**ADVISING SYLLABUS *TEMPLATE***

## ***ADVISOR INFORMATION***

Advisor:

Office Location:

Office Phone:

Office Hours:

E-mail Address:

***COLLEGE OR UNIVERSITY MISSION STATEMENT \_\_\_\_\_\_\_\_\_*** [Insert here]

***ADVISING MISSION STATEMENT: \_\_\_\_\_\_*** [Insert program mission here]

***KEY ADVISING EVENTS & DATES for \_\_\_ Term***

\_\_\_ First day of classes (If you are not in class the first day, you may lose your place in the class

to anyone on the waiting list.)

\_\_\_ *Last day to add* a new class to your course schedule and *last day to drop* a class

without receiving a Withdrawal (W) on your transcript.

\_\_\_*Educational Planning Week* (Make appointment with me to develop a tentative, long-range

educational plan

\_\_\_ *Majors* Fair

\_\_\_ *Career* Fair

\_\_\_ *Midterm Exams* Week

\_\_\_ *Midterm Progress Reports* given out by instructors and mailed to students

receiving a grade of “C-“or below in any course. If you receive one, make an

appointment to see me as soon as possible.

**\_\_***Group Advising* for students to select courses for the next semester. Only students

attending group advising will be given priority registration. Check email and

flyers around campus for group-advising locations.

\_\_\_*Individual Appointments* to select courses for next semester. Sign up on sheets outside

my office door.

\_\_\_*Course selection* begins in Registrar’s Office

**\_\_** *Last day to Withdraw* from a Course. (If you withdraw on or before this date, you

will receive a “W” on your transcript instead of a grade. If you want to withdraw

from a course, please see me to get approval and signature. Note: To withdraw from

a course, you have to officially notify the Registrar’s Office and the instructor, by

completing a “Course Withdraw Form”. You can’t withdraw from a course by just

not going to class anymore; if you do, you could end up with a grade of “F” because

of missed assignments and exams.

\_\_\_ Last Day of Classes

\_\_\_ Final Exams

***OBJECTIVES & INTENDED OUTCOMES OF ADVISING***

1. Facilitate crystallization of students’ educational and vocational goals.

2. Increase student utilization of campus resources.

3. Promote student involvement in co-curricular experiences that integrate them into the

campus and develop their leadership skills.

4. Strengthen students’ ability to think critically, solve problems, and make informed

decisions.

5. Increase student knowledge about university policies, procedures and curricular

requirements, and their underlying rationale.

6. Foster deeper appreciation of higher education and the university mission.

***ADVISING PHILOSOPHY & MUTUAL EXPECTATIONS***

**My Role as *Advisor*:**

As your academic advisor, my role is to help you make three key discoveries

1) Discover Yourself: Your Talents, Interests, Values, & Goals

2) Discover Our Campus: Its Resources, Opportunities, & Distinctiveness

3) Discover the “Fit” between Yourself and Our Campus: Planning Your College Experience to

Achieve Your Educational, Professional, and Personal Goals

I'll do my very best to serve as a mentor, providing you with personal guidance, support and advocacy, and help you make the most out of your college experience. If you already think you know what you're going to do and going to be, I'll try to help you confirm your choice—to make sure it's a decision that is best for you. If you’re undecided about a future major, college, or career, then I'll try to help you identify some good options—choices that would be most compatible with your personal talents, interests, needs and values.

I see advising and teaching as closely related because in the process of helping you reach decisions about your future—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 and decision-making skills. These are transferable skills that you can take with you and use throughout life to improve the quality of your personal and professional life.

**Your Role as *Advisee*:**

I see your role as helping me help you. In other words, in order for me to be an effective advisor, I need some help and cooperation from you as my advisee. In particular you can help me by:

\* Keeping appointments we've made.

\* Being prepared for our appointments. Just like class, you need to do your homework.

I can't do it all for you; if I did, that would make me a co-dependent, savior, or dictator

rather than a mentor and advisor. **The ultimate responsibility for making decisions**

**about your educational goals and plans rests with you**. My responsibility is to assist

you in becoming aware of your options, your degree of “fit” with these options, and the

implications and consequences of your decisions.

\* Being honest and open with me. For instance, if you're unhappy about something I’m

doing, or if you're experiencing a personal problem that's interfering with your studies,

please don't be afraid to confide in me. I'll strive to be a good listener and will never

violate your trust. If it's a problem I can't help you with, I'll try to get you together with

someone who may be better or more qualified to do so.

If we remain honest and open with each other, and if we work as a team, we should have a close relationship that will enrich the quality of your college experience and enhance my effectiveness as an advisor. A better advisee makes a better advisor and vice versa. Let’s help each other be the best we can be in our respective roles.

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