

# Advising Syllabus

Mission: *Advisors and students working together to develop an individualized academic plan for accomplishing student goals*

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**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/>

## Academic Advising Checklist

Time	Instructions
<p><b>Orientation Week</b> <i>preparing for your first semester</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Login to Banweb and review your transcript               <ul style="list-style-type: none"> <li>▪ Are AP credit and transfer credits correct?</li> </ul> </li> <li><input type="checkbox"/> Meet academic advisor</li> <li><input type="checkbox"/> Complete class registration and print class schedule</li> <li><input type="checkbox"/> Explore Campus Resources and visit these websites               <ul style="list-style-type: none"> <li>▪ Your department and advisor</li> <li>▪ Undergraduate Catalog – <a href="http://www.mtu.edu/catalog/">http://www.mtu.edu/catalog/</a></li> <li>▪ Dean of Students - <a href="http://www.mtu.edu/deanofstudents/">http://www.mtu.edu/deanofstudents/</a></li> <li>▪ Registrar – <a href="http://www.mtu.edu/registrar/">http://www.mtu.edu/registrar/</a></li> <li>▪ Advising – <a href="http://www.mtu.edu/registrar/students/advising/">http://www.mtu.edu/registrar/students/advising/</a></li> <li>▪ Library - <a href="http://www.mtu.edu/library/">http://www.mtu.edu/library/</a> - take a library tour</li> <li>▪ Learning Centers – <a href="http://www.mtu.edu/success/academic/support/">www.mtu.edu/success/academic/support/</a></li> <li>▪ Career Services – <a href="http://www.mtu.edu/career/">http://www.mtu.edu/career/</a> - complete <a href="#">Myplan</a></li> <li>▪ Wellness and Counseling – <a href="http://www.mtu.edu/counseling/">http://www.mtu.edu/counseling/</a></li> </ul> </li> </ul>
<p><b>Year 1</b> <i>transitioning and adjusting to college life</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend first year advising meeting with your major advisor*               <ul style="list-style-type: none"> <li>* <i>What to do if you are unsure about your major – meet with</i></li> <li>General sciences/arts undeclared advisor: <a href="http://www.mtu.edu/sciences-arts/undergraduate/gsa/">http://www.mtu.edu/sciences-arts/undergraduate/gsa/</a> or</li> <li>General/undecided engineering advisor: <a href="http://www.mtu.edu/ef/degree/advising/">http://www.mtu.edu/ef/degree/advising/</a></li> </ul> </li> <li><input type="checkbox"/> Review major requirements: Banweb – run a degree audit</li> <li><input type="checkbox"/> Review Academic Policies and Academic Integrity <a href="http://www.mtu.edu/deanofstudents/">http://www.mtu.edu/deanofstudents/</a></li> <li><input type="checkbox"/> Review University Student Learning Goals and your major’s learning goals               <ul style="list-style-type: none"> <li>▪ <a href="http://www.mtu.edu/learning-goals">www.mtu.edu/learning-goals</a></li> </ul> </li> <li><input type="checkbox"/> Create a resume and attend career fairs</li> <li><input type="checkbox"/> Begin to explore honors college, internship, co-op, research, study abroad, minors</li> <li><input type="checkbox"/> Learn about campus activities and student organizations               <ul style="list-style-type: none"> <li>▪ <a href="http://www.involvement.mtu.edu/organizations">http://www.involvement.mtu.edu/organizations</a></li> </ul> </li> </ul>
<p><b>Year 2</b> <i>academic and career exploration and personal development</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with advisor, bring your academic plan</li> <li><input type="checkbox"/> Explore interests, strengths and careers               <ul style="list-style-type: none"> <li>▪ Revisit Career Services – <a href="http://www.mtu.edu/career">http://www.mtu.edu/career</a></li> </ul> </li> <li><input type="checkbox"/> Update your resume and attend career fairs</li> <li><input type="checkbox"/> Explore honors college, internship, co-op, research, study abroad, minors</li> <li><input type="checkbox"/> Consider joining an Enterprise – <a href="http://www.mtu.edu/enterprise/teams/all/">http://www.mtu.edu/enterprise/teams/all/</a></li> </ul>
<p><b>Year 3</b> <i>academic enhancement and career goal setting</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with advisor to prepare for graduation</li> <li><input type="checkbox"/> Network with faculty in your major</li> <li><input type="checkbox"/> Attend Career Services and Graduate School workshops for career planning</li> <li><input type="checkbox"/> Develop career goals</li> <li><input type="checkbox"/> Participate in co-op, internship, research, study abroad, minors</li> <li><input type="checkbox"/> Update resume and attend career fairs</li> </ul>
<p><b>Year 4+</b> <i>transitioning out of college into career or graduate school</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with advisor for final degree audit one semester before graduation</li> <li><input type="checkbox"/> Finalize career/graduate school plans</li> <li><input type="checkbox"/> Apply for graduation – <a href="http://www.mtu.edu/registrar/students/graduation/degree/">http://www.mtu.edu/registrar/students/graduation/degree/</a></li> </ul>

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