Work with Residence Directors to update and maintain records of students living in the residence halls
- Process Check-ins and Check-outs of the residence halls
- Maintain database for housing assignments
- Processing cancellations

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**Joe Frank Sanderson Center (workout facility)**
Assist with:
- Supervision of student staff
- Maintenance of 12 million dollar Sanderson Center Facilities
- Open and supervise the building and staff starting at 5:10am until 9am every Monday through Friday
- Hire student staff
- Scheduling
- Complete a First Aid and CPR course to become an instructor
- Teach CPR and First Aid courses to student staff
- Plan and implement events hosted by Sanderson Center
Opportunities to Get Involved

This section gives information on opportunities for you to get involved as a graduate student. Some of these opportunities include National Organizations as well as organizations only available at Mississippi State. As a graduate student, you are able to partake in many professional development opportunities. We highly recommend joining national organizations. Not only are the cost to join usually much cheaper for a graduate student, but you are also allowed access to some wonderful opportunities to build your resume and grow as a new professional.

Places to Go in Starkville

The second part of the section is information on the Starkville area. Since this may be a new area for many of our graduate students we wanted to give you some helpful tips on places to eat, see, and other opportunities to become a true MSU Bulldog!
Opportunities to get Involved:

On Mississippi State's Campus:

Young Professionals - An organization aimed at helping professionals just starting out to grow and develop. Hosts a job search series during Spring semester which includes resume critiquing and mock interviews. Meets about once a month.

SAGA - The Student Affairs/College Counseling cohort association. Is organized by the students in the major, for the students in the major.

Graduate Student Association - According to the website (http://www.grad.msstate.edu/current/orgs/gsa/): The GSA meets monthly to provide a forum for graduate students to network with peers, learn of valuable campus support services, and express concerns on both academic and non-academic issues.

Off Campus:

Southern Association of College Student Affairs (SACSA) - According to the website (http://www.sacsa.org/): The Southern Association for College Student Affairs (SACSA) is an independent, regional, and generalist association designed for the professional development of practitioners, educators, and students engaged in the student affairs profession.

National Association of Student Personnel Administrators (NASPA) - According to the website (http://www.naspa.org/): “Student Affairs Administrators in Higher Education is the leading voice for student affairs administration, policy, and practice, and affirms the commitment of the student affairs profession to educating the whole student and integrating student life and learning.”

American Counseling Association (ACA) - According to the website (http://www.counseling.org/): “The American Counseling Association is a not-for-profit, professional and educational organization that is dedicated to the growth and enhancement of the counseling profession.” Has a conference once a year.
National Association of Student Affairs Professionals (NASAP)
American Association of Higher Education (AAHE)
American Counseling Association (ACA)*
American College Health Association (ACHA)
American College Counseling Association (ACCA)
American College Personnel Association (ACPA)
American Mental Health Counselors Association (AMHCA)*
American Rehabilitation Counseling Association (ARCA)*
American School Counselor Association (ASCA)*
Association of College and University Housing Officers-International (ACUHO-I)
Association of College Unions International (ACUI)
Association for Spiritual, Ethical, and Religious Values in Counseling (ASERVIC)
Association of Fraternity Advisors (AFA)
Association of Higher Education and Disability (AHEAD)
Association of Student Judicial Affairs (ASJA)
Jesuit Association of Student Personnel Administrators (JASPA)
National Academic Advising Association (NACADA)
National Association for Campus Activities (NACA)
National Association of College and University Food Services (NACUFS)
National Association of College and University Residence Halls (NACURH)
Association of International Educators (NAFSA)
National Association of Student Affairs Professionals (NASAP)
National Association of Student Financial Aid Administrators (NASFAA)
National Association of Student Personnel Administrators (NASPA)
National Career Development Association (NCDA)
National Intramural-Recreational Sports Association (NIRSA)
National Organization of Men's Outreach for Rape Education (NO MORE)
National Orientation Directors Association (NODA)
National Rehabilitation Counseling Association (MRCA)
Southern Association of College Student Affairs (SACSA)
Southeastern Association of Housing Officers (SEAHO)
Starkville Information

Starkville offers a variety of entertainment opportunities from concerts to rodeos. Check the calendar of events at www.starkville.org/calendar/calendar.php to see what's coming up.

