

ASIAN SOCIAL INSTITUTE

**Student Personnel
Services Program
HANDBOOK**



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ASI's Guiding Principles

Vision

An Asian Social Science Graduate School of Transformative Praxis towards Justice, Peace and Integrity of Creation (JPIC)

Mission

We commit ourselves to the following mission elements:

- Christian in inspiration
- Ecumenical and interfaith in reality assessment, action, reflection and celebration
- Global and cosmic in perspective
- Asian in character
- Grassroots in orientation
- Interdisciplinary in approach
- Culturally and experientially grounded
- Humane, liberating and creative in process

Goals

- To form Asian leaders on all levels for personal and social transformation
- To develop in the students and the staff their capacity to theorize from experience
- Come up with transformative ideas with practical applications for facilitators of social change
- To document prototypes of people empowerment of ASI action arms and ASI networks
- To communicate in publications, video productions, and through fora transformative ideas to policy-makers, implementors and other publics
- To organize networking among ASI graduates and associations on all levels.

The Context of ASI's Academic Programs

Sustainable development “a balanced ecology”, and “a people-centered” development – are related terms which reflect a concern for life promotion, not just for one form of life but all life forms, not just for a few but for all women and men, for all children and youth not only of the present but also of future generations. They speak of Justice, Peace, and Integrity of Creation (JPIC).

The overarching idea of JPIC has integrated the concerns of the 21st century: care for the planet earth, emphasis on women, youth, children and indigenous groups; a holistic view of life and a search for rootedness in a life-giving culture and creation spirituality.

The history of collective experiences shows that every positive wave is due to the resiliency of the human spirit that is essentially creative especially when it has to preserve and promote life. The social question has been brought about by centuries of mechanization and technological advancement, exploitation of the environment, materialistic endeavors evidenced in a highly capitalistic economic system. This process has led to dualism, fragmentation, an extreme collectivistic spirit and/or impersonality in human relations. Science, for utilitarian and pragmatic reasons, has become allied more with commercial and industrial interests and less with people's well-being.

Modern and post-modern life which has been highly institutionalized, highly rationalized, highly organized and highly monetized becomes more and more complex. The system is defeating to the simple farmer, fisherman/woman, laborer, miner and indigenous person. Poverty alleviation indeed has become more complex.

It is in this context that the Graduate and Post-Graduate School of ASI ensures an appropriate social science-based training and formation of leaders who will help resolve the manifold problems involved in poverty alleviation as well

as people/community empowerment against the background of an increasingly complex world system. **The main objective of ASI's graduate and post-graduate program is to form social development facilitators and leaders of various institutions that give support to movements toward integral human development and access to information technologies and resources for community well-being especially of the marginalized person-families-communities in society.**

Student Personnel Services (SPS)

Aligned with its unwavering commitment to total human development, Asian Social Institute (ASI), a student-friendly graduate school, delivers education to students in holistic manner. Its service approach for students is geared towards life-promoting and enhancing ventures through what the Institute describes as accompaniment, where both the institute and students journey together through life-learnings thereby making development and growth mutually shared, responded to and experienced.

The programs and services for students are well-integrated in all its departments, offices and/or units and interaction between the institute's staff and personnel on one end, and students on the other, is often personalized. Formerly, it was the office of the Vice President for Academe and Academic Dean in coordination with the Section Heads of various academic programs and offices, which facilitated the provision of necessary services for students and organize regular student events and activities. Other departments of the Institute also had their own units and offices, corollary to their duties and functions, that rendered service and extended support to students.

However, in order to improve the quality of ASI's engagement with its students, the need to establish an office or unit that would systematically organize and cohesively coordinate all student-related programs and services that departments, units and offices in the Institute provide to them came to the fore. Hence, in August 2006, the Student Personnel Services (SPS) unit was formally established.

GOALS AND OBJECTIVES

Generally, SPS aims to promote the holistic development of graduate students, and the provision of necessary support services that could facilitate the accomplishments of their academic and self-actualizing goals, as well as their social integration in the ASI community.

