



ED.M. PROGRAM IN COLLEGE STUDENT AFFAIRS

EXECUTIVE MANAGEMENT CONCENTRATION

- I. PROGRAM DESCRIPTION:** The 30-credit master's degree program in College Student Affairs-Executive Management Concentration (CSA-EMC) prepares students for professional positions in student affairs at a variety of post-secondary institutions. Learning opportunities for students include combinations of classroom instruction, project-based learning, field experiences, internships, and individualized learning. The CSA-EMC allows full-time, mid-level to senior student affairs professionals to complete the program as part-time students. On-going full-time professional employment in student affairs will meet the program's aim to combine practice with coursework.

The CSA-EMC program has an applied focus—the integrated learning experience helps students develop the requisite knowledge, skills and work experience to be successful student affairs professionals and leaders. Student Affairs professionals work directly with students in a wide range of specialty areas that include, but are not limited to: housing and residence life, campus unions or student centers, student activities, volunteer student services, educational programming, counseling and advising, career development and placement, new student orientation, admissions and enrollment management, services for students from underrepresented groups, retention programs, assessment offices, parent and family programs, student judicial programs, service learning, academic advising, disability services, fraternity and sorority affairs, campus recreation programs, veterans services, cultural centers, and health and wellness services.

II. APPLICATION DEADLINES:

Fall admission - December 15 deadline
Spring admission - October 15 deadline

III. APPLICATION REQUIREMENTS: To be considered for admission to the program, applicants must provide the following before the deadline:

1. Personal statement.
2. Three letters of recommendation. (At least one from a faculty member and at least one from a student affairs professional. The third letter may be from another faculty member, another student affairs professional, an academic or student organization advisor, or a work supervisor.)
3. Official undergraduate transcripts.
4. Current resume.

Applicants must have a bachelor's degree from an accredited college or university. Competitive applicants have a minimum 3.0 GPA.

Applicants seeking admissions in CSA-EMC must be currently employed full-time in student affairs or a closely related field.

IV. HOW TO APPLY: Applications are submitted online at the Graduate Admissions website:

<http://newbrunswickgrad.rutgers.edu>

1. Click on "Create Account or Login" and follow the instructions given.
2. Under "Start an application today!", click **Apply Now**
[Application Selection](#)
3. For "Level of Application", select **Graduate**
4. For "Applicant Type", select **Degree**
5. Continue filling out the application, following the on-screen instructions.
[Program of Study](#)

6. Under "Program Information", make sure **Degree** is selected for "Applicant Type"
7. For "Degree Type", select **Master's (e.g. MA, MS, EdM, MFA)**
8. For "Area of Study", select **Education**
9. For "Location/Instructional Method", select **New Brunswick**
10. For "Program Selection", select **Education - College Student Affairs - Executive Management (EDM) New Brunswick**
11. Complete the rest of the application by providing the requested information.
12. Enter payment information for the non-refundable application fee.
13. Submit your application.

V. PROFESSIONAL EDUCATION REQUIREMENTS:

	Course Number	Course Name	Credits	
			Grad	Total
1 st Fall	15:245:501	Introduction to Student Affairs	3	30
	15:245:502	Student Development and Learning: Theory and Practice	3	
1 st Spring	15:230:620	Organization and Administration of Higher Education	3	
	15:245:603	Introduction to Assessment, Evaluation, and Research	3	
1 st Summer	15:245:601	Field Experience***	*	
		Elective course(s)*	*	
2 nd Fall	15:230:606	Higher Education Law	3	
	15:245:641	Diverse Perspectives in Higher Education	3	
2 nd Spring	15:245:604	Capstone Course	3	
		Elective course(s)*	*	
Electives* 6 credits of electives must be "Special Topics in CSA" courses	15:245:640-645	Special Topics in College Student Affairs**	1.5-3	
	15:245:602	Student Leadership, Workshop, and Program Development	3	
	15:295:580	Psychology of Learning	3	
	15:297:501	Introduction to Counseling and Interview Skills	3	
	15:297:505	Group Counseling: Theory and Practice	3	
	15:297:507	Multicultural Issues	3	
	15:297:510	Career Counseling and Development	3	
Total Credits				30

* A total of 9 elective credits must be completed in order to satisfy the elective course requirement. The list shown is a representative sample of elective courses within the home department. Other graduate-level courses may satisfy the elective course requirement but will require a faculty adviser's review and approval.

** A minimum of 6 elective credits must be enrollment in Special Topics in College Student Affairs courses.

*** Students have the option to complete a 3-credit field experience which consists of working for 8 hours per week for a university office throughout the semester.

VI. COMPREHENSIVE EXAMINATION: Students must complete the 30-credit program with a minimum 3.0 GPA and pass a comprehensive examination consisting of the successful creation and presentation of a learning narrative with supporting documentation. It is expected that students will enroll in 6 credits each semester and summer, completing the program in two years.