

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/>

Academic Advising Checklist

Orientation Week <i>preparing for your first semester</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Login to Banweb and review your transcript <ul style="list-style-type: none"> ▪ Are AP credit and transfer credits correct? <input type="checkbox"/> Meet academic advisor <input type="checkbox"/> Complete class registration and print class schedule <input type="checkbox"/> Explore Campus Resources and visit these websites <ul style="list-style-type: none"> ▪ Your department and advisor ▪ Undergraduate Catalog – http://www.mtu.edu/catalog/ ▪ Dean of Students - http://www.mtu.edu/deanofstudents/ ▪ Registrar – http://www.mtu.edu/registrar/ ▪ Advising – http://www.mtu.edu/registrar/students/advising/ ▪ Library - http://www.mtu.edu/library/ - take a library tour ▪ Learning Centers – www.mtu.edu/success/academic/support/ ▪ Career Services – http://www.mtu.edu/career/ - complete Myplan ▪ Wellness and Counseling – http://www.mtu.edu/counseling/
Year 1 <i>transitioning and adjusting to college life</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend first year advising meeting with your major advisor* <ul style="list-style-type: none"> * <i>What to do if you are unsure about your major – meet with</i> General sciences/arts undeclared advisor: http://www.mtu.edu/sciences-arts/undergraduate/gsa/ or General/undecided engineering advisor: http://www.mtu.edu/ef/degree/advising/ <input type="checkbox"/> Review major requirements: Banweb – run a degree audit <input type="checkbox"/> Review Academic Policies and Academic Integrity http://www.mtu.edu/deanofstudents/ <input type="checkbox"/> Review University Student Learning Goals and your major's learning goals <ul style="list-style-type: none"> ▪ www.mtu.edu/learning-goals <input type="checkbox"/> Create a resume and attend career fairs <input type="checkbox"/> Begin to explore honors college, internship, co-op, research, study abroad, minors <input type="checkbox"/> Learn about campus activities and student organizations <ul style="list-style-type: none"> ▪ http://www.involvement.mtu.edu/organizations
Year 2 <i>academic and career exploration and personal development</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with advisor, bring your academic plan <input type="checkbox"/> Explore interests, strengths and careers <ul style="list-style-type: none"> ▪ Revisit Career Services – http://www.mtu.edu/career <input type="checkbox"/> Update your resume and attend career fairs <input type="checkbox"/> Explore honors college, internship, co-op, research, study abroad, minors <input type="checkbox"/> Consider joining an Enterprise – http://www.mtu.edu/enterprise/teams/all/
Year 3 <i>academic enhancement and career goal setting</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with advisor to prepare for graduation <input type="checkbox"/> Network with faculty in your major <input type="checkbox"/> Attend Career Services and Graduate School workshops for career planning <input type="checkbox"/> Develop career goals <input type="checkbox"/> Participate in co-op, internship, research, study abroad, minors <input type="checkbox"/> Update resume and attend career fairs
Year 4+ <i>transitioning out of college into career or graduate school</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with advisor for final degree audit one semester before graduation <input type="checkbox"/> Finalize career/graduate school plans <input type="checkbox"/> Apply for graduation – http://www.mtu.edu/registrar/students/graduation/degree/

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