Specifically, it aims to:

1. Orient students about ASI and various aspects of the graduate school;
2. Facilitate the adjustment of multi-cultural students to different cultures and to Filipino ways;
3. Assist students in dealing with the stress and challenges of graduate student life and to promote holistic health;
4. Promote a lively, participative and life promoting ASI community;
5. Develop leadership as well as moral and social responsibility among graduate students;
6. Assist students in completing their graduate education, in facilitating their career advancement, and in realizing their personal dreams; and,
7. Provide basic services, facilities and other amenities conducive for learning and meaningful life in graduate school.

ADMINISTRATION

A. The Student Personnel Services Program (SPSP) Coordinating Council

The SPS Program Coordinating Council was formed to facilitate and coordinate plans and implement various student-related services and programs, as well as to designate the Student Personnel Services Coordinator/Liaison Officer for Student Services. One can say that all the departments, sections, units or offices in ASI are involved in this program since the school's thrust is the promotion of the total development of its students. Each department, section or office has its unique features and functions that contribute to such totality or wholeness. It is therefore quite difficult to confine these services to just a couple of sections or units since

the output normally requires creative and cooperative efforts of more than just a handful of offices. However, since the program primarily caters to students, the Office of the Vice-President for Academe-Research and Academic Dean, understandably sits at the helm of its operation, in consultation and coordination of course with the Vice-President for Social Development, and more importantly with the ASI President.

Immediately after the VP for Academe-Research and Academic Dean, the Student Personnel Services Coordinator, and the SPS Program Coordinating Council are the sections or offices considered as having significantly greater responsibilities or involvement in the program that they may be considered as sub-coordinating units to other offices or units.

The following are the major units or offices that constitute the SPS Program Coordinating Council (see also, *the SPS Program Coordinating Council's Structure*):

1. Office of the Vice-President for Academe-Research and Academic Dean;
2. Office of the Administrative Assistant to the Academic Dean;
3. Section Heads;
4. Office of the Executive Secretary;
5. Office of the Vice-President for Social Development;
6. Registrar's Office;
7. ASI Hostel/Francis Senden Student Center;
8. Kahingalay Guidance Counseling and Wellness Center;
9. Physical Plant and Facilities;
10. Information and Communication Technology Office;
11. Alumni Office; and,
12. Student Organizations.

