Michigan Tech 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
  - When faced with a difficult question or challenging situation, your academic advisor is always a good place to begin
- 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, 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
- [www.mtu.edu/deanofstudents/students/disability/policy/](http://www.mtu.edu/deanofstudents/students/disability/policy/)
- [www.mtu.edu/registrar/faculty-staff/ferpa/](http://www.mtu.edu/registrar/faculty-staff/ferpa/)
- [www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)

October 2016
| Orientation Week | Login to MyMichiganTech 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 - [www.mtu.edu/catalog/](http://www.mtu.edu/catalog/)  
| | • Dean of Students - [www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)  
| | • Registrar - [www.mtu.edu/registrar/](http://www.mtu.edu/registrar/)  
| | • Advising - [www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)  
| | • Library - [www.mtu.edu/library/](http://www.mtu.edu/library/) - take a library tour  
| | • Wellness and Counseling - [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: [www.mtu.edu/sciences-arts/undergraduate/gsa/](http://www.mtu.edu/sciences-arts/undergraduate/gsa/) or  
| | - General/undecided engineering advisor: [www.mtu.edu/ef/degree/advising/](http://www.mtu.edu/ef/degree/advising/)  
| | □ Review major requirements  
| | • Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)  
| | □ Review Academic Policies and Academic Integrity - [www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)  
| | □ Review University Student Learning Goals and your major’s learning goals  
| | • [www.mtu.edu/learning-goals](http://www.mtu.edu/learning-goals)  
| | □ Visit Career Services - [www.mtu.edu/career/](http://www.mtu.edu/career/)  
| | • Check out MyPlan - [www.mtu.edu/career/students/advising/myplan/](http://www.mtu.edu/career/students/advising/myplan/)  
| | □ Create a resume and attend career fairs  
| | □ Begin to explore Pavlis Honors College, internship, co-op, research, study abroad, minors  
| | □ Learn about campus activities and student organizations  
| | • [www.involvement.mtu.edu/organizations](http://www.involvement.mtu.edu/organizations)  
| Year 2 academic exploration and personal development | □ Meet with advisor, bring your academic plan  
| | • Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)  
| | □ Explore interests, strengths, and careers  
| | • Within your department & network with faculty in your major  
| | • Career Services - [www.mtu.edu/career/](http://www.mtu.edu/career/)  
| | □ Update your resume and attend career fairs  
| | □ Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors  
| | □ Consider joining an Enterprise - [www.mtu.edu/enterprise/](http://www.mtu.edu/enterprise/)  
| Year 3 academic enhancement and career goal setting | □ Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)  
| | □ Meet with advisor to prepare for graduation  
| | □ Network with faculty in your major  
| | □ Attend Career Services and Graduate School workshops for career planning  
| | • Consider Accelerated Masters - [www.mtu.edu/accelerated/](http://www.mtu.edu/accelerated/)  
| | • Consider Senior Rule Classes - [www.mtu.edu/registrar/students/registration/policies/senior-rule/](http://www.mtu.edu/registrar/students/registration/policies/senior-rule/)  
| | □ Develop career goals  
| | □ Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors  
| | □ Update resume and attend career fairs  
| Final transitioning out of college into career or graduate school | □ Apply for graduation by 10th week of the semester prior to graduation  
| | • Must have earned 90 credits or more  
| | • [www.mtu.edu/registrar/students/graduation/degree/](http://www.mtu.edu/registrar/students/graduation/degree/)  
| | □ Meet with advisor for final degree audit one semester before graduation  
| | • Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)  
| | □ Network with faculty in your major  
| | □ Finalize career/graduate school plans  
| | • Complete the First Destination survey - [https://mtu.joinhandshake.com/login](https://mtu.joinhandshake.com/login)  
| | • Complete Loan Exit Counseling for Financial Aid, if needed - 906-487-2662  
| | □ Graduation  
| | • Check for your name on the Graduation Candidate List - [www.mtu.edu/commencement/](http://www.mtu.edu/commencement/)  
| | • Order cap and gown, honor cords - Optional - [www.mtu.edu/commencement/](http://www.mtu.edu/commencement/)  
| | • Participate in commencement ceremony - Optional  

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