

# **ACADEMIC ADVISING SYLLABUS**

**THE UNIVERSITY OF AKRON  
UNIVERSITY COLLEGE  
ACADEMIC ADVISEMENT CENTER  
Simmons Hall 205**

**330-972-7430**

**HOURS: 8:00 AM – 5:00 PM Monday and Friday  
8:00 AM – 2:30 PM Thursday  
8:00 AM – 7:00 PM Tuesday and Wednesday**

## ***Our Mission***

Academic advising is an intentional, collaborative, and ongoing partnership between students and the university based on sharing accurate and timely information that enables students to navigate the educational system and to identify and reach educational, personal, and career goals. Faculty, professional academic advisers, and others who are charged with advising-related duties establish an engaging and challenging learning and mentoring relationship which supports the mutual trust and respect of both parties.

## ***Our Philosophy***

...is based on the following beliefs:

- Students are often unaware of the demands and expectations of the university and therefore need to learn the culture of higher education. Academic advising plays a key role in your understanding of the collegiate environment.
- Academic advising is not an isolated event but an ongoing communication between you and your adviser in which mutual trust and respect must be established.
- Academic advisers recognize and accept that all students are unique and enter the learning process at varying points, learn at different rates and through a variety of methods. To that extent, your adviser will work closely with you to identify and make your educational experience one that fits your needs, goals and plans.
- At the heart of all academic advising is the development of an educational plan that will enhance your intellectual and personal growth, including the selection of appropriate classes to satisfy degree requirements in an efficient and effective manner. While your adviser will help you to define your educational goals, the primary responsibility for decision-making rests with YOU, the student.

*Adapted from - AARC Academic Advising Handbook, Northern Kentucky University*

## **ADVISER / ADVISEE RESPONSIBILITIES**

### **Your Adviser will:**

- Help you to understand the meaning and relevance of the college experience.
- Assist you in developing and achieving realistic academic and career goals based on your interests, abilities, values, and needs.
- Interpret University policies, procedures, and requirements.
- Refer you to appropriate resources, including the Counseling Center, the Office of Student Academic Success, the Center for Career Management, etc.
- Address your academic questions and concerns.
- Adhere to the highest principles of ethical behavior and maintain confidentiality. Your adviser will not discuss issues with parents or non-university persons without your written permission.
- Respond to academic questions only via uakron.edu e-mail accounts.
- Guide you in your selection of courses.

**You will:**

- Take responsibility for your educational experience.
- Learn how to access, use and check your university e-mail often.
- Become familiar with campus resources, including the Counseling Center, the Office of Student Academic Success, the Center for Career Management, etc.
- Maintain contact with your adviser throughout the semester.
- Come to each advising appointment prepared to ask questions and discuss concerns. Please bring all advising-related materials, your advising syllabus, completed forms, etc.
- Know how and when to check holds in ZipLine and which offices to contact to rectify, remove, or move the hold.
- Assess your interests, abilities, values, and needs and to discuss these with your adviser.
- Clarify your educational, career and personal goals.
- Use the *Undergraduate Bulletin*/appropriate curriculum guide(s) and other resources to become knowledgeable of academic requirements, policies, and procedures.
- Know important dates and deadlines (registration, drop/add, final exams, etc.) as listed on the university's Academic Calendar.
- Discuss your selection of courses with your adviser.
- Accept responsibility for your decisions and actions (or inactions) which affect your educational progress and goals.

**ADVISER APPOINTMENTS/MEETINGS**

**I saw my adviser on:**

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**We discussed:** \_\_\_\_\_

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**PREPARING FOR YOUR ADVISING APPOINTMENT**

- Students should make an appointment with their academic adviser by calling **330-972-7430** and making an appointment with the schedulers in the AAC.
- Please call to cancel if you cannot make your appointment. If you are more than 15 minutes late for your appointment, you must reschedule.
- Visit <http://www.uakron.edu/advising/curriculumguides.php> and print the curriculum guide for your major. If you are undeclared, print the curriculum guides for any majors you are considering and a General Education sheet <http://www.uakron.edu/advising/docs/GEN-EDUC.pdf> that outlines your core curriculum.
- Mark or cross out all of the classes that you have already successfully passed or that you are currently taking to determine what classes you have remaining.
- Consider possible classes for the coming semester.
- Write down any questions that you have for your adviser.
- During the appointment, be prepared to discuss the following: your educational interests and goals; your educational plan, including course selection; any academic concerns or questions when appropriate.