Other Entertainment Options
• The 10-screen Hollywood Premier Cinemas movie theater, 662-320-9000; hollywoodpremiercinemas.com
• Bowling at Bulldog Lanes, 662-323-2892
• Roller skating at Skate Odyssey, 662-323-8821
• Southern Billiards, 662-323-7665

Starkville Must Do's:
• Get a Kroger Plus Card at Kroger on Highway 12. This little piece of plastic hangs onto your key chain and saves you big money on groceries and gas during your time in Starkville.
• Eat a Burger at Mugshots, this little place on Main Street in downtown Starkville has the best burgers in town and you will definitely be missing out unless you give that place a try.
• If you like Italian, Stromboli's on University Drive or Old Venice on Main Street is the place to get the best Italian around. Stromboli's has a more low key vintage look while Old Venice classes things up a bit for those date nights.
• Little Dooey's is the end all be all for southern BBQ and it is located right off of University Drive. You will smell it before you see it we promise.
• Walk through the Cotton District on a sunny day. The Cotton District is located on University Drive where the restaurant BIN612 crosses Maxwell street. Walk up Maxwell and down Lumus to see the amazing homes built in this section of town. The Cotton District is a great place to go and eat lunch outside and walk around during a beautiful sunny day.
• Go to a football game!!! I am serious. SEC football is part of our culture here at MSU so go out to the Junction, tailgate and cheer on our DAWGS.
• Visit the Left Field Lounge during baseball season during a game. The Left Field Lounge was voted by ESPN as one of the best places to watch a college baseball game so don't miss out while you are here.

The next few pages will include information for restaurants in town. Please use this as a guide to help you find a place that fits the needs of your stomach!
Food:

**Abner's Famous Chicken Tenders**  
Chicken tenders, tortilla wraps, salads, and homemade desserts  
518 South Montgomery St.  
662-338-0098  
[www.abnerschicken.com](http://www.abnerschicken.com)

**Applebee's**  
Appetizers, salads, sandwiches, chicken, seafood, and pasta  
814 Highway 12 West  
Starkville Crossing Shopping Center  
662-324-3459  
[www.applebees.com](http://www.applebees.com)

**Big Daddy's Bar and Grill**  
Lunch and dinner menu  
223 Main St.  
662-323-5005  
[www.suitedreams.cc](http://www.suitedreams.cc)

**BIN 612**  
Appetizers, salads, entrees, handmade pizza and full bar  
612 University Drive, Suite 3  
662-324-6126  
[www.bin612.com](http://www.bin612.com)

**Bulldog Deli**  
Deli-style sandwiches, soups and salads  
702 University Drive  
662-324-DELI  
[www.bulldogdeli.com](http://www.bulldogdeli.com)

**Cappe's Steak House**  
Charcoal-broiled steaks  
105 Eckford Drive  
662-324-1987
**Catfish One**
Catfish filets, popcorn shrimp, boiled shrimp, oysters and chicken filets
605 S. Jackson St.
662-324-1142
[www.catfishone.net](http://www.catfishone.net)

**Chili’s Bar & Grill**
Appetizers, entrees, salads, sandwiches, and desserts
125 Highway 12 West
662-323-2505

**Christy’s Hamburgers**
Home-style hamburgers
446 Highway 12 West
662-323-6497

**City Bagel Café**
Homemade bagels, sandwiches and desserts; pizzas made to order and pasta dinners.
511 University Drive
662-323-FOOD

**Cotton District Grill**
Appetizers, sandwiches and dinner entrées
Corner of Montgomery and Lampkin
662-323-6062
[www.eatwithus.com](http://www.eatwithus.com)

**McClesky’s Deli in Bulldog Lanes**
Grill food available for bowlers
400 Highway 12 West
662-323-2892

**Mexico Tipico**
Mexican entrées
123 Highway 12 West
662-323-2117
[www.bulldogcountry.com/tipico](http://www.bulldogcountry.com/tipico)
Mi Hacienda
Mexican cuisine
911 Highway 12 West
662-320-2233
www.mihaciendarestaurant.com

MSU’s Marketplace at Perry
Home-style cooking
Perry Hall at Darden Avenue
662-325-2965

Mugshots Grill & Bar
Appetizers, salads, hamburgers, and sandwiches
101 North Douglas Conner St.
662-324-3965

Oby’s Deli
Sandwiches, gumbo and red beans and rice
504 Academy Road
662-323-0444
www.obys.net

Old Venice Pizza Company
Soups, salads, sandwiches, pasta, and gourmet pizza
110 East Main St.
662-320-OVPC
www.oldvenice.com

Huddle House
Breakfast and lunch specials
809 Highway 12 West
662-615-1313

Lenny’s Sub Shop
Subs and Philly cheesesteaks
100 Russell St.
College Park Shopping Center
662-323-8008
www.lennys.com
Little Dooey
Barbecue, chicken, catfish, and ribs
100 Fellowship St.
662-323-6094
www.littledooey.com

McAlister's Deli
Fresh sandwiches on choice of 10 breads, Texas-sized spuds, salads, soups, and desserts
500 Russell St., Suite 7
662-324-2565
www.mcalistersdeli.com

