Advising Syllabus

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Academic Advising Description/Definition
Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

At Boise State University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the Boise State campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Advisor Responsibilities – What You Can Expect
You can expect me as your advisor to:

• Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
• Encourage and guide students as they define and develop realistic goals.
• Encourage and support students as they gain the skills to develop clear and attainable educational plans.
• Provide students with information about and strategies for utilizing the available resources and services on campus.
• Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
• Monitor and accurately document students’ progress toward meeting their goals.
• Be accessible for meeting with advisees via office hours for advising, telephone, e-mail, or web access.
• Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.
• Maintain confidentiality.
• Assist students in working closely with their professors.
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Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Schedule regular appointments or make regular contacts with advisor during each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in a way that enables you to access them when needed.
- Complete all assignments or recommendations from your advisor.
- Gather all relevant decision-making information.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for decisions.

Expected Student Learning Outcomes for the Academic Advising Experience

**Personal growth:** Develop communication, decision-making, and problem-solving skills

- Define your short-term and long-term goals after reflecting on your values, interests, strength, and challenges.
- Articulate your goals during advising sessions.
- Describe the connection between your goals and your values, interests, strengths, and challenges.
- Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future.

**Resource identification:** Develop skills in locating and effectively using information and resources that help you achieve your goals.

- Identify websites, campus offices, and faculty or staff you can consult with questions.
- Use information from university resources to assess progress towards achieving goals (e.g., degree evaluation, information from faculty and staff).
- Knowledge of departmental and university processes and policies.

**Curriculum integration:** Understand the relationship between your classroom experiences and your academic, career, and personal goals.

- Explain how your major curriculum helps you achieve your goals.
- Describe how liberal arts education requirements (aka your Foundational Studies and Disciplinary Lens coursework) help you achieve your goals.
- Schedule courses so you graduate in a timely manner based on your educational plan.
- Connect your educational plan to your career goals utilizing SMART goal format.
- Know what you can do with a chosen major.
- Articulate personal strengths and weaknesses and be prepared for life after college.
Experiential learning: Understand the importance of including experiences outside of the classroom in your educational plan

- Introduce yourself and have a conversation with at least one faculty member each year you are enrolled.
- Participate in undergraduate research, off-campus volunteering, learning abroad, internships, service learning, and/or community service.
- Discuss how participating in these activities helps you achieve your goals.

Relational Development: Understand the importance of starting and continuing personal, collegial, and professional relationships is important to your development

- Clarification of the advising relationship- expectations of advisors and advisees.
- Awareness of yourself within your educational experiences.
- Practice reflective and retrospective thought to enhance your college experience.
- See and value regular and continued advising.
- Understand your expectations of college.

Demonstrating Your Achievement of Learning Outcomes and Objectives

In order for you and your advisor to accurately measure and document that you have achieved the learning outcomes for academic advising, the two of you will develop an on-going portfolio of your advising work. This portfolio will consist of a variety of documents including your educational plan, your semester schedules, collaborative work done due to various referrals on campus, and a variety of documents that you and your advisor will develop together to demonstrate your achievement of these outcomes. Additionally, you will graduate!

Assistance with Issues Involving Disabilities

Boise State's Disability Resource Center (DRC) coordinates services to meet the educational needs of students with documented disabilities. Students with disabilities needing accommodations to fully participate in this class should contact the DRC. All accommodations MUST be approved through the DRC. Please stop by Lincoln Garage, call 208-426-1583, or email DRCinfo@boisestate.edu to make an appointment with a disability specialist. To learn more about the accommodation process, visit the DRC website: http://drc.boisestate.edu/.

Advising Opportunities—What Your Advisor Can Assist You With

Here are some examples of opportunities to meet with and seek the help of your academic advisor:

- Help you navigate your educational environment
- Goal Setting
- Academic Planning and registering for classes
- Connect you with appropriate campus and community resources
- Academic and Financial Aid appeals (e.g., academic adjustments, satisfactory academic progress (SAP) appeals)
- Reference Letters
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Academic Advising Timeline

1st Semester: MDS 300

- Develop your academic plan (called your Individual Degree Plan) of classes semester by semester
- Learn educational planning tools such as Student Center, Academic Advisement Report, Degree Tracker, Course Catalogue, and Transcript
- Look into Study Abroad, Internships, or Research Opportunities
- Make connections with students and faculty within and beyond your major
- Utilize academic support resources on campus as needed: Tutoring, writing lab, disability services
- Become familiar with university administration offices: Registrar and Financial Aid
- Utilize the career center to prepare for job searching and post graduate programs.
- Get involved in student organizations
- Update Resume
- Research career options and graduate programs.

In-between Semesters:

- Seek internships, research, study abroad, and/or service learning opportunities.
- Follow your academic plan utilizing the educational planning tools: Student Center, Academic Advisement Report, Degree Tracker, Course Catalogue, and Transcript
- Check in with your advisor to ensure you are staying on track.
- Explore possible career goals or graduate programs
- Be involved in leadership positions on campus or student organizations
- Update Resume
- Take graduate exams if needed (LSAT, GRE, GMAT, MCAT)
- Utilize the career center to prepare for job searching and post graduate programs.

Final Semester: MDS 400

- Finalize career/postgraduate plans
- Apply for Graduation
- Complete Service Learning
- Apply for Graduate school
- Submit resumes, begin interviewing
- Utilize the Career center to improve interview skills, resume techniques and continue job searching.

Adapted from sample provided by Austin Peay State University: http://www.apsu.edu/sites/apsu.edu/files/ctl/Syllabus_Fall_2011.pdf