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/

April 2015
## Academic Advising Checklist

### 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 – [www.mtu.edu/success/academic/support/](http://www.mtu.edu/success/academic/support/)
  - 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 (DARS)
- [ ] Review Academic Policies and Academic Integrity [http://www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)
- [ ] 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 and career 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***