Petty's BBQ-Carry Out
Barbecue, catfish and ribs
103 Highway 12 West
662-324-2363

Quizno's Subs
Subs, soups and salads
409 University Drive
662-320-7205
www.quiznos.com

Remington Hunt Club Bar & Grill
Deli-style sandwiches, seafood baskets and pizza
400 Highway 12 West
662-615-5444
www.huntorbehunted.com

Rick's Café
Appetizers, salads and sandwiches
319-B Highway 182 East
324-RICK
www.rickscafe.net

Ruby Tuesday
Appetizers, chicken, seafood, pasta, soup and salad bar, quiche, and sandwiches
110-A Highway 12 East
662-615-4245
www.rubytuesday.com
**Shaherazad’s**
Authentic Middle Eastern cuisine
including falafel, tabooli, hummus, fattah, and baklava
612 University Drive, Suite 1
662-242-6902

**Sonny’s BBQ**
1347 16th Section Road
662-323-1398

**Starkville Café**
Home-style cooking,
211 Main St.
662-323-1665

**Stromboli’s**
Calzones, stromboli, pasta, subs, salads, pizza, and hot wings
(delivery available)
408 University Drive
662-615-4080

**Sweet Peppers Deli**
Sandwiches, panini, wraps, salads, and desserts
904 Highway 12 West
662-323-0204
[www.sweetpeppersdeli.com](http://www.sweetpeppersdeli.com)

**Umi Japanese Restaurant and Hibachi**
Hibachi, Japanese cuisine and fresh sushi
101A G.T. Thames Drive
662-338-9008

**Zaxby’s**
Chicken, sandwiches, and salads
829 Highway 12 West
662-320-9003
[www.zaxbys.com](http://www.zaxbys.com)

**The China Garden**
Chinese Buffet
821-A Highway 12 West
Plaza 2000
662-323-8686
**Taste of China**
608 Highway 12 East
662-324-0555

**The Great Wall**
(delivery available)
1146 East Lee Blvd.
662-324-8298

**Coffee/Desserts**

**Barnes & Noble Starbucks Café**
Soup, sandwiches, cheesecake, and bakery
75 B.S. Hood Drive
Cullis Wade Depot
662-325-1576
msstate.bncollege.com

**Baskin Robbins Ice Cream & Yogurt**
868 Highway 12 West
Amoco Gas Station
662-323-2707
www.baskinrobbins.com

**Bop’s**
Frozen custard in a variety of flavors
127 Highway 12 West
662-323-5449

**Cold Stone Creamery**
Super premium ice cream, sorbet and yogurt
605 Highway 12 East
662-320-7066
www.coldstonecreamery.com

**Strange Brew Coffee House**
Specialty/flavored coffees, espresso, frappes, smoothies, desserts, and baked goods
605 Highway 12 East
662-320-7022
www.strangebrewcoffeehouse.com
**Fast Food**

**Arby's**
112 Highway 12 West
662-324-4694
[www.arbys.com](http://www.arbys.com)

**Captain D's**
306 Highway 12 West
662-323-0689
[www.captainds.com](http://www.captainds.com)

**Hardee's**
411 Highway 12 East
662-323-8047

**Kentucky Fried Chicken**
127-A Highway 12 West
662-323-1944
[www.kfc.com](http://www.kfc.com)

**McDonald's**
500 Highway 12 East
662-323-1706
[www.mcdonalds.com](http://www.mcdonalds.com)

**McDonald's (Amoco)**
817 Highway 12 West
662-320-3908
[www.mcdonalds.com](http://www.mcdonalds.com)

**Popeye's**
814-A Highway 12 West
Starkville Crossing
662-324-3537
[www.popeyes.com](http://www.popeyes.com)

**Sonic Drive-In**
302 Highway 12 East
662-323-3448
[www.sonicdrivein.com](http://www.sonicdrivein.com)
**Sonic Drive-In No. 2**  
815 Highway 12 West  
662-324-6214  
[www.sonicdrivein.com](http://www.sonicdrivein.com)

**Subway**  
416 Highway 12 East  
662-323-6210  
[www.subway.com](http://www.subway.com)

**Subway**  
911 Highway 12 West, Suite 107A  
662-324-6040  
[www.subway.com](http://www.subway.com)

**Taco Bell**  
207 Highway 12 West  
662-323-5174  
[www.tacobell.com](http://www.tacobell.com)

**Wendy's**  
102 Highway 12 West  
662-324-0029  
[www.wendys.com](http://www.wendys.com)

**Pizza**  
**Dave's Dark Horse Tavern**  
410 Highway 182 East  
662-324-3316  
[www.davesdarkhorse.com](http://www.davesdarkhorse.com)

