

Advising Syllabus – for Group Meetings

Goals/Objectives of Advising

1. Provide information and support that will enable students to successfully identify their educational/career goals.
2. Explain the connection between college major with a student’s career plans and goals for life after college.
3. Review the value of earning an Associate’s Degree in liberal arts or science.
4. Identify the general education and institutional requirements for graduation.
5. Provide an educational plan/worksheet that helps track and complete program requirements.
6. Inform students about various support services, college resources, and campus professionals who can best help students succeed academically and personally.
 - a. Tutoring Center
 - b. Math Lab
 - c. Writing Center
 - d. Career Services
 - e. Transfer Services
 - f. Advising Center
 - g. Registrar’s Office
 - h. Financial Aid Office
 - i. Business Office
 - j. O’Neill Center for Disabilities
7. Encourage students to get involved in campus clubs, service learning, internships, study abroad, attend lectures and participate in activities that explore and promote an appreciation of diversity and global perspectives and other co-curricular activities that will help them develop their interpersonal and leadership abilities.
8. Mentor students by providing personal guidance, support and advocacy.

Advising Philosophy

My role as your advisor:

- As your academic advisor, I’ll try my best to serve as your “guide”. Helping you make the most out of your college experience and connect it with your future plans.
- Actively listen to your questions and concerns and take steps to provide information and support as needed.
- Explain institutional policies and procedures, general education requirements, academic programs, Institutional Student Learning Outcomes (ISLO) and student services.

- Assist you in establishing goals and help you track your progress towards those goals.
- Create a safe, positive environment in which you are free to explore ideas and interests regarding personal, academic and career goals.
- Assist you in the development of decision-making skills, self-evaluation skills, and educational plans.
- Demonstrate how to use advising and registration tools such as Campus Web and the Advising Worksheet.
- Refer you to campus services, organizations and faculty and staff members as needed to facilitate academic performance and enhance your college experience.
- Communicate with you via your college email.

I see advising and teaching as closely related because in the process of helping you reach decisions about your future and your life, you will also be learning a lot about yourself – gaining self-insight, improving your goal setting, clarifying your values, and developing your critical thinking, time management, and decision-making skills. Hopefully, these experiences will enable you to make decisions about your future that will improve the quality of your personal and professional life.

Your role as advisee:

- Explore different majors and career options that accompany them. Reflect on your interests and values to select a major that is a good fit for you.
- Be an active participant in your educational planning process. In particular, this means; scheduling and keeping appointments with me, coming to your appointments prepared – review course schedules prior to meeting with me, bring your educational worksheet, and write down any questions you may have etc.
- Use campus services, such as the Tutoring Center, talk with faculty and staff members as needed, explore extracurricular activities in order to facilitate your academic achievement.
- Follow-up on referrals and inform your advisor of the outcome of referrals.
- Check your college email account on a regular basis.
- Accept responsibility for your decisions and actions.
- Try to be honest and open with me. I can only help you with situations if I know about them.

Contact Information:

- Office Hours/Location:
- Appointment information:

Handouts:

- Academic Calendar -review important dates