

HIGHER EDUCATION AND STUDENT AFFAIRS (M.A.E.) CONCENTRATION IN GENERAL ADMINISTRATION

There are two possible concentrations for the M.A.E in Higher Education and Student Affairs: College Student Personnel Affairs and General Administration. While admissions and non-course requirements are the same for both concentrations in the program, they differ in the curricular offerings and outcomes for students after graduation.

Concentration in General Administration

The M.A. in Higher Education and Student Affairs, with a concentration in General Administration, prepares for positions in financial management, alumni affairs, fundraising, accreditation, enrollment management, athletics administration, and institutional research.

Admissions Requirements

Admission will be open to holders of baccalaureate degrees from accredited colleges or universities. The faculty will evaluate each applicant based on the following criteria and materials:

- Statement of purpose.
- Official undergraduate transcript (plus any other graduate program transcripts).
- Two letters of recommendation from academic and/or professional references; and
- Current résumé.

Applications are reviewed on a rolling basis.

Other Requirements

Internship: The internship component prepares graduate students to manage various roles in student affairs administration and other functional areas at the postsecondary level through the opportunity to gain practical experience in higher education. This three-credit course includes internship participation, faculty advisement, and portfolio development. Additionally, preparation is required before course registration to ensure internship approval. The student is responsible for researching and securing the semester-long internship. Each student is required to complete approximately 150-180 hours of on-site internship work (10-12 hours/ per week). Due to the complexities within the higher education environment, each student is required to develop goals and objectives specific to his/her internship experience and initial expectations. These goals and objectives will serve as the structure for internship responsibility growth and the starting point for various writing assignments required throughout the course.

Concentration in College Student Personnel Affairs

The M.A.E. program in Higher Education and Student Affairs, with a concentration in College Student Personnel Affairs prepares practitioners for positions in student affairs administration at the postsecondary level.

Course Requirements

Students must complete a minimum of 30 credit hours, as listed below. Credits earned from other institutions or other programs at Seton Hall cannot be transferred and applied to the 30 credit requirement.

Code	Title	Hours
I. Core		
ELMP 6102	American College Student	3
ELMP 7763	Education Law	3
ELMP 8981	Admin Intern Part I	3
ELMP 8984	Ldship Inst Admin and Sup	3
ELMP 9993	Org and Govern-Higher Ed	3
ELMP 9997	Hist Devel Amer Higher Ed	3
Subtotal		18
II. Required Foundations		
ELMP 7765	Policy Analysis-Admin Pol-Econ	3
ELMP 9995	Finan Adm High Ed	3
Subtotal		6
III. Advanced Foundations		
Select two of the following:		6
ELMP 6102	American College Student	
ELMP 7103	Selected Topics in Admin.	
ELMP 7774	Comp Study-Intl Educ Systems	
ELMP 7777	Diversity in Higher Education	
ELMP 8982	Admin Intern Part II	
ELMP 8995	Institutional Research	
ELMP 9994	Faculty Personnel Pol-High Ed	
ELMP 9998	Curric and Instr-Higher Ed	
Subtotal		6
IV. Research		
ELMP 8891	Dir Research Admin Supervision	3
Subtotal		3
Total Hours		33