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**Academic Advising Syllabus**

**102 Edwin Duncan Hall – 828.262.8590 for Appointments**

**Office Hours: Monday – Friday, 8:00-5:00**

[**http://healthsciences.appstate.edu/students/student-services-center**](http://healthsciences.appstate.edu/students/student-services-center)

**General E-mail: chsadvising@appstate.edu**

**Advisor or Mentor:**

**Phone:**

**E-Mail:**

**Materials Needed for the Advising Session:**

For pre-registration advising, please bring a proposed course schedule of classes.

**\*Advising required each semester for all newly declared BCHS majors.­­­­­­­­­­­­­­­­­­­­­­­­­**

# Academic Advising - BCHS

### Vision

Academic advising in the College of Health Sciences will be recognized for its focus on student learning and its commitment to student success. Advising is enhanced by a balanced use of technological resources and personal interaction.

### Mission

Deliberate and intentional academic advising in the College of Health Sciences guides students in making responsible academic and career choices, setting goals, and developing education plans to realize those goals. Effective advising fosters critical thinking and informed decision making which supports meaningful living in a global society.

### Values

As a part of the College of Health Sciences, the Office of Advising and Academic Support works to enhance, develop and implement supportive academic services to declared undergraduate students in the college. Undeclared students and students in other major programs are also provided with academic services related to classes offered within the college. The office certifies students for graduation and provides academic information, support, and advising for students. Students are encouraged to become familiar with the services provided by this office beginning with their first semester in the college.

The office strives to be a resource for students and values advising as an important piece in the overall teaching and learning process. While academic choices rest with the student, professional advisors assist students by helping them identify and assess the alternatives and the consequences of academic decisions.

## Expected Student Learning Outcomes for the Advising Experience

(Council for the Advancement of Standards in Higher Education)

### *Student will:*

* Value the role of the academic advising process in the university experience;
* Demonstrate the characteristics of a prepared advisee;
* With the guidance of an academic advisor, 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 that educational plan;
* Know the general education requirements;
* Use campus resources and services to assist them in achieving their academic, personal, and career goals;
* Follow through when referred to appropriate campus resources;
* Be able to read accurately and effectively use a DegreeWorks degree audit in their educational planning;
* Graduate in a timely manner based on the individual educational plan.

### *Academic Advisor Responsibilities - What You Can Expect:*

You can expect me as your advisor to:

* Effectively communicate the curriculum and graduation requirements for your major and university and college academic policies and procedures;
* Encourage and guide students as they define and develop realistic goals;
* Encourage and support students as they make academic progress according to their educational plans;
* Provide students with information about strategies for using 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 advising students in meetings either in groups or individually during office hours, telephone, e-mail, or web access;
* Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
* Assist students in working closely with their professors and refer you to appropriate university sources as assistance is needed.

### *Advisee Responsibilities - What Your Advisor Can Expect:*

As my advisee, I expect you to:

* Schedule regular appointments or make regular contacts with advisor during each semester;
* Come prepared to each appointment with questions or materials for discussion;
* Review the schedule of classes and develop a proposed course schedule prior to all pre-registration meetings;
* 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;
* Enroll in the courses for which you and your advisor have determined that from educational objectives you are ready to pursue;
* Keep a personal record of your progress toward meeting your goals;
* Complete 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.

### *Demonstrating Your Achievement of Learning Outcomes:*

By the End of the **First Year in BCHS** you should know how to:

\_\_\_ Contact your Advisor and Faculty Mentor

\_\_\_ Estimate Study Time for Each Hour in Class

\_\_\_ Access, Read, and Understand Your DegreeWorks Audit

\_\_\_ Access and Use the BCHS Web Site

\_\_\_ Interpret Your Program of Study

\_\_\_ Schedule an Advising Appointment

\_\_\_ Use the *Undergraduate Bulletin* (Referring here for policy information, etc.)

\_\_\_ Register for Courses (Including finding courses, Adding/Dropping a Class, Obtaining Permits, etc.)

\_\_\_ Use the GPA Calculator

Know Where to Find:

\_\_\_ Tutoring

\_\_\_ Information about Minors

\_\_\_ Study Abroad Information

\_\_\_ Dates and Deadlines

\_\_\_ Transfer Work Information

\_\_\_ Frequently Used Forms

\_\_\_ Faculty Phone and Office Numbers

Develop:

\_\_\_ Ownership of Your Education

\_\_\_ An Understanding of ASU and CHS Policy and Procedure

\_\_\_ Time Management and Study Skills

\_\_\_ A Relationship with your Advisor and Faculty Mentor

\_\_\_ An Academic Plan

\_\_\_ A beginning professional resume

Review:

* E-mail daily
* Degree audit once per semester
* Calendar each semester and be aware of early registration dates

By the End of the **Second Year in BCHS** you should know how to:

\_\_\_ Apply for Graduation

Know Where to Find:

\_\_\_ Information about internships, practicums, field work, etc.

\_\_\_ Information about the professional organizations in your field

Develop:

\_\_\_ A final professional resume

\_\_\_ Contacts in your desired field

\_\_\_ A list of places you’d like to work

Review:

* E-mail daily
* Degree audit once per semester
* Calendar each semester and be aware of early registration dates

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# Faculty Mentors

Faculty mentors have expertise in their disciplinary area and will assist you with postgraduate planning as well as internships, professional development opportunities, research interests and questions you have about what it’s really like in your chosen field.

## Expected Student Learning Outcomes for the Faculty Mentor Experience:

### *Student will:*

* + Demonstrate the characteristics of a prepared mentee;
	+ With the guidance of a faculty mentor, make effective decisions concerning their degree and career goals;
	+ Use suggested resources and services to assist them in achieving their academic, personal, and career goals;
	+ Follow through when referred to appropriate resources.

### *Faculty Mentor Responsibilities - What You Can Expect:*

You can expect me as your mentor to:

* + Encourage and guide students as they define and develop realistic goals;
	+ Encourage and support students as they make academic progress according to their educational plans;
	+ Provide students with information about strategies for using the available resources and services;
	+ Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals;
	+ Be accessible for meeting with students in meetings either in groups or individually during office hours, telephone, e-mail, or web access.

### *Mentee Responsibilities - What Your Advisor Can Expect:*

As my mentee, I expect you to:

* + Schedule regular appointments or make regular contacts with mentor as needed;
	+ Come prepared to each appointment with questions or materials for discussion;
	+ Be an active learner by participating fully in meetings;
	+ Ask questions if you do not understand an issue or have a specific concern;
	+ Complete recommendations from your faculty mentor;
	+ Gather all relevant decision making information;
	+ Clarify personal values and goals and provide mentor with accurate information regarding your interests and abilities.