## **TRANSFER TO YOUR DEGREE-GRANTING COLLEGE Process and Timeline**

If you begin your college degree program in University College, after declaring your major and meeting the pre-admission requirements for your degree-granting college, you and your adviser will complete an ICT (Inter-College Transfer). An ICT is essentially an *application for admission* to your degree-granting college. Keep in mind that for selective majors (Nursing, Education, Social Work, for example) your being admitted to the degree-granting college is exactly that – you have been admitted to your college. Other pre-admission requirements may have to be met BEFORE you can be admitted to your major. You should discuss those additional pre-admission requirements with your adviser before you transfer.

At most times of the year, you will make an appointment with your adviser to ICT. You may be told, however, that because of the high traffic in the Academic Advisement Center (AAC), you can complete your ICT as a walk in - without an appointment. In either case, you and your adviser (or any adviser if the AAC is on an all walk-in basis) will complete the ICT (application) form and both of you will sign the application. Your adviser will explain the process from there as it differs for each degree-granting college. Remember that it is important to work closely with your new adviser in your degree-granting college since he/she will guide you through the next set of *Student Learning and Expectations for Advising*.

### **STUDENT LEARNING AND EXPECTATION OF ADVISING: INTRODUCTION**

**The following are skills that your adviser and you will work together to gain by the end of each year in your academic program. Please review them periodically to assess your understanding. If at any time you have questions or concerns, please contact your adviser who will explain what you do not understand or who will advise you as to your next step.**

#### **FRESHMEN STUDENTS ( 0-31 credits )**

- \_\_\_\_\_ Know who your adviser is and how to contact him/her.
- \_\_\_\_\_ Learn and accept the differences between high school and college.
- \_\_\_\_\_ Know that academic advising is different from high school guidance counseling.
- \_\_\_\_\_ Become familiar with the General Education requirements.
- \_\_\_\_\_ Know and adhere to the 32 / 48 / 60-hour rules.
- \_\_\_\_\_ Know how to access the two-year curriculum guides for individual majors.
- \_\_\_\_\_ Know the core requirements for your major, if declared.
- \_\_\_\_\_ Know the requirements for acceptance into your degree-granting college.
- \_\_\_\_\_ Become familiar with UA academic calendar/deadlines, add/drop, registration dates, etc.
- \_\_\_\_\_ Develop a high degree of academic integrity.
- \_\_\_\_\_ Understand the university's expectation for student behavior (The University of Akron Student Code of Conduct) and the consequences of behavior on future employment.
- \_\_\_\_\_ Learn to manage your time successfully so that you are able to complete assignments and still manage personal responsibilities (including coming to understand that sometimes you cannot do it all).
- \_\_\_\_\_ Learn to budget and manage finances effectively.
- \_\_\_\_\_ Learn to ask for help when you need it rather than attempting to deal with overwhelming situations alone.
- \_\_\_\_\_ Learn about/take care of financial aid responsibilities, including filing FAFSA on time.
- \_\_\_\_\_ Discover your own personal learning style and learn how you can use it to be a more successful student.
- \_\_\_\_\_ Become familiar with campus services (Office of Student Academic Success, Office of Accessibility (OOA), Center for Career Management (CCM), the Counseling Center (CC), Office of Multicultural Development (OMD), etc.
- \_\_\_\_\_ Become familiar with the *Undergraduate Bulletin*.
- \_\_\_\_\_ Explore academic, career, and personal interests.
- \_\_\_\_\_ Learn what future employers expect of their employees and adopt a level of academic integrity that will provide a foundation of ethical behavior in the career arena.
- \_\_\_\_\_ Consider taking the Career Planning class (1100:117).
- \_\_\_\_\_ Discover/assess skills, values, talents, strengths and weaknesses
- \_\_\_\_\_ Be able to navigate ZipLine, including accessing and using your DARS (Degree Audit Reporting System \*) audit.

