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

September 2023
# Academic Advising Checklist

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<th>Time</th>
<th>Instructions</th>
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| 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/)  
  - 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 – [http://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  
- 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 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/) |

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