

Academic Advising Syllabus for Multilingual Students
Fall/Spring 20__

Prof. Name:

Email Address:

Office Location:

Office Hours:

Meeting Guidelines

- Weekly office hours are a dedicated time that I am available to meet with my students. Please feel free to stop by my office if you need any help.
- Please check your Lafayette.edu e-mail account at least once a day during weekdays in the semester, as important information will be sent to you via this account.
- Please silence your cell phone before coming to the office and conclude any conversations outside.

Expectations for My Advisees ^[1]

I expect you to:

- Come to appointments prepared with questions, topics to discuss, and a list of courses for the upcoming semester(s).
- Make regular contact with me. Have an in-person meeting at least once during your academic career.
- Know the adviser's office hours. Contact and make an appointment with the adviser when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the adviser.
- Become knowledgeable about institutional policies, procedures, and requirements.
- Follow through on actions identified during each session, especially referrals.
- Clarify personal values, abilities, interests, and goals.
- Accept final responsibility for all decisions.

What You Can Expect from Me (Advisor) ^[1]

I will:

- Inform students of the nature of the adviser/student relationship.
- Proactively contact advisees on a regular basis.
- Serve as an academic guide (course selection, major/minor declaration, short/long-term goals)
- Designate and post hours available for advising.
- Refer students to other sources when educational, health, attitudinal, attendance, financial, employment, or other personal problems require intervention by other professionals.
- Discuss linkages and relationships between intellectual goals and career aspirations. Refer students to the Gateway Career Center to assist students in identifying non-credit internships, externships, and career opportunities.
- Listen

[1] Adapted from [Lafayette College Advising Basics](#), Office of Advising & Co-Curricular Programs

Useful Resources

- Academic Calendar: <https://registrar.lafayette.edu/additional-resources/academic-calendar-for-future-years/>
- Academic Petitions (overload, withdraw, change major, etc.): <https://registrar.lafayette.edu/additional-resources/academic-petitions/>
- Academic Resource Hub: <https://hub.lafayette.edu/>
- Bailey Health Center: <https://healthcenter.lafayette.edu/>
- Banner Self-service: <https://registrar.lafayette.edu/banner-self-service/>
- Class Deans: <https://advising.lafayette.edu/class-deans/>
- Common Course of Studies: <https://ccs.lafayette.edu/>
- Departments and Programs: <https://academics.lafayette.edu/departments-programs/>
- English for Academic Purpose Center: <https://advising.lafayette.edu/eap/eap-for-students/>
 - **Conversation Partner Program** is designed to promote international students' intercultural communicative competence through virtual conversations with upper-level native English speakers.
 - **EAP Newsletter** contains information such as English language learning tips, one-on-one tutoring schedules, and upcoming courses and workshops.
 - **EAP Placement Test** is designed for first-year international students who are required by the college to submit language test results and is used to determine whether students need extra EAP support to have a successful career at Lafayette.
 - **EAP Spaces Website** includes a collection of language learning materials and resources on <https://spaces.lafayette.edu/>.
 - **ENG 100-00 Introduction to Academic Writing [W]** class: writing skills are designed to build fundamental skills step by step through exploration of rigorous academic content.
 - **Global Expressions: Writing Beyond the Mother Tongue** is an online magazine aims to celebrate and recognize the multi-language writers at Lafayette College.
 - **One-on-one tutoring sessions.** Students can schedule one-on-one tutoring sessions to work on their academic papers, practice their presentations, or discuss any issues that they have encountered during their college study.
 - **Reading Resources.** There is a Resource Library located in the EAP center, which is available and free to all the Lafayette College students.
 - **Workshops** held in each semester present learning materials and study strategies that help ESL (English as a second language) learners succeed in academics. Students can also use this opportunity to exchange language learning experiences.
 - **Contact:** Dr. Tingting Kang, Director of EAP Center, at kangt@lafayette.edu
- Gym and swimming pool: <https://recreation.lafayette.edu/>
- International Students Association: <https://sites.lafayette.edu/isa/>
- Questions regarding F1 visa status contact: Janine Block at blockj@lafayette.edu