**Domino’s**  
(delivery available)  
101 Highway 12 East  
662-324-2100  
[www.dominos.com](http://www.dominos.com)

**Old Venice Pizza Company**  
Soups, salads, sandwiches, pasta, and gourmet pizza  
110 East Main St.  
662-320-OVPC  
[www.oldvenice.com](http://www.oldvenice.com)
**Hot Stuff Pizza**
Personal pan pizzas and breadsticks  
868 Highway 12 West  
Amoco Gas Station  
662-323-2707

**Papa John’s Pizza**  
(delivery available)  
500 Russell St., Suite 4  
662-323-7272  
www.papajohns.com

**Pizza Hut**  
(delivery available)  
911 Highway 12 West, 103-A  
662-338-1028  
www.pizzahut.com

**Pizza Hut West**  
(delivery available)  
211 Highway 12 West  
662-323-8373  
www.pizzahut.com

**Steaks and Seafood**  
**Harvey’s**  
Steaks, seafood, salads, pasta, sandwiches, appetizers, and desserts  
406 Highway 12 East  
Southdale Shopping Center  
662-323-1639  
www.eatwithus.com

**The Veranda**  
Seasonal menu of enticing entrees and desserts  
208 Lincoln Green  
662-323-1231
Profiles of the Classes in the Program

This section gives information on the classes available in the program. We hope that this section will give you some insight into what you need to know before signing up for a class. Some of the classes may have extra information that you need to know before you take the class. For example, when you take Counseling Skills you must get insurance prior to the start of your counseling sessions. Little tidbits of information such as the example above is what you can expect to find in this section.
STUDENT AFFAIRS IN HIGHER EDUCATION

Counseling CORE Curriculum Course Work (18 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE 8013</td>
<td>Counseling Skills Development (Prerequisites: COE 8023)</td>
</tr>
<tr>
<td>COE 8023</td>
<td>Counseling Theory</td>
</tr>
<tr>
<td>COE 8043</td>
<td>Group Techniques and Procedures (Prerequisites: COE 8023, 8013)</td>
</tr>
<tr>
<td>COE 8063</td>
<td>Research Techniques for Counselors</td>
</tr>
<tr>
<td>COE 8203</td>
<td>Placement and Career Development</td>
</tr>
<tr>
<td>COE 8523</td>
<td>Student Development Theory</td>
</tr>
<tr>
<td>COE 8263</td>
<td>Psychological Testing in Educational and Related Settings</td>
</tr>
</tbody>
</table>

Student Affairs Administration (15 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE 8553</td>
<td>Students Affairs in Higher Education</td>
</tr>
<tr>
<td>COE 8533</td>
<td>Literature of Student Affairs</td>
</tr>
<tr>
<td>COE 8543</td>
<td>Legal Issues in Student Development</td>
</tr>
<tr>
<td>HED 8113</td>
<td>Administration of Student Personnel Services in Higher Education</td>
</tr>
</tbody>
</table>

Field Experience (9 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE 8053</td>
<td>Practicum (Prerequisites: COE 8013, COE 8023, COE 8043, EPY 8263, COE 8553) (100 Hours)</td>
</tr>
<tr>
<td>COE 8736</td>
<td>Internship (Prerequisite: COE 8053) (600 Hours)</td>
</tr>
</tbody>
</table>

Approved Electives (6 hours)

48 Hours M.S. Total Hours Required
What to know about each course and what to expect

**COE 8013 Counseling Skills Development** - This course will be one of your most important courses as far as counseling goes. This will give you the first opportunity to work directly with clients. You will learn the skills necessary to counsel a client for the first couple weeks in class. Then you will get a real client for 6 weeks. You will meet with this client, formulate a treatment plan, and help the client work through their issues and concerns. Each of your sessions with your client will be recorded, you will review the recordings and take notes on how to help yourself improve. You will also receive weekly supervision from a doctoral student in the program. This will include the chance to review your tape with someone who is more experienced. They will help you to understand what you need to work on and how you can continue to learn. They will also help you with formulating your treatment plan in the best interest of the client.

This course is tough, but very exciting and takes a hands-on approach to teaching counseling. You will be required to purchase counseling insurance for this course. (See section on Insurance for more information on purchasing counseling insurance)

**COE 8023 Counseling Theory** - This course will teach the theories and principles from counselors throughout history. You will learn about multiple theories and how to apply those theories in a counseling setting. This class is a pre-requisite for counseling skills. It is suggested to take this class in your first semester of the program.

**COE 8043 Group Techniques and Procedures** - This course will allow you the opportunity to learn about group counseling and the techniques associated with counseling clients in a group setting. This class will be very hands-on. Students will be a part of a group that is going through counseling. A doctoral student will lead your group through group counseling to model what it may look like in a group setting.