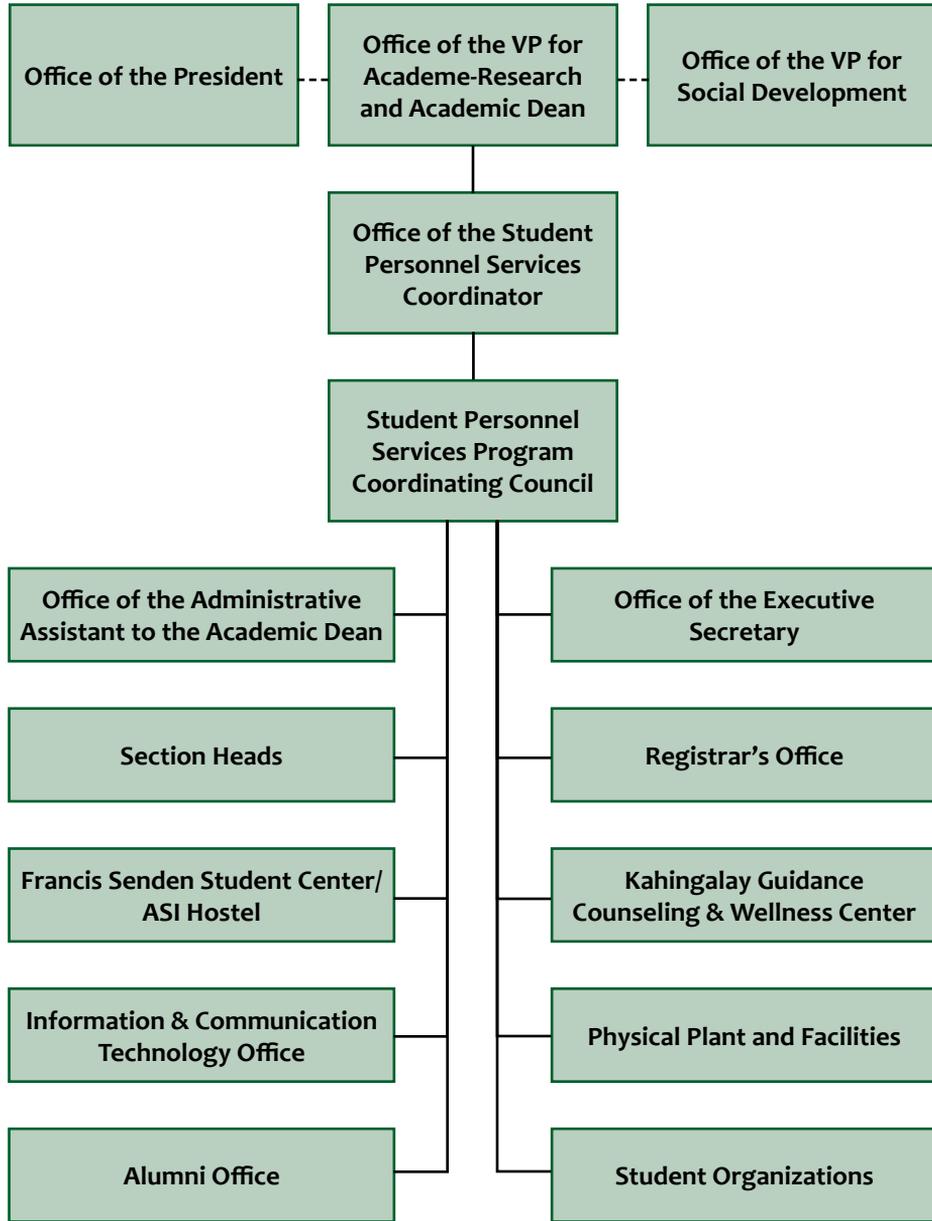


Figure1.
SPS Program Coordinating Council's Structure

B. The Student Personnel Services Coordinator/Liaison Officer for Student Services

Appointed by the President, the Student Personnel Services Coordinator/Liaison Officer for Student Affairs acts as conduit between the school's administrative bodies and the SPS Council, on one hand and the students, on the other. This personnel coordinates all student-related services and programs in the Institute. Furthermore, s/he has been accorded faculty status, which enables him/her to represent the students in all academic meetings. S/He is also often consulted in the formulation of admission policies and procedures and other issues concerning student affairs.

THE SERVICES

The abovementioned units or sections provide an array of services to students which include, but not limited to, the following:

1. academic advising or educational counseling;
2. admission;
3. student orientation;
4. student registration and records (including issuances of certificates and/or endorsements);
5. international student services;
6. student housing/accommodation and residential life;
7. facilities, equipment and technical support;
8. computer operation-related services and technical support;
9. campus activities/student organizations support services;
10. scholarship and financial aid;
11. religious and interfaith services;
12. community-service learning;
13. guidance counselling, health and wellness services;
14. dining/food services;
15. developmental learning services (English-Enrichment Class, Thesis and Dissertation Writers Support Services and Social Work Board Review, etc.); and,

16. placement/career services.

The Student Affairs/Services-Specialty Units

1. Academic Advising or Educational Counseling. Largely performed by the academic programs' Section Heads who all work closely with the Academic Dean for consultation and advisement, this type of service covers the following:

- a. to assist students in the development of educational plans in consonance with their goals in life;
- b. to provide students with accurate information about academic progression and degree requirements;
- c. to orient and help students understand the different academic policies and procedures;
- d. to help students overcome their educational or personal problems;
- e. to help students access the school's resources that may aid them in their studies;
- f. to identify systemic and personal conditions that may pose as obstacles in the student's academic progress and to develop appropriate interventions that would lessen if not totally eradicate occurrences of such;
- g. to regularly review and utilize available data about students' academic and educational needs, performance, aspirations and problems; and,
- h. to increase student retention by providing them with his/her contact information so that their needs or requests can immediately be attended and in order to maintain their connection with the Institute.

