Advising Syllabus

Mission: Advisors and students working together to develop an individualized academic plan for accomplishing student goals

Definition of Advising. Academic Advising is a relationship and a process that results in benefits for student, advisor, and university as a whole. The advisor and student collaborate to develop, follow, and complete an academic plan. A productive advising relationship will help students envision, foster, and realize their goals here at Michigan Tech and for a lifetime.

Student Learning Outcomes
- Knowledge of university student learning goals and degree requirements
- A thorough understanding of your academic plan
- Ability to find and use advising resources
- Increased and improved self-awareness and decision-making skills

Student Responsibilities (What you should do)
- Take responsibility for academic planning
- Understand learning goals and degree requirements
- Follow academic procedures and policies
- Communicate with your advisor: read all advising correspondence
- Attend advising meetings prepared
- Apply advising recommendations in order to achieve your academic plan
- Seek assistance from instructors, learning centers, and other university services
- Contact your advisor promptly when you have questions or concerns
- Problem-solve to revise and achieve your academic plan

Activities (How advisors and students realize outcomes and goals)
- Identify a degree program that aligns with your academic interests and abilities
- Create an educational plan that fulfills the academic plan
- Select appropriate classes to satisfy your evolving goals
- Learn the benefits of internships, co-ops, and study abroad
- Explore academic options: Enterprise program, undergraduate research, Pavlis Honors College, dual majors, secondary degrees, certificate programs, minors, and graduate study
- Locate and use resources and services
- Interpret university requirements, policies, regulations, and procedures
- Develop decision-making skills, self-awareness, and self-direction
- Clarify and evaluate progress toward academic and life goals

Advisors advocate for students, protect and ensure their privacy and their rights as advisees in compliance with University policies.

http://www.mtu.edu/deanofstudents/students/disability/policy/
http://www.mtu.edu/registrar/faculty-staff/ferpa/
http://www.mtu.edu/registrar/students/advising/

April 2015
## Academic Advising Checklist

### Orientation Week

**preparing for your first semester**
- □ Login to Banweb and review your transcript
  - • Are AP credit and transfer credits correct?
- □ Meet academic advisor
- □ Complete class registration and print class schedule
- □ Explore Campus Resources and visit these websites
  - • Your department and advisor
  - • Undergraduate Catalog – [http://www.mtu.edu/catalog/](http://www.mtu.edu/catalog/)
  - • Dean of Students - [http://www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)
  - • Registrar – [http://www.mtu.edu/registrar/](http://www.mtu.edu/registrar/)
  - • Advising – [http://www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)
  - • Library - [http://www.mtu.edu/library/](http://www.mtu.edu/library/) - take a library tour
  - • Learning Centers – [www.mtu.edu/success/academic/support/](http://www.mtu.edu/success/academic/support/)
  - • Career Services – [http://www.mtu.edu/career/](http://www.mtu.edu/career/) - complete Myplan
  - • Wellness and Counseling – [http://www.mtu.edu/counseling/](http://www.mtu.edu/counseling/)

### Year 1

**transitioning and adjusting to college life**
- □ Attend first year advising meeting with your major advisor*
  * What to do if you are unsure about your major – meet with General sciences/arts undeclared advisor: [http://www.mtu.edu/sciences-arts/undergraduate/gsa/](http://www.mtu.edu/sciences-arts/undergraduate/gsa/) or General/undecided engineering advisor: [http://www.mtu.edu/ef/degree/advising/](http://www.mtu.edu/ef/degree/advising/)
- □ Review major requirements: Banweb – run a degree audit (DARS)
- □ Review University Student Learning Goals and your major’s learning goals
  - • [www.mtu.edu/learning-goals](http://www.mtu.edu/learning-goals)
- □ Create a resume and attend career fairs
- □ Begin to explore honors college, internship, co-op, research, study abroad, minors
- □ Learn about campus activities and student organizations
  - • [http://www.involvement.mtu.edu/organizations](http://www.involvement.mtu.edu/organizations)

### Year 2

**academic and career exploration and personal development**
- □ Meet with advisor, bring your academic plan
- □ Explore interests, strengths and careers
  - • Revisit Career Services – [http://www.mtu.edu/career](http://www.mtu.edu/career)
- □ Update your resume and attend career fairs
- □ Explore honors college, internship, co-op, research, study abroad, minors
- □ Consider joining an Enterprise – [http://www.mtu.edu/enterprise/teams/all/](http://www.mtu.edu/enterprise/teams/all/)

### Year 3

**academic enhancement and career goal setting**
- □ Meet with advisor to prepare for graduation
- □ Network with faculty in your major
- □ Attend Career Services and Graduate School workshops for career planning
- □ Develop career goals
- □ Participate in co-op, internship, research, study abroad, minors
- □ Update resume and attend career fairs

### Year 4+

**transitioning out of college into career or graduate school**
- □ Meet with advisor for final degree audit one semester before graduation
- □ Finalize career/graduate school plans
- □ Apply for graduation – [http://www.mtu.edu/registrar/students/graduation/degree/](http://www.mtu.edu/registrar/students/graduation/degree/)

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***When faced with a difficult question or challenging situation, your academic advisor is always a good place to begin***