**COE 8063 Research Techniques for Counselors** - This course will teach the basics on gathering statistical data for research projects. It teaches best practices on gathering data, as well as how to interpret data properly and how to collect data properly. This course will help you with any research that you may do in the future, not only research dealing with counseling.
COE 8073 Cultural Foundations in Counseling: This course is an examination of individual differences due to socialization acquired in distinct cultural and socioeconomic environments. Implications for counseling. The course will allow you the opportunity to gain great experience in learning how to work with clients from different cultures and how their cultures may impact the counseling process and the client/counselor relationship.

COE 8203 Placement and Career Development: This course includes studies of career development and academic/job placement; occupational classification schemes; trends in the world of work; compiling and utilizing career information in counseling. In this course you will have the opportunity to learn how to work with instruments such as the Myers Briggs Type Indicator and Holland Codes in order to be able to help a student with making choices about what field and career they would work best in with the skills, knowledge, and interests that they have.

COE 8523 Student Development Theory: This course is an overview of theories of student development in higher education. In this course you will have the opportunity to learn about various theories that were written in order to attempt to define the development of students at different stages of their lives. Some of the theories include development issues such as dealing with sexuality choices, cultural development issues, moral development, as well as how involvement in college can impact the growth and development of a student.

COE 8263 Psychological Testing in Educational and Related Settings: This course stresses the principles and techniques involved in selecting, administering, scoring and interpreting tests of personality, interest, vocational aptitude, achievement, and intelligence. You will have the opportunity to learn to administer and interpret psychological tests for people from all age groups. Examples include tests that determine the mental capacity of children and help you to interpret what types of courses and accommodations a student may need.
**COE 8573 College Counseling Services** - This course discusses counseling, prevention and student development services on the university and community college campus. You will have the chance to learn to provide counseling services on campus environments. You will learn the importance of being able to provide counseling services and learn prevention methods for campuses and how to see early signs of a student’s need for intervention.

**COE 8533 Literature of Student Affairs** - This course provides an overview of student affairs in higher education through extensive reading in the field and individual study of specific aspects. You will have the opportunity to read literature of the student affairs field in order to apply the research and findings to your everyday life in student affairs. You will have the opportunity to read texts, articles, and other publications that will help you in the field of college student affairs.

**COE 8543 Legal Issues in Student Development** - This course will examine the legal parameters in student affairs. Legal and ethical issues in Student Affairs and counseling will be discussed. You will study legal issues and court precedent that has led to the development of laws and regulations in the college atmosphere. You will learn about policies such as *In loco parentis*, and issues dealing with discrimination in admissions processes as well as regulations such as the Family Educational Rights and Privacy Act.

**COE 8633 Psychosocial Rehabilitation** - In this course you will learn counseling techniques that assist in the community adjustment of seriously mentally ill clients. This course will provide you with the tools that you will need to work with severe mental illnesses in clients and how to help these clients develop and adjust to the surrounding communities.

**COE 8303 Family Counseling Theory** - This course is the study of the theory and practice of family counseling. You will examine theories that have been written that are directly related to family counseling. Students in this course will have the opportunity to learn in-depth details about theory and how to apply that theory in real family counseling environments.

**COE 8553 Students Affairs in Higher Education** - This course is an overview of student development programs in higher education. Emphasis on philosophical foundations, organization, and the role of each service within a
student development program. This course will give you the opportunity to have a basic grasp on student affairs and the history of how the field came to where it is today. You will learn about where student affairs was developed, the jobs of early student affairs professionals, and the impact of the field and current issues in the field.

**HED 8113 Administration of Student Personnel Services in Higher Education**– This course is a study of the organization and administration of student personnel services with emphasis on health services, placement, financial aid and student housing. Students will have the opportunity to examine all levels of administration in student affairs. In previous years the course has been set up as a student affairs departmental meeting. Each student is assigned to be the director of a student affairs department at their university and discussion comes from the point of view of that director. Be prepared to work on case studies and learn how to apply theory and skills in decision making processes. This is the capstone course for the program.

**COE 8053 Practicum**– Practicum is a seminar and supervised field experience. This is a 100 hour internship opportunity. Students are required to intern for 100 hours with a department of their choice in order to begin to get field experience in their area of focus.

**COE 8730 Internship**– This course is the largest supervised field experience course. Students are required to work for 600 hours at an internship site of their choice. Students will have the opportunity to work closely with professionals in their field. They will learn techniques and get hands on experience in the field of their choice. This course is usually taken in the final semester of a student’s program.
Paperwork Information for Practicum, Internship, Comprehensive Exams, Etc.