2. Admission. The Section Heads and the Registrar's Office share in the responsibility of providing the processes or procedures for admission that includes application, necessary interviews, credentialing, acceptance or rejection and

notification. Specifically their involvement in admission includes, but not limited to, the following:

- a. receiving, processing and evaluating applications from prospective students;
- b. notifying students regarding their admission or deferral;
- c. receiving/processing admission acceptances; and,
- d. providing credential evaluation for current and former (re-entering students).

Efforts to promote the Graduate School, on the other hand, through the distribution of promotional literatures or making initial contact with prospective or potential students is a responsibility shared by all the departments, sections, units and offices in ASI or by any individual (e.g. alumni or former students) who believe in the vision and mission of the Institute. The Promotions Office, ICT Office and the Graphics and Design Office usually work together for the development and production of these materials

3. Campus activities/student organizations. There are three major students organizations in ASI, namely: 1) the Student Council; 2) the Section Student Councils; and, 3) the Foreign Students Organization. These three student groups are guided by the Office of the Vice-President for Academic Research and Academic Dean, the Office of the Administrative Assistant to the Academic Dean and their respective Section Heads. However, when it comes to campus activities oftentimes, the whole Institute with all its departments, units and offices (academic and non-academic alike) work closely with the students.

Specifically, this area is concerned with the following:

- a. the provision of cultural and social activities that may enrich personal and educational development of students;
- b. the provision of life-chances for students to develop their leadership skills and individual responsibility through active participation in student activities and organizations;
- c. the provision of opportunities for students to associate with others of similar interests; and,

- d. the provision of opportunities that would make students more receptive and appreciative of other cultures.

4. Community-service learning. An important component of ASI's curriculum is its field exposures and educational trips, usually with the Institute's partner-communities. Involvement with marginalized communities is vital to ASI's experiential approach to learning since this develops in students a heightened awareness of human realities like poverty, injustice and human suffering. Exposure and/or immersion hopes to help students see the poor as the reference point in their personal, interpersonal, and professional life. It can move students to journey with or become co-pilgrims with the suffering, struggling and liberated poor, thus ushering in their personal and social transformation as well.

Programs and activities of this nature are usually facilitated by the Social Development Department in cooperation with the faculty, administrators, staff, students, and other groups in communities and projects. Services under this category include:

- a. community liaising;
- b. family hosting;
- c. community learning and exchange;
- d. research assistance;
- e. field work placement; and,
- f. volunteerism.

5. Guidance and counseling, health and wellness services. At the helm of this concern is ASI's Kahingalay Center or the Office of Guidance, Counseling and Wellness which envisions an ASI community where all students are inspired to discover their innate potentials and pursue their dreams through the creation of dynamic, humane and liberating programs and services that exemplify graduates of social transformative praxis. And in its efforts to concretize its vision, it strives to provide a totally integrated human development program through provision of preventive health care and counseling services to students. Specifically, its preventive health care services involve the following:

- a. Bentosa or Bentosa with Massage

- b. Hilot (Filipino traditional massage) with assessment
- c. Reflexology
- d. Acupuncture (with disposable needles)
- e. Lifestyle modification and nutritional assessment
- f. Pranic healing
- g. Spiritual healing and counseling
- h. Reiki healing
- i. Christian meditation

For psychological testing and evaluation, a referral system has been worked out with a Guidance Counselor from the University of the Philippines, Diliman, however, the in-house Paraprofessional officer who is a psychologist may administer and interpret tests under the supervision of the Consultant Guidance Counselor from UP. Moreover, the Center also offers a number of short-term courses that seek to tackle and address different psycho-social issues such as: Counseling LGBT; Community-based Counseling; Psychological Intervention for People in Crisis; Peer Counseling; and, Counseling the Older Adults in Community Setting that may help individuals resolve their own personal conflicts or problems or enable them to better understand and/or assist others.