### **SOPHOMORE STUDENTS ( 32 - 63 credits )**

- \_\_\_\_\_ Work with your adviser to begin to narrow your interests to determine a major if not already declared.
- \_\_\_\_\_ Explore course requirements (What IF? feature in DARS) for potential majors and start to make faculty contacts in the respective departments.
- \_\_\_\_\_ Explore experiences that will help you clarify goals and interests (co-ops, internships, undergraduate research opportunities, professional organizations, mentorships, student employment, volunteerism, study abroad, etc.)
- \_\_\_\_\_ Determine if your strengths and interests fit your major/career choice through discussion with your adviser and a career counselor in the Center for Career Management (CCM).
- \_\_\_\_\_ Visit the CCM and begin to develop a resume, cover letter, and/or portfolio.
- \_\_\_\_\_ Explore/apply for UA scholarships and other scholarship sources and adhere to deadlines.
- \_\_\_\_\_ Complete an ICT (Inter-college Transfer) to your degree-granting college with your academic adviser.

### **JUNIOR STUDENTS ( 64 - 95 credits )**

- \_\_\_\_\_ Get to know your faculty adviser or advising unit in your degree-granting college.
- \_\_\_\_\_ Complete a degree check sheet/program agreement with your adviser in your degree-granting college to determine classes still needed to meet major and graduation requirements. Check your DARS\* report.
- \_\_\_\_\_ Register with the CCM (if you haven't already) to map out a job search plan.
- \_\_\_\_\_ Research criteria for internships and co-op opportunities in the CCM. Meet deadlines for participation.
- \_\_\_\_\_ Research multiple career options within your field of study to determine best fit.
- \_\_\_\_\_ Make academic, career, personal decisions – it's a lifelong skill!
- \_\_\_\_\_ Research employment or graduate school options and requirements for admission / employment.
- \_\_\_\_\_ Begin the networking process; consider participating in career/employment fairs.
- \_\_\_\_\_ Be aware of graduation process/dates/deadlines.
- \_\_\_\_\_ See faculty adviser for input on identifying and addressing additional education/skills needed for employment or for graduate school. Check registration dates for GRE, GMAT, LSAT, MCAT, etc.).

### **SENIOR STUDENTS ( 96 - 128+ credits )**

- \_\_\_\_\_ Begin the graduation application process. Check your DARS\* report.
- \_\_\_\_\_ Apply to graduate school(s).
- \_\_\_\_\_ Prepare to market yourself to potential employers/graduate schools by articulating your skills and knowledge acquired through your course of study.
- \_\_\_\_\_ Take advantage of Career Fairs and on-campus interview opportunities.
- \_\_\_\_\_ Continue networking.
- \_\_\_\_\_ Polish your resume, cover letter, and portfolio.

## **DEMONSTRATING YOUR ACHIEVEMENT OF LEARNING OUTCOMES**

### **Through the advising experience at UA:**

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will demonstrate an understanding of the value of the General Education requirements – see General Education guide.
- Students will be aware of the requirements for transfer to their degree-granting colleges.
- Students will transfer to their degree-granting college in a timely manner.
- Students will fulfill all contractual stipulations for academic probation when appropriate.
- Students will understand and utilize the Academic Repeat Policy when appropriate.
- Students will understand the impact that withdrawing from classes has on their educational plan and financial aid.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to read and utilize their DARS report accurately.

So that you and your adviser can accurately measure and document your achievement of the above, you should maintain an **ongoing portfolio** of your advising materials, including your educational plan, appropriate curriculum guide(s), your semester worksheets/schedules, collaborative work done as a result of various referrals on campus, and any other documents that you and your adviser develop that demonstrate your achievement of the learning outcomes listed above. **Remember to bring your advising portfolio to every appointment with your adviser.**

### **SAFE ZONE**

UA faculty and professional advisers actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

### **THE OFFICE OF ACCESSIBILITY**

The Office of Accessibility provides academic accommodations to students with disabilities. Students who feel they may need accommodations based on the impact of a disability should contact the Office of Accessibility at 330-972-7928 or [www.uakron.edu/access](http://www.uakron.edu/access). The office is located in Simmons Hall, 105.

### **RESOURCES FOR STUDENTS**

<http://www.uakron.edu/colleges/univcoll/docs/StudentResourceGuide.pdf>

### **CELL PHONE AND E-MAIL ETIQUETTE**

Your advising time is important. Please keep your phone on vibrate and be polite. We understand that emergencies happen. We also encourage you to sign your phone up on the university's Z-Alert system. E-mails between you and your adviser and you and your instructors should be written in a professional manner. Please include your name and your student ID number. Do not use text abbreviations or text format in writing your e-mails.