

Sample Academic Advising Syllabus 2006-2007

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Office Hours:	By Appointment	Walk-In Advising

Required Materials:

- ☆ Your Jagtag and your University ID Number for signing IN and OUT of appointments
- ☆ Checksheet for your major or the major you are interested in (located online at – http://uc.iupui.edu/currentstudents/enrolling_checksht.asp)
- ☆ University Bulletin
- ☆ List of any questions or concerns you may have for the advisor.

Expectations/Goals:

- ☆ **Expectations of Advisor:**
 - Help formulate & realize goals
 - Provide information on degree programs
 - Assist with course selection & load
 - Guide student success
 - Guide to appropriate resources
 - Assist Advisee with understanding policies and procedures
- ☆ **Expectations of Advisee:**
 - Plan ahead
 - Actively participate
 - Ask questions
 - Discuss your goals and options
 - Stay current on majors, courses, schedules, application procedures
 - Check your IUPUI email! (This is the University's Official way to communicate with you.)
- ☆ **Goals:**
 - Build a rapport with your advisor – we are here to help you. Advising is a joint effort between both of us.
 - Learn about and take advantage of the numerous resources and opportunities available to you on campus.
 - Identify educational and career goals and make effective decisions with regard to those goals.
 - Take ownership of your education and graduate in a timely manner based on your individual educational plan.

Advising Mission, Values, & Principles of Undergraduate Learning:

☆ **The University College Advising Center Mission Statement:**

- The University College Advising Center is strongly committed to student success. We foster collaborative relationships between students and advisors that provide a supportive and challenging environment where students are empowered to make decisions promoting life-long learning

☆ **The Values of the University College Advising Center:**

- The implementation of the University College Advising Center mission is guided by a commitment to:
 - The on-going holistic development of our students and staff.
 - Diversity and an appreciation for the individuality of each student.
 - The promotion of student responsibility through guided autonomy.
 - Access to educational opportunities for all students.
 - Respect and civility in our actions with students and colleagues.
 - The importance of campus community and our role in creating it.
 - Partnerships with faculty, fellow staff, and other institutions.
 - Offering a full-range of student support services.
 - Change and the opportunities it presents.

☆ **IUPUIs Principles of Undergraduate Learning:**

- Core Communication and Quantitative Skills
 - The ability of students to read, write, speak, and listen, perform quantitative analysis, and use information resources and technology and the foundation skills necessary for all IUPUI students to succeed.
- Critical Thinking
 - The ability of students to analyze information and ideas carefully and logically from multiple perspectives.
- Integration and Application of Knowledge
 - The ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives.
- Intellectual Depth, Breadth, and Adaptiveness
 - The ability of students to examine and organize disciplinary ways of knowing and to apply them to specific issues and problems.
- Understanding Society and Culture
 - The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience, both within the United States and internationally.
- Values and Ethics
 - The ability of students to make judgments with respect to individual conduct, citizenship, and aesthetics.

Advising Calendar and Objectives

First-Year Semester 1 –Fall 06			First-Year Semester 2 –Spring 07		
When	What	Objective	When	What	Objective
Aug. 23	Classes Begin	Be present and on time to all classes.	Jan. 8	Classes begin	Be Early to your classes
Oct. 24	Priority Registration for Spring 2007 Begins	Begin academic Planning – Make Appointment with Advisor	Mid-March	Decide if you want to take any summer classes – talk with your advisor if you have questions	This could help you fit 1 or 2 “extra” courses in to lessen your regular semester load.
Dec. 12-18	Finals	Plan Ahead. Don't let assignments pile up.	Mar. 20	Priority Registration for Fall/ Summer 2007 Begins	Make an Appointment with Advisor Early
			May 1-6	Finals	Good Luck!
Second-Year Semester 1 – Fall 07			Second-Year Semester 2 – Spring 08		
When	What	Objective	When	What	Objective
Aug 22	Classes Begin		Jan 7	Classes Begin	
Throughout the Semester	Get to Know at least one Faculty Member	This Faculty Member Could give you a great letter of Recommendation Later	Mid Semester	Discuss Finding a Mentor with your advisor	Working with a mentor will help you to focus your understanding of your subject, and they can assist in your success.
Dec 11-17	Finals		Apr 29- May 4	Finals	
Third-Year Semester 1 – Fall 08			Third-Year Semester 2 – Spring 09		
When	What	Objective	When	What	Objective
Aug 20	Classes Begin		Jan 10	Classes Begin	
Mid to late Semester	Discuss a possible Internship or Practicum with your Advisor	Experience can only help you.	Throughout the Semester	Get to Know at least one Faculty Member	This Faculty Member Could give you a great letter of Recommendation Later
Mid Semester	Discussion: Graduate School vs. Employment right after Graduation	Make this decision early. You need to plan ahead so you can work on applications	Mid Semester	Analysis of Graduate Schools: Pick the ones that would be a good fit for you.	You do not want to go to a research institution if you have never done any research.
Dec 9-15	Finals		May 2-8	Finals	
			End of the Semester	Degree Audit – See your advisor to go through it.	Make sure you are on track, where you think you should be to graduate on time.
Fourth-Year Semester 1 – Fall 09			Fourth-Year Semester 2 - Spring 2010		
When	What	Objective	When	What	Objective
Aug 26	Classes Begin		Jan 9	Classes Begin	
	Letters of Recommendation And References	You will need these for Graduate School, and References for Jobs.			
Start of the Semester if not before	Graduate School Applications	Deadlines are Early. Make sure you're early for those schools you really want.	May 1-7	Finals	
Dec 15-21	Finals		May 9	Commencement	Congratulations!! You made it.