6. **Health services.** Medical and dental services , on the hand, have been limited to the provision of first-aid treatments since the Institute is situated near medical institutions and facilities. Some of the staff assigned at the ASI Hostel and some faculty members are trained by the Philippine National Red Cross in first-aid treatment.

7. **Developmental learning services.** Responding to the needs of students to further develop their skills and knowledge in order for them not only to cope with the demands of academic life but also to achieve their fullest potential, the Institute, at present offers the following programs:

- a. ***English Enrichment Services with Speech Lab*** – A program designed to enrich one’s knowledge and skills in conversational English and to increase the participants’ level of confidence in the use of the language as a medium of expression. Student-participants may join the course through coordination with the Office of the Executive Secretary.

- b. *International Diploma Course in Community Development (IDCCD)*** – This summer course is for social development practitioners, community extension managers, trainers, project administrators, project supervisors, and those who intend to engage in community development work. It emphasizes holistic, integrative and participatory approaches to community development work toward sustainability in the context of the growing global concern about climate change. Part of the course is a seven-day community immersion program that will expose participants to rural-urban settings to complement the concepts and principles acquired during the course. Applications and inquiries about the diploma course may be forwarded to the IDCCD Chair at Room 218, 2nd Floor, ASI Administration Building.
- c. *Social Work Board Review*** - For BS Social Work graduates, this review class, usually being conducted in the months of May to June, mentally and emotionally prepares students who wish to take the Social Work Licensure Examinations. It also orients students on the Philippine Regulatory Commission's (PRC) processes and procedures and guides them on how they can comply with all its requirements. The Office of the BSSW Section Head supervises all concerns about this program.
- d. *Thesis and Dissertation Writers Support Services*** – The Office of the Academic Dean, Research Office, Office of the Executive Secretary and the Sections Heads are all involved in the provision of these services, which cover the following: 1) guidance on writing styles and procedures; 2) typing jobs and technical assistance; 3) manuscript or document reproduction; 4) research consultations; and, 5) data processing (including text analytics, statistical analysis, survey authoring and deployment) through the use of SPSS (originally, Statistical Package for the Social Sciences).

- e. ***Kabingalay Center's Short-term Courses*** – The Center offers a number of short-term courses largely delving on psychosocial issues. Specifically, its short-term courses are as follows: 1) Effective Helping Skills and Solution-Focused Technique Workshop (Peer Counseling); 2) Wellness and Healing; 3) Helping Difficult Clients; 4) Counseling LGBT; 5) Community-based Counseling; 6) Psychosocial Interventions for People in Crisis (Disaster Survivors and Disaster Volunteers); 7) Counseling the Older Adults in Community Setting; and, 8) Peer Counseling.

8. Dining/food services. The ASI Canteen serves nutritious meals to students, employees and visitors at reasonable prices. It opens at 7 AM and closes at 7:30 PM from Tuesdays to Saturdays. The Canteen also serves as a venue for meetings and socialization. Other services, such as catering or kitchen equipment and utensils rental, may be arranged with the Canteen Manager.

9. Financial aid and scholarships. Scholarships are offered to talented and deserving students. The Office of the Administrative Assistant to the Academic Dean, upon approval of the President, facilitates the granting of scholarships to the Institute's foreign students. To date, ASI has partnered with several foreign donor-organizations, namely: Misereor; Italian Bishops; Ford Foundation; Missio-Munich; Missio-Aachen; StichtingPorticus; Dreikönigsaktion der Katholischen Jungschar; Generaalat (Sisters of Charity from Tilburg, Netherlands); Katholisches Frauenwerk in Österreich (Austrian Catholic Women's Movement); Fr. Lambert Smits; and, Cordaid for both its local and foreign scholarship programs.

