

Neumann University Academic Advising Center

# Advising Syllabus

Bachmann Main Building

Room 19

This academic advising syllabus, like a course syllabus, is intended to clarify the goals of the Academic Advising Program at Neumann University while providing advisors and students clearly defined information regarding expectations, outcomes, and responsibilities relating to the advising process.

We, as a community, believe that academic advising is a teaching and learning experience critical to student success. Academic advising is an integral part of Neumann University's commitment to educational excellence in the Franciscan tradition.

*'Good advising may be the single most underestimated characteristic of a successful college experience.'*

*Light, R. J. (2001)*

## Vision Statement

The Academic Advising Program at Neumann University aspires to be an integral part of each student's journey of academic success.

## Mission Statement

Neumann University's Academic Advising Program provides a teaching and learning experience dedicated to student success. Academic advising engages students in developing a plan to realize their educational, career, and life goals while recognizing the importance of education in service to others.



## Who are Advisors?

Your academic advisor is either a professional staff advisor or a faculty advisor committed to your academic success. You will receive personalized academic advising while pursuing your degree at Neumann University. Your advisor is knowledgeable in the following areas: core curriculum, major course requirements, university support services, degree progression, the advising process, value added opportunities and resume building within your major.

*Academic advisors work to strengthen the importance, dignity, potential, and unique nature of each individual served within the academic setting.*

*NACADA: The Global Community for Academic Advising*

### Student Learning Outcomes:

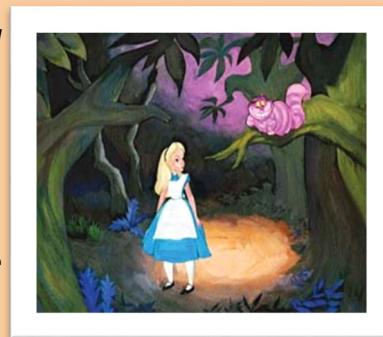
- ◆ Students will be able to successfully navigate the following University platforms:
  - ◆ NU Learn
  - ◆ WebAdvisor
  - ◆ NU Academic Catalog
  - ◆ University email
- ◆ Students will be able to execute a program evