

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/
- www.mtu.edu/registrar/faculty-staff/ferpa/
- www.mtu.edu/registrar/students/advising/

Student Academic Advising Checklist

<p>Orientation Week <i>preparing for your first semester</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Login to MyMichiganTech 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 - www.mtu.edu/catalog/ • Dean of Students - www.mtu.edu/deanofstudents/ • Registrar - www.mtu.edu/registrar/ • Advising - www.mtu.edu/registrar/students/advising/ • Library - www.mtu.edu/library/ - take a library tour • Wellness and Counseling - www.mtu.edu/counseling/
<p>Year 1 <i>transitioning and adjusting to college life</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend first year advising meeting with your major advisor <ul style="list-style-type: none"> • What to do if you are unsure about your major, meet with <ul style="list-style-type: none"> - General sciences/arts undeclared advisor: www.mtu.edu/sciences-arts/undergraduate/gsa/ or - General/undecided engineering advisor: www.mtu.edu/ef/degree/advising/ <input type="checkbox"/> Review major requirements <ul style="list-style-type: none"> • Run interactive audit each semester after registration - www.mymichigantech.mtu.edu <input type="checkbox"/> Review Academic Policies and Academic Integrity - 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"/> Visit Career Services - www.mtu.edu/career/ <ul style="list-style-type: none"> • Go to Career Cruising 'Explore my Interests' - www.mtu.edu/career/students/advising/career-cruising/ <input type="checkbox"/> Create a resume and attend career fairs <input type="checkbox"/> Begin to explore Pavlis 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"> • www.involvement.mtu.edu/organizations
<p>Year 2 <i>academic and career exploration and personal development</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with advisor, bring your academic plan <ul style="list-style-type: none"> • Run interactive audit each semester after registration - www.mymichigantech.mtu.edu <input type="checkbox"/> Explore interests, strengths, and careers <ul style="list-style-type: none"> • Within your department & network with faculty in your major • Career Services - www.mtu.edu/career/ <input type="checkbox"/> Update your resume and attend career fairs <input type="checkbox"/> Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors <input type="checkbox"/> Consider joining an Enterprise - www.mtu.edu/enterprise/
<p>Year 3 <i>academic enhancement and career goal setting</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Run interactive audit each semester after registration - www.mymichigantech.mtu.edu <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 <ul style="list-style-type: none"> • Consider Accelerated Masters - www.mtu.edu/accelerated/ • Consider Senior Rule Classes - www.mtu.edu/registrar/students/registration/policies/senior-rule/ <input type="checkbox"/> Develop career goals <input type="checkbox"/> Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors <input type="checkbox"/> Update resume and attend career fairs
<p>Final <i>transitioning out of college into career or graduate school</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for graduation by 10th week of the semester prior to graduation <ul style="list-style-type: none"> • Must have earned 90 credits or more • www.mtu.edu/registrar/students/graduation/degree/ <input type="checkbox"/> Meet with advisor for final degree audit one semester before graduation <ul style="list-style-type: none"> • Run interactive audit each semester after registration - www.mymichigantech.mtu.edu <input type="checkbox"/> Network with faculty in your major <input type="checkbox"/> Finalize career/graduate school plans <ul style="list-style-type: none"> • Complete the First Destination survey - https://mtu.joinhandshake.com/login • Complete Loan Exit Counseling for Financial Aid, if needed - 906-487-2662 <input type="checkbox"/> Graduation <ul style="list-style-type: none"> • Check for your name on the Graduation Candidate List - www.mtu.edu/commencement/ • Order cap and gown, honor cords - <i>Optional</i> - www.mtu.edu/commencement/ • Participate in commencement ceremony - <i>Optional</i>

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