More importantly, ASI, in its desire to make its formation programs available to talented students of modest means sets its tuition and other school fees at a rate that is generally lower compared to those of other graduate schools. It is also along this line that ASI allows payment of school fees on staggered basis for students who are encountering financial difficulties.

10. International student services. Services under this area are of three types: the first deals with government processes, procedures and requirements

that foreign students must comply to; the second, pertains to the provision of local and academic information that would adequately prepare prospective foreign students for their stay here in the country; and, the third, is the provision of academic activities that would enrich campus life by encouraging meaningful interaction between foreign and local students.

The Registrar's Office, in coordination with the Section Heads, is largely responsible for the first type of service, which involves the following tasks:

- a. Visa application processing (application and follow-up at Immigration, DFA, etc.)
- b. Processing for students to obtain Quarantine Certification
- c. Authenticating of pertinent records at the DFA, Malacañang and the CHED

While airport assistance for students' arrival and departure arrangements is often facilitated by ASI staff manning the Francis Senden Student Center or the ASI Hostel.

The Office of the Administrative Assistant to the Academic Dean and the Office of the Executive Secretary, on the other hand, perform the following tasks:

- a. serve as liaison to sponsoring institutions or organizations that wish to send some of their staff or personnel to pursue graduate studies in ASI;
- b. provide prospective students with adequate academic and local information through electronic mails or other forms of correspondences in preparation for their stay here in the country; and,
- c. provide them with pre-arrival information, particularly regarding airport fees and other related requirements.

Lastly, the Academe-Research Department in consultation with the Office of the Vice-President for Social Development, the Section Heads and the ASI President, takes on the pivotal role of educating staff and students, through

programs, seminars, fora, symposiums or other forms of socialization, for the facilitation of more meaningful and productive campus life for all.

11. Student orientation. To facilitate the transition of all new students into the institution, several orientation meetings or assemblies are conducted by the Institute where new students are asked to attend and participate in. Some of these meetings or assemblies are as follows:

a. Students' General Orientation – Usually conducted on the first day of the first school semester, new students are officially welcomed to ASI by the President herself/himself who also takes on the responsibility of introducing to them the philosophy, vision, mission and goals of the Institute and how these are translated in their curricula and activities. The Vice-President for Academe-Research and Academic Dean, for his/her part, prepares students by providing them with a general description of ASI's intellectual, cultural and social climate. S/he may also inform students about general academic policies or procedures and/or clarify relevant administrative rules with them. The Student Personnel Services Coordinator orients students on the different services and programs (the orientation may be substantiated and expounded by information provided by the coordinators of each service-office/unit) offered by the Institute which they may avail of. The Human Resource Development (HRD) Head introduces the staff and personnel and their respective sections or units/offices to students so that the latter would know what office/s to approach whenever they would need some information or assistance.

b. Section Orientation. In this gathering, students with their respective Section Heads, discuss the concerns of their academic program, particularly its study plan, curriculum, prerequisites and activities (e.g. exposure trips). At the same time, Section Heads may also conduct expectation and/or goal-setting processes and encourage students to join in the planning of other activities that may enrich their program's curriculum.

c. **Course Orientation.** In this meeting, professors of each subject or course describe the course's requirements, methodology, topics and schedule, and may advise students regarding scholarly works and references that students may use for the course. Professors may also lay down some of their rules or conditions (e.g. absenteeism, tardiness, etc.) that students must observe while attending their course.

12. Student housing/accommodation and residential life. The four-storey Francis Senden Student Center or ASI Hostel is the Institute's on-campus living facility. Built in 1995 through a financial assistance extended by the Misereor (a German funding agency). This facility is subsidized by ASI. It provides rooms primarily for full time ASI students particularly those who come from the provinces or other Asian countries. It has 53 single rooms some with electric fans while some have airconditioning units. There are 6 rooms for double occupancy and 2 for single occupancy.

