

# Academic Advising Syllabus

2009-2010

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“Success is simple. Do what's right, the right way, at the right time.”  
~Arnold H. Glasow

## **Darren Wienberg**

*University Hall, Suite 109*

*8:00 am to 5:00 pm*

*Monday—Friday*

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- A face-to-face advising appointment usually generates the most beneficial conversation. For basic questions, email is preferred and telephone calls are welcome.
- Appointments must be scheduled at least a day in advance, but preregistration periods may require more than a week of lead time.
- Students arriving more than 10 minutes late for an advising appointment will be asked to reschedule.

## **Mission Statement**

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The mission of academic advising at Missouri State University is to assist students as they develop meaningful educational plans to help them achieve their life goals.

## **Objectives**

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- With guidance of an academic advisor, make satisfying decisions concerning degree and career goals.
- Develop an educational plan to achieve goals; select courses each semester to progress toward that plan.
- Know and appreciate the value of the general education requirements.
- Be familiar with the Public Affairs Mission, including cultural competence, community engagement and ethical leadership.
- Use campus resources and services to assist in achieving academic, personal and career goals.
- Be introduced to using the degree audit as an academic planning tool.
- Graduate in a timely manner based on educational plans.

## **Expectations for Student Advisees**

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- Make regular contact with the assigned academic advisor. Have a face-to-face meeting at least once per semester. Be courteous and plan ahead by scheduling appointments early and canceling or rescheduling if necessary.
- Come to appointments prepared with questions and/or topics to discuss.
- Research academic programs, policies, procedures, and opportunities as appropriate.
- Check University email account regularly.
- Read the Undergraduate Catalog to become familiar with University offerings and policies.

- Seek an advisor’s help when problems first arise.
- Outline goals and steps to achieve those goals each semester.
- Work to create a four-year plan for school—consider interesting courses, study away, internships, etc.
- Accept responsibility for the decisions and actions (or inactions) that affect educational progress.
- Confirm accuracy of advice or information from friends, classmates and family members.
- Keep track of grades in all classes on a regular basis.
- Provide advisor with accurate and truthful information about interests and abilities.

## **Expectations for Advisors**

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- Understand and communicate degree and general education requirements.
- Provide a safe and respectful space for students to share thoughts, goals, concerns and interests.
- Provide resources and referrals.
- Listen carefully to students’ questions, concerns and confusions.
- Maintain confidentiality as possible (will not discuss academic records with parents or non-university personnel without student’s written permission).
- Assist students to make course and academic program decisions.
- Be accessible for meetings through scheduled appointments. Respond to email and phone messages within a reasonable period of time (usually within 24 hours Monday--Friday).
- Help students think through educational goals.
- Assist students in working with and developing relationships with faculty.
- Encourage student responsibility for educational plans and decisions.

## **Required Text/Materials**

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- Undergraduate Catalog (print or online) [www.missouristate.edu/registrar/undercat.html](http://www.missouristate.edu/registrar/undercat.html)
- General Education Worksheet [www.missouristate.edu/GeneralEducation/GenEd\\_Worksheet.htm](http://www.missouristate.edu/GeneralEducation/GenEd_Worksheet.htm)
- Academic Calendar (print or online) <http://calendar.missouristate.edu/academic.asp>
- Information about careers and majors/minors of interest
- Current transcripts and degree audits. “What if” audits as appropriate.

## **Policies & Procedures**

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- Appointments
  - Advising appointments are typically scheduled for 30 minutes (60 minutes for incoming transfer students)
  - Be on time for appointments. Please reschedule the appointment if you will be more than ten minutes late. **Please call (417) 836-5258 to schedule appointments; we do not schedule appointments by email.**
- Email: Advisors will use University email as a primary means of communication with advisees. Students should correspond with advisors using their Missouri State University email account to ensure the security of their own academic record.

- Cell Phones: It is inappropriate to use your cell phone in the Academic Advisement Center. Please silence your cell phone before you come to your advising appointment.
- FERPA stands for the Family Educational Rights and Privacy Act of 1974. The broad interpretation of the law is twofold: 1) The student has the right to restrict (with certain exceptions) who does and does not have access to academic records. 2) The student has the right to access his or her own records. One issue to pay special attention to is that parent(s) or legal guardian(s) do not have automatic access to students' academic records. If a student wants the academic advisor to discuss aspects of academic progress with someone other than the student, a release form is available and can be updated at any time. For more information, refer to the web site at [www.missouristate.edu/registrar/ferpanotification.htm](http://www.missouristate.edu/registrar/ferpanotification.htm).

## Suggested Activities for Student Success

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- Get involved in a campus organization, particularly those related to major interests.
- Meet with each instructor and academic advisor within the first month of class.
- Seek assistance if encountering difficulties with adjustment to college (classes, roommate, time management, homesickness, etc.)
- Maintain a folder with academic documents: planning forms, information about majors/careers of interest, transcripts, course syllabi, financial documents, etc.
- Maintain a calendar each semester of important academic deadlines, major projects and exams.
- Attend the Majors Fair on Wednesday, September 23 from 9 a.m. to 3 p.m. in PSU ballroom
- Work with a career counselor well before the registration period.
- Research possible majors and take a wide variety of courses.
- Conduct informational interviews or job shadow.
- Plan summer activities to include educationally valuable employment, internships, volunteer work or study away.
- Practice good study habits: attend class regularly, sit near the front of the class, use short periods of time effectively, and study in a quiet setting.
- Ask about academic resources available for student success. Services at the Center for Learning and Writing (Bear C.L.A.W. in the Meyer Library) can be of great assistance.

## Completion

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Our time working together will conclude when you choose and declare an academic major. It is important that your choice of a major be satisfying to you and that it be in keeping with your future goals. When you declare your major, you will be assigned to a new advisor who will be a specialist in your new program.

**ADA Statement and Non-Discrimination Policy Statement:** To request accommodations for disability, students must contact Disability Services ([www.missouristate.edu/disability](http://www.missouristate.edu/disability)), Plaster Student Union Suite 405, (417) 836-4192; TTY (417) 836-6792. Students must provide documentation of disability to Disability Services prior to receiving accommodations. Missouri State University is an affirmative action-equal opportunity employer. Direct inquiries to Jana Estergard, Equal Opportunity Officer at [Equity@missouristate.edu](mailto:Equity@missouristate.edu), 117 Park Central Square, Office 111, or (417) 836-4252. [www.missouristate.edu/equity](http://www.missouristate.edu/equity)