This section is a sneak peek into the information needed to prepare for you practicum, internships, and comprehensive exams. It also includes information about items needed by the Office of the Graduate School prior to completion of the program. While there are sample copies of the application and evaluations, please be sure you use the most up to date copy when you are filling out your information to submit.

Information on Insurance

You will find information on insurance in this section. Many of these options are ones that students in the program have used before. Remember you will need insurance before taking the Counseling Skills course and continuing throughout your practicum and internship.
Paperwork Information for Practicum, Internship, Comprehensive Exams, Etc.

Practicum Application and Other Useful Notes:
Located: Appendix A1
Due: 1st day of Practicum Class
Found: www.cep.msstate.edu
- Click on FORMS at the top of the page
- On the right hand side of the page choose PRACTICUM AND INTERNSHIP link
- Choose the STUDENT AFFAIRS IN HIGHER EDUCATION tab
- Click on the link for APPLICATION under the practicum section

Notes about the application:
- Advisor’s signature is needed to complete the application process.
- Meet with your site supervisor prior to completing your application. You will need a resume from your site supervisor to accompany the application.
- Site Supervisor must have a Master’s Degree or higher.
- Turn in all paperwork by the end of the semester before the semester you plan on doing your practicum (ex. If you plan on doing your practicum during the fall semester confirm that all appropriate paperwork is signed and submitted by the end of the Summer II term [usually the end of July/beginning of August])
- Complete the Clinical Practice Orientation (Appendix D)
  Located at www.cep.msstate.edu
  Click FORMS at the top of the page
  On the right hand side choose CLINICAL PRACTICE ORIENTATION

Other Forms and Information:
- Forms are found in the same place as the application. Links for the following forms are available:
  - Practicum Weekly Logs (Appendix A2)
  - Practicum Semester Logs (Appendix A3)
- Confirm that your insurance is good until the end of the semester you are completing your practicum.
Internship Application and Other Useful Notes:
Located: Appendix B1
Due: 1st day of Internship class
Found: www.cep.msstate.edu
-Click on FORMS at the top of the page
-On the right hand side of the page choose PRACTICUM AND INTERNSHIP link
-Choose the STUDENTAFFAIRS IN HIGHER EDUCATION tab
-Click on the link for APPLICATION under the practicum section

Notes about the application:
-Advisor’s signature is needed to complete the application process.
-Meet with your site supervisor prior to completing you application. You will need a resume from your site supervisor to accompany the application.
-Site Supervisor must have a Master’s Degree or higher.
-Turn in all paperwork by the end of the semester before the semester you plan on doing your practicum (ex. If you plan on doing your practicum during the spring semester confirm that all appropriate paperwork is signed and submitted by the end of the Fall term [before you leave for the winter break])
-Compete the Clinical Practice Orientation (Appendix D)
  Located at www.cep.msstate.edu
  Click FORMS at the top of the page
  On the right hand side choose CLINICAL PRACTICE ORIENTATION

Other Forms and Information:
-Form are found in the same place as the application. Links for the following forms are available:
  -Internship Weekly Logs (Appendix B2)
  -Internship Semester Logs (Appendix B3)
  -Outside 50 Miles (Appendix B4)
-Confirm that your Insurance is good until the end of the semester you are completing your internship.

Evaluation Information:
Located: Appendix C
Due: Midterm evaluations are due by the middle of the semester. Final evaluations are due by the end of the semester.
Found: www.cep.msstate.edu
- Click FORMS at the top of the page
- On the right hand side of the page choose the PRACTICUM AND INTERNSHIP link.
- Choose the STUDENT AFFAIRS IN HIGHER EDUCATION tab.

Evaluation Conducted:
Midterm:
- On-Site supervisor’s Student Evaluation (Appendix C1)
- Supervisee Evaluation of Supervisor (Appendix C2)

Final:
- On-Site supervisor’s Student Evaluation (Appendix C1)
- Supervisee Evaluation of Supervisor (Appendix C2)
- Site Evaluation Form (Appendix C3)
- Supervisee Evaluation of University Supervisor (Appendix C4)

Comprehensive Exam Information:
Located: Appendix E
Due: Usually about 2 months prior to the exam
Found: www.cep.msstate.edu
- Click FORMS at the top of the page
- On the bottom of the page click the link for COMPREHENSIVE EXAMS APPLICATION

Other Notes:
- A sample application is located in Appendix E (Appendix E1). This sample is an outdated version. Be sure to complete the most up to date version of the application before submitting.
- A checklist is available online as well. This checklist should be filled out prior to turning in your Comprehensive Exam Application (Appendix E2).
- Information regarding the Comprehensive Exam is located on the website (Appendix E3)

Go to www.cep.msstate.edu
Click DEPARTMENTAL PROGRAMS at the top of the page
Click STUDENT AFFAIRS IN HIGHER EDUCATION on the right hand side
At the bottom of the page click MASTER’S COMPREHENSIVE EXAMS
Office of the Graduate School Information:
Located: Appendix F

Due:
- Graduate Program of Study (Appendix F1) is due by the end of the semester PRIOR to when you plan on graduating (ex. If you are graduating in May 2011, then the Graduate Program of Study is due by the end of the Fall 2010 semester)
- Notification of Intent to Apply for Graduation (Appendix F2) is usually due about 2 months prior to graduation. Check the graduate school website or the misstate.edu website for more information.