In 2009, additional sleeping quarters were constructed at the ASI Administration Building in order to accommodate more students, particularly those attending that year's CD course.

Both facilities are being supervised by the ASI Hostel Manager. The Francis Senden Student Center also conducts residents' orientation; socials, celebrations and recreational activities and group outings. It provides medical and hospitalization assistance and academic guidance for foreign students, it facilitates as well, community exposures and integration, and represents residents' concerns to the administration.

The Physical Plant and Facilities Office, on the other hand, looks after the maintenance of other school facilities (e.g. water supply, drainage, waste disposal system, parking area, etc.) and equipment. It supervises the Maintenance Unit in order to keep all classrooms, function rooms and surroundings clean, functioning well and in order. Finally, in coordination with the Institute's security personnel, the Physical Plant and Facilities Office also assists in the implementation of the waste segregation scheme and observance of the school policy that declared the whole Institute as a "No Smoking" area.

For the use of its function rooms and facilities students must fill-out the Request Form at the Academe Secretariat's Office.

13. Student registration and records. The Registrar's Office serves as the principal custodian of students' registration, course grades and transcript of records. It is the official keeper of student academic records. The Office though usually provides photocopies of some of these documents to the Section Heads.

Requests for certification, endorsement or recommendation may also be transacted through the Registrar's Office, which in turn, coordinates such requests to the proper ASI office/s or personnel. Lastly, the Registrar's Office represents the Institute in dealing with other academic institutions and government offices or agencies (e.g. Commission on Higher Education, the Department of Foreign Affairs, and the Commission on Immigration and Deportation) for purposes of obtaining a student's baccalaureate records and other pertinent documents or for complying with government rules and regulations.

14. Religious and interfaith services. In line with one of ASI's mission-elements, i.e. ecumenical and interfaith in reality assessment, action, reflection and celebration, the Institute provides opportunities for students to live, share and express their faith in the campus. For Catholics, daily mass is held at 7:00 to 7:30 AM at the ASI Chapel (Ground Floor, ASI Administration Building), from Mondays to Saturdays and every Sunday at 7:30 to 8:30 in the morning. Student-priests usually celebrate the masses while student-nuns assist them in the preparation for the celebration. There is also an ecumenical room for students belonging to other religions who would want to practice their faith or simply would want to meditate. Interfaith prayers are also used in school assemblies and institutional celebrations.

Requests for special masses may be coordinated with the coordinator of the Alumni Office while interfaith rituals are usually supervised by some of the personnel from the ASI Research Office.

15. Computer operation-related services and technical support.

Located at the 3rd Floor of the ASI Administration Building is the Information and Communication Technology (ICT) Office which primarily is tasked to address personnel and students' computer needs, specifically –

- a. to provide LAN and internet access to personnel and students;
- b. to assist in the setting up of computer and other electronic equipment (e.g. overhead projectors, television set, sound system, microphones, etc.) necessary for classroom reports or presentations;
- c. to provide scanning and printing services of documents and other materials;
- d. to provide multimedia services (including CD, VHS, VCD or DVD conversion, copying of electronic files and storing them in electronic storage devices, PowerPoint or video productions, photography, etc.);
- e. to provide video and photo documentation services;
- f. to represent and liaise for the Institute particularly when dealing with suppliers or computer marketing agents;
- g. to coordinate requests for the making of students' ID with the Graphics and Design Office, to print such and submit them to the Cashier for their issuance;
- h. to install appropriate computer programs or softwares that may be useful for Institute's personnel or students; and,
- i. to monitor the use of computer units and other electronic devices and attend to their upkeep.

16. Placement/career services. Though majority of ASI's students are already employed, those who may want to consider other career opportunities may check the ASI Bulletin Boards for announcements on job vacancies or they may get in touch with their Section Heads or the coordinator of the Alumni Office since organizations, religious congregations, other institutions or ASI's former students and graduates usually contact them whenever they are in need of new or additional employees.



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