
UNIVERSITY OF SANTO TOMAS

The Graduate School
**CENTER FOR CONTINUING PROFESSIONAL
EDUCATION & DEVELOPMENT**
OFFICE FOR STUDENT AFFAIRS
&
CATHOLIC EDUCATIONAL ASSOCIATION
OF THE PHILIPPINES

**5th CEAP-UST
CERTIFIED STUDENT AFFAIRS
SPECIALIST COURSE**

Date: March 28 – June 6, 2015
Saturdays, 8:00am – 5:00pm

Venue: 3rd floor, GS Board Room
Thomas Aquinas Research Complex
University of Santo Tomas

Rationale:

The CEAP-UST Certified Student Affairs Specialist Course is a key initiative of the Catholic Educational Association of the Philippines (CEAP), the UST Office for Student Affairs, and the Center for Continuing Professional Education & Development (CCPED) intended to provide continuing professional education to student affairs practitioners.

It is a 64-hour program focusing on the integration of policies, practices, and programs on the holistic approach in developing and providing effective student affairs & services. It includes presentations and discussions on effective management of student affairs & services, student-focused laws & policies, enforcement of student discipline, responsible and effective student leadership and governance, enrichment of local and national historical and cultural heritage, promotion of student welfare and well being, student acquisition of life skills and values, and student-centered research activities in support of academic instruction intended to facilitate holistic student development in nation building.

The CEAP-UST Certified Student Affairs Specialist Course is a certificate program that includes 8 course modules focused on the holistic approaches to effective student affairs management. A written test is given at the end of each course module. Upon completion of the 8 course modules, a comprehensive examination is given to obtain the program certification. Participants who successfully complete the certificate program requirements may be granted 3 units in an elective course in the Master of Arts or Doctor of Philosophy in Education or Educational Management program of the UST Graduate School.

Course Objectives:

At the end of the course, the participants will be able to:

- Be knowledgeable on the various policies, practices, programs, and trends on student affairs & services.
- Acquire skills on developing effective programs in a holistic approach to student affairs & services.
- Integrate spiritual and value formation in the development of student affairs policies and programs

Program Curriculum & Schedule:

Classes are conducted every Saturday, 8:00am to 5:00pm. The entire certificate program will be 10 Saturday sessions.

**Course Module 1 – Student Affairs Management -
Theories and Practices / Defining Characteristics of
Catholic Schools**

March 28, 2015

This is an 8-hour course that aims to familiarize the participants with applied theories, common practices, and current trends in student affairs management in the Philippines.

**Course Module 2 – Dynamics of Student Affairs
Management**

April 11, 2015

This is an 8-hour course that will help the participants how to plan, lead, organize, and control in managing student affairs unit.

**Course Module 3 - Legal Considerations in Student
Affairs**

April 18, 2015

This is an 8-hour course that aims to equip participants with the legal basis for decisions in student affairs management. It will also help in evaluating their school practices in the light of the provisions of Philippine legislations and jurisprudence and prevent legal problems in handling student cases.

**Course Module 4 – Crisis Management in Student
Affairs**

April 25, 2015

This is an 8-hour course that aims to help the participants understand the nature of conflict and the various crises involving students and consequently creatively deal with it.

**Course Module 5 - Developing Vibrant & Committed
Student Leaders**

May 2, 2015

This is an 8-hour course that will help the participants evaluate the prevailing student affairs leadership in their school. It will also help them define the best culture of leadership for their offices.

**Course Module 6 - Integrated Approach to Student
Counseling**

May 9, 2015

This is an 8-hour course that aims to introduce the participants to the principles of counseling that are significantly useful in student affairs management.

**Course Module 7 - Managing Culture & Ethics Using
Student Talents**

May 16, 2015

This is an 8-hour course that will equip the participants with adequate skills in analyzing concerns pertaining to the prevailing organizational climate, beliefs, and value system. This will enable them to cultivate values, beliefs, and patterns of ethical behavior that best support organizational success.

**Course Module 8 - Research Opportunities in Student
Affairs**

May 23, 2015

This is an 8-hour course that will help the participants conduct research activities in student affairs management. It also includes how to generate funding resources to researches related to student affairs and collaboration with research institutions.

Certification Review & Mock Examination

May 30, 2015

Final Comprehensive Examination

June 6, 2015

To measure the participant's understanding of the subjects being discussed, the Program requires participants to take and successfully pass all the 1-hour examinations of the course modules. The **passing rate** for the End-of-Course Examination per course module is **75%** while the Final Comprehensive Exam is **70%**.

Target Participants:

- Prefect/ Dean of Students
- Student Affairs & Services Directors/ Heads/ Supervisors/ Officers/ Coordinators/ Staff
- Graduate Students in Educational Management

Registration Fee & Reservation:

Early Tiger rate of PhP22,000.00 per participant for those who will reserve and pay on or before March 14, 2015. Regular rate of PhP25,000.00 after the Early Tiger period shall be applied. This is inclusive of certificate of attendance, seminar kit and 4GB USB, and meals.

It can be made by depositing Php5,000.00 as course reservation fee at any BPI branch to UST Savings Bank Account No. 0151-0000-45. Please fax a copy of deposit slip together with the accomplished reservation form through Fax no. (632) 731-5396 / 740-9732 or email at ccped@mnl.ust.edu.ph, before the seminar date. You may pay the remaining balance through check payable to the University of Santo Tomas or in cash on the day of the seminar at the registration.

Cancellation fee of PhP5,000 will be charged for those participants who cancel their reservation one week before the certificate program date.

Reservation Form:

YES, I will attend the 5th CEAP-UST Certified Student Affairs Specialist on March 28 – June 6, 2015 at the UST Graduate School.

Full Name: _____
First Name M.I. Surname

Position: _____

Company/Organization: _____

Address: _____

Office Tel. No. _____

Fax No. _____

Cell phone No. _____

Email Address: _____

Signature: _____

UST-S009-00-FO01

You may reproduce the form for additional participants.

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**CENTER FOR CONTINUING PROFESSIONAL
EDUCATION & DEVELOPMENT**

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- IX. Social Science / Humanities and Liberal Arts
- X. Health and Natural Sciences

For further information, please contact:

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