

# Academic Advising Syllabus

University Advising Center — Wayne State University

## Philosophy of academic advising

Academic advising is the process in which you, the student, and advisor work together to set goals for your academic life. It is a collaborative process, and ultimately, you – the student – are responsible for your educational experience. Higher education has the potential to change your life for the better if you set goals and strive to achieve them. As you pursue your degree, you have the power to make changes that will set the course for a lifetime of learning. Our hope is that we can help you set those goals and encourage you to pursue and reach them. University Advising Center advisors will not “prescribe” answers or programs to you, but will encourage you to find academic areas that you enjoy and do well in. You will be in charge of reaching those goals, but we will help in whatever way possible.

## Our Mission

The mission of the University Advising Center is to help undergraduate students fulfill their educational goals, achieve academically, and graduate.

The University Advising Center seeks to create a vital link between the university community and its undergraduate students, articulate the institution's academic purposes, and help students understand and negotiate the institution's rules, regulations, and requirements.

## Contact Information

University Advising Center  
1600 David Adamany Undergraduate Library  
Phone (313) 577-2680  
e-mail: [univadvising@wayne.edu](mailto:univadvising@wayne.edu)

## Advising by appointment:

Monday, Wednesday, Thursday, & Friday  
Office Hours: Mon. & Thurs. 8:30 a.m. - 7:00 p.m.;  
Wed & Fri., 8:30 a.m. - 5 p.m.

## Drop-In Advising:

Tuesday, 8:30 a.m. – 3:30 p.m.  
Advisor is on call for quick questions during regular office hours

## Policies and Procedures for Advising

- Appointments can be scheduled by calling 313 577-2680 or you can drop-in on Tuesday.
- If you know you will not be able to keep an appointment, please call the office as soon as possible to cancel or reschedule. Don't be a “no show” for your appointment.

- Please turn off cell phones during your meeting.
- Check your WSU email regularly. This is the only email account that the University will use to contact you.
- When you email faculty or staff members, be professional. Be sure to clearly explain questions or requests. Please be sure to sign your name and include your student number.
- When a referral is made, make sure you get contact name and specifics regarding the service you received so that your advisor can follow-up if necessary.

### **What We Expect of Students**

You are expected to:

- schedule regular appointments and/or contacts during each semester
- be on time for your scheduled appointment
- come to appointments prepared with questions and/or topics to discuss
- accept responsibility for your decisions and actions
- be open to developing and clarifying your personal values and goals
- be knowledgeable about college programs, policies, procedures, and opportunities as appropriate
- keep a record of your academic progress and goals
- be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary)
- be an active learner by participating fully in the advising experience
- gather all relevant decision-making information
- organize your official records and make them accessible to your advisor
- activate your WSU email account and check your email regularly (at least 2 to 3 times per week)
- familiarize yourself with the academic calendar and be aware of deadline dates
- seek help when needed and use appropriate campus resources

### **About Your Advisor**

Your advisor is a professional who has expertise in locating information, interpreting university policies and requirements, navigating the institutional maze, and assisting you in exploring options. During your meeting, you can expect to receive courteous service, accurate information, and referral to appropriate campus resources from a caring professional who is interested in connecting you with all that Wayne State has to offer.

Working with an academic advisor in the University Advising Center can ensure that you are knowledgeable about program, college, pre-professional and university requirements and are taking courses which will apply to your desired course of study. Advisors can assist with choosing and changing an academic program or major; preparing for professional school; and locating appropriate campus resources for career exploration or to address a variety of issues and problems.

### **What You Can Expect of Your Advisor**

You can expect your advisor to:

- understand university requirements, and effectively communicate them to you
- provide a safe place where you can share your thoughts, aspirations, concerns, and interests

- provide resources, referrals, and strategies for using available resources on campus
- listen carefully to your questions, concerns, and confusions
- encourage and support you as you gain the skills and knowledge necessary for success
- assist you in making course and major decisions
- assist you in understanding the purposes and goals of higher education
- be accessible to students during posted office hours, by telephone, email or web

### **Preparing for Your Advising Session**

Come to your session prepared with questions that you would like to discuss. If you are meeting with an advisor to talk about requirements, do your homework first by reviewing information provided on WSU curriculum sheets, the Undergraduate Bulletin, and Schedule of Classes web site. If you need to talk with an advisor about academic difficulties, be prepared to identify and discuss obstacles. Have a tentative plan for addressing the identified obstacles and follow up on the recommendations made by your advisor. If you are meeting an advisor for course selection, bring a list of possible courses to your session. If you wish to discuss an unofficial plan of work or declare your major, bring a copy of your transcript to the session. Planning ahead can make your time with an advisor more productive.

### **Recommended Resources to Review**

University Advising Center web site: [www.advising.wayne.edu](http://www.advising.wayne.edu)  
 Wayne State University Undergraduate Bulletin  
 Program-specific curriculum guides  
 Academic Success Center at: <http://www.success.wayne.edu/>  
 University Services at: <http://www.advising.wayne.edu/stsrv.php>  
 Degree Audit “What-if” on STARS, accessible from Pipeline

### **Expected Student Learning Outcomes**

Through the advising experience in the University Advising Center you will:

- demonstrate the ability to make effective decisions concerning your degree
- develop an educational plan for successfully achieving your goals and select appropriate courses towards fulfilling your goals
- utilize the resources and services on campus to assist you in achieving your educational goals
- make use of referrals to campus resources as needed
- be able to accurately read and effectively use your program-specific curriculum guide to determine progress towards your degree
- be able to select a major or professional program that matches your interests and abilities
- graduate in a timely manner based on your educational plans

### **Objectives & Expected Tasks for Students at Each Level**

#### **Freshman (0-29 credits)**

Progress Towards Degree

- Complete Computer Competency Requirement
- Complete Math Proficiency/Competency Requirement
- Complete Basic Composition
- Begin Group Requirements, Major/Professional Program Requirements, and Exposure Areas

#### Adjust to the College Environment

- Figure out why you are in college and what you want to get from your experience here.
- Ask questions to find out about services that can help you make career and personal decisions and use the services.

#### Examine Your Skills, Interests and Values

- What do you do well?
- What do you like to do?
- How do you see yourself?
- What have you accomplished in the past that you can build upon?
- What is important to you?
- What skills or characteristics would you like to develop?

#### Investigate Possibilities

- Take courses in areas of interest.
- Take foundation courses upon which to build additional skills.
- Take courses in a variety of areas and disciplines.
- Keep a personal journal of career and job ideas and fantasies and collect career information from newspapers and magazines.
- Look for a summer job that gives you a diverse experience with different kinds of people and ideas.

#### Increase your personal, communication and leadership skills

- Participate in campus activities, workshops and classes that give you an opportunity to build these skills.

### **Sophomore (30-59 credits)**

#### Progress Towards Degree

- Complete Oral Communication Requirement
- Complete Intermediate Composition Requirement
- Declare your major or apply to your professional school, if appropriate
- Continue Group Requirements and Exposure Areas

#### Explore Your Options

- Make a list of majors that sound interesting to you based on your skills, values, interests and goals. Don't eliminate anything because you don't want to take one or two difficult courses.
- Talk with people in careers which interest you and get a feel for how you would like to be in their positions.
- Familiarize yourself with career literature and resources.

- Experience different job settings for yourself by volunteering, job shadowing or part-time employment.
- Research information regarding job descriptions, educational requirements, entry-level jobs, status of the job market, and future predictions for your interest areas.
- Begin to focus in a specific academic area of interest.
- Make a firm decision and declare your major officially and make sure your decision on the major and minor is based on your career choice.

#### Learn Career Decision-Making Model

- Evaluate the information you have gathered.
- Evaluate the "fit" of your preliminary career goal.

#### **Junior (60-89 credits)**

##### Progress Towards Degree

- Complete Critical Thinking Competency
- Apply to your professional program, if appropriate

##### Implement Your Decision

- Reassess your choice of major. If you begin to suspect that you've made the wrong decision about your major or minor, don't grit your teeth and tough it out. Get some help; working out a new plan may not be as difficult as you think and the rewards of a satisfying career decision are worth the little extra effort.
- Continue to build a solid set of credentials for entering the job market by seeking practical work experience.
- Begin to consider your plan for after college, whether graduate school or employment.
- Visit University Placement Services- 1001 FAB for co-op information, resume-building skills, workshops, interview skills, etc.

#### **Senior (90-120 credits)**

##### Progress Towards Degree

- Complete Writing Intensive requirement
- Complete remainder of General Education Requirements

##### Prepare for Life After Graduation

- Prepare for your job search by writing a resume, conducting information interviews, and networking.
- Attend workshops to assist you in learning effective job search techniques.
- Attend job fairs and recruiting events.
- Learn as much as you can about potential employers.
- Conduct your job search campaign.
- Make application to graduate school program, if appropriate.