Found: www.grad.msstate.edu
- Click on FORMS on the left hand side of the page.
- Click MASTER’S (located under Degree Program Forms)

Other Notes:
- Graduate Program of Study
  - Make sure that it is typed.
  - Make sure it is accurate.
  - Do not put grades.
  - Use the Program of Study Addendum (Appendix F1b) if you need a 2nd page.
    Found at www.grad.msstate.edu
    - Click FORMS located on left hand side of page.
    - Click link for MASTER’S
    - Click link for GRADUATE PROGRAM OF STUDY-CONTINUATION
    - Your faculty advisor must sign paperwork prior to turning it in.
Insurance Coverage

Throughout your experience as a student affairs graduate student, there will be times where you will be required to have insurance coverage. Since you will be working closely with students, it is required that you purchase insurance for counseling skills, practicum, and internship classes. The list of organizations below is composed of different organizations that you may join or purchase insurance from. Personally I purchased insurance from Health Providers Service Org (HPSO). The cost was around $30 and the insurance is for one year. The process is easy, you can go online and purchase the insurance in a matter of minutes.

Health Providers Service Organization (HPSO)

- Cost: around $35

American Counseling Association (ACA)

- [http://www.counseling.org/](http://www.counseling.org/)
- Cost: $85

American College Counseling Association (ACCA)

- [http://www.collegecounseling.org/](http://www.collegecounseling.org/)
- Cost: $30 plus current ACA professional/regular dues.

CPH and Associates

- Cost: Around $25

Dates: The dates usually last exactly one year; however, you should make sure what the exact dates are when purchasing the insurance.

Steps to take after purchasing insurance coverage:

1. Make 3 copies of your proof of insurance.
2. Take a copy to Mrs. Beth Robinson.
3. Take one copy to your professor.
4. Keep one copy for yourself as a proof of insurance.
The Job Search

This last section gives information about your future job search. Listed are the placement exchanges that you can participate in that will feature interviews with schools from around the nation, region, or specific area. Other information about what to expect in an interview and what to pack prior is also available in this section. In this section websites that universities use to list job openings are also listed. We wish you the best of luck with your future job search!
The Job Search

The Job Search can be quite overwhelming. This purpose of this guide is to provide you with resources. It is important to become familiar with the resources many months prior to beginning your job search. Look over all the resources and select those that best fit your job search needs. You may even create a composite Excel file of all the available jobs out there from all the online sites. So, take a deep breath, and GOOD LUCK!

The Exchanges

- Overview:
  Placement exchanges are a great way to interview with multiple universities in one setting. They can be somewhat time and energy costly, but they are certainly an investment that will pay off in the long run. Look at what each different exchange offers with regard to types of jobs and regions represented to find the one that best suits your job search. Below you will find generic tips for attended exchanges followed by a brief summary of the various exchange events.

- Before the Trip:
  ✓ Create a profile online. It’s free 😊 However, attending the event is not.
  ✓ Search all the employer profiles to find jobs that interest you.
  ✓ Apply online at the Human Resources sites for the jobs that interest you.
  ✓ Email employers at least 2 weeks in advance to schedule interviews. DO NOT WAIT UNTIL YOU GET TO THE EXCHANGE...THE EMPLOYERS SCHEDULES MAY BE BOOKED.

- What to Pack:
  ✓ Thank You notes
  ✓ Binder or Pad Folio to store information
  ✓ Notepad and Pen for you to take notes
  ✓ Copies of your Resume
  ✓ Professional Suit
  ✓ Mints (not gum; you may forget and find yourself smacking)
What to Expect:

- Be on time. It is completely unacceptable to be late. Remember, this is your first impression. So, arrive at least 10 min in advance.
- Schedule your interviews far enough apart to allow a break to freshen up. It is recommended to schedule at least 30 min between interviews. So, if you have one from 11-11:30, schedule your next at noon.
- Some employers will invite you to 2nd Round, 1 hour interviews. Not all schools do this. Don’t worry about how long 1 hour feels because this interview is much more casual and more of a conversation.
- Some schools host socials. If you’re invited, be sure to stop by for at least 30 min.
- At most exchanges, you will have a “mailbox.” This is a “teacher’s lounge style” small box with your candidate number attached. MAKE SURE YOU CHECK YOU BOX! It is important to check it every few hours. This box is how employers communicate with you, and they may leave you Thank You notes or invitations for future interviews.

