



Academic Advising Syllabus

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College of Education and Human Services
Southern Illinois University – Carbondale

Office: Wham Building, Room 122
Office Hours: 8:00 am – 4:30 pm

Email: coehsadviseement@siu.edu
Telephone: (618) 453-6340

Purpose:

This syllabus was created to assist students with negotiating the responsibilities of their academic career starting with the transition to college and continuing through to graduation.

Academic Advising Mission

The mission of the College of Education and Human Services Academic Advising Office is to provide students the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, learning the skills needed for academic success, and learning how to access the resources and services available to support their success on campus.

Academic Advising Definition

Academic advising is a collaborative educational process whereby students and their advisors partner to meet learning outcomes to ensure student academic success and outline the steps for students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student over the student's entire educational experience at the university. Both student and advisor have clear responsibilities for ensuring that the advising partnership is successful.

Advisor/Advisee Responsibilities

You can expect your advisor to:

- ✦ understand and effectively communicate curriculum, graduation requirements, and university and college policies and procedures found in the SIU undergraduate catalog and if applicable, the Teacher Education Program guidelines;
- ✦ document all advising plans, meetings, and academic decisions for future reference;
- ✦ be accessible for meetings with you during office hours, walk-in hours, appointments, by telephone, and through email during hours of operation;
- ✦ encourage and guide you to define and develop clear and realistic educational goals;

- ✦ provide a safe space in which to share your thoughts, aspirations, concerns, and interests;
- ✦ maintain confidentiality and professionalism at all times;
- ✦ listen carefully to your questions and concerns;
- ✦ monitor and accurately document your progress toward meeting your degree requirements;
- ✦ assist you in gaining decision-making skills and in assuming responsibility for your educational plans and decisions;
- ✦ assist you in course selection related to your academic major;
- ✦ encourage you to work closely with you professors/instructors;
- ✦ provide educational resources and referrals, when appropriate;
- ✦ encourage you to participate in extra-curricular activities and events; and
- ✦ where applicable, explain the requirements for Teacher Education Program admission.

Advisee Responsibilities – What You Are Expected To Do

As an Advisee, you have clear responsibilities in the advising partnership. In order to be successful, you must:

- ✦ take responsibility for your educational experience;
- ✦ learn how to access, use, and check you SIU.EDU email often;
- ✦ become familiar with campus resources;
- ✦ maintain contact with your advisor throughout the semester;
- ✦ keep a record of your academic progress and goals and organize them in a way that enables you to access them at advising appointments and when otherwise needed;
- ✦ keep appointments and come to each advising appointment prepared to ask questions and discuss concerns;
- ✦ assess your interests, abilities, values, and needs to discuss these with your advisor and clarify your educational, career, and personal goals;
- ✦ bring all advising-related materials, your advising syllabus, completed forms, etc. to your advising appointments;
- ✦ know important dates and deadlines (registration, drop/add, final exams, act.)
- ✦ discuss your selection of courses with your advisor;
- ✦ accept responsibility for your decisions, actions, or inactions which affect your educational progress and goals; and
- ✦ maintain copies of ***all*** course syllabi for record keeping purposes.

Preparing For Your Advising Appointment

To prepare for an advising appointment, students:

- ✦ should make an appointment with their academic advisor through Grades First or by calling (618) 453-6340;
- ✦ cancel and/or reschedule an appointment through Grades First or by calling the office,

- ✦ be on time for appointments - If you are more than 10 minutes late for your appointment, you may be asked to reschedule;
- ✦ consider possible classes for the upcoming semester so that you are prepared with questions and ideas;
- ✦ write down advising questions that you have and bring them to your appointment; and
- ✦ be prepared to discuss the following: your educational interest and goals; your educational plan, including course selection; any academic concerns and/or questions you have.

Demonstrating Your Achievements of Learning Outcomes

Through the advising experience in the COEHS students will:

- ✦ demonstrate the ability to make effective decisions concerning their degree and career goals;
- ✦ develop an educational plan for successfully achieving their goals;
- ✦ select courses each semester to progress toward fulfilling their educational plan;
- ✦ demonstrate an understanding of the value of the University Core Curriculum requirements;
- ✦ be aware of academic policies;
- ✦ understand the impact that withdrawing from classes will have on their educational goals plan and financial aid;
- ✦ utilize campus resources and services to assist them in achieving their academic, personal, and career goals; and
- ✦ make use of referrals to campus resources as needed.

Students should develop an ongoing advising folder of all advising materials, including educational plan, appropriate curriculum guide(s), semester schedules, work done as a result of referrals on campus, and any other documents you and your academic advisor develop that demonstrate your achievement of the learning outcomes listed above.

Remember to bring your advising folder to every advising appointment!

Safe Zone

Southern Illinois University advisors actively create a respectful and supportive environment for all people. We proudly serve students of all abilities, sexual orientations, genders, race, cultures, and socioeconomic statuses.

Cell Phone and E-mail Etiquette

Your advising time is important. Please silence your phone and DO NOT text during your appointment. E-mail between you and your advisor and you and your instructors should be written in a professional format. Please include your name and your Dawg tag number in the body of the message. Do not use text abbreviations or text formatting in writing your emails.