The Placement Exchange (TPE)

- Website – theplacementexchange.com
- Overview:
  “The Placement Exchange “location changes yearly, kicking off the NASPA Annual Conference. It is a 4 – 7 day event. Each day, candidates may schedule interviews with employers. This is one of the largest placement exchanges, and it is also a little more expensive to attend. Attending the exchange is definitely an investment, but candidates can meet many employers at one time and in one location. Universities from all over the US attend this event.

- Expect to see a huge (ballroom size) room filled with tables. You may be interviewing with a school at a table right beside another school. It will be loud and packed with people. Don’t be overwhelmed….just stay focused. There will be hundreds of universities there!
- How will you know where the school you are interviewing with is located? This part is easy. There is a waiting area, and the employers come to find you. You will sit in the seating area designated for your last name.
- Time of Year – early to mid Spring
College Student Educators International (ACPA)

- Website - http://careercentral.myacpa.org/home/index.cfm?site_id=8582
- ACPA is basically the sister to TPE. Most people job searching chooses to attend one or the other due to budgeting.
- Over the summer, ACPA launched Career Central, a new online year round job board for use by ACPA employer and candidate members. A new online employer and candidate convention job posting and interview scheduling module was also launched, referred to as Career Central at Convention (C3).
- Both Career Central and C3 are powered by Job Target, an industry leader in job board development and management. Job Target manages over 1,000 independent online job boards for societies, associations, newspapers, publishers, and online entrepreneurs.

Southern Placement Exchange (SPE)

- Website - http://southernplacement.com/
- SPE is a smaller exchange that is always held in Memphis, TN. It is actually at a hotel on the University of Memphis’s campus. You can stay in the hotel, and the exchange is also held there. This is a good event for graduates interested in working in the South.
- You must register online. Registration is usually a little more on the inexpensive side.
- You may meet in the designated interview room or in suites attached to hotel rooms. Either way, your employer will come to the candidate waiting area to walk you to the interview site.
- Time of Year - mid Spring.

Oshkosh Placement Exchange (OPE)

- Website - https://theope.org/
- The website lists detailed instructions for candidates before, during, and after the exchange.
- There is a James M. Chitwood Oshkosh Placement Exchange Travel Scholarship available. Check it out at the OPE Website.
- For the past 30 years, the Oshkosh Placement Exchange has provided an efficient means for college and university employers to meet and interview candidates from across the country. Most employers interview for entry level and/or graduate assistant residence hall positions; however, some post master’s degree positions are also listed. One may also find
limited Student Activities, Programming, Leadership Development or Greek Affairs positions.

- At this exchange, you actually interview in a residence hall. Thus, you are interviewing in student residence hall rooms. Again, the employer will come find you in the waiting area. OPE is a little tricky though. The waiting areas are designated by wings...so, you need to know which wing your next interview is using.
- Around 175 employers attend
- Almost equal attendance by undergraduate and masters students. This exchange offers less professional level jobs than other placements.
- Time of Year – mid-Spring.

Southeastern Association of Housing Officers (SEAHO)

- SEAHO is an annual conference that also offers an exchange component. If you are a delegate for the conference, the placement exchange is free of charge.
- This placement is mainly for those interested in housing jobs in the Southeast region.
- Time of Year – early to mid Spring

Studentaffairs.com

- This website is another resource for finding job openings in student affairs. You can search postings by location, institution, or category.

The Chronicle of Higher Education

- “The Chronicle” is a very popular resource for higher education professionals. Therefore, you may find some jobs posted here that are not on other websites.

Higheredjobs.com

- This website can be somewhat overwhelming because it lists hundreds of jobs both in academic and student affairs. The easiest way to search is to click “Administrative” for job searching. Then, under that list, there is a like to “Student Affairs and Services.” You can then sort the list generated by date posted, institution, location, priority, job title, or category.
We hope that you have found this guide useful. The following pages include Appendix A thru Appendix F referred to in the practicum, internship, comprehensive exams, etc section located on pages 42-45 in this guide.

The Internship class of Spring 2010 wishes you well during your remaining time during the program. We hope that you have a great experience just like we all have!

Best Wishes,
Class of 2010
Danté Hill, Jennifer Kay, Jennifer Hitt, Nick Gordon, Kylie Estes, Reese Berry, Melissa Sharp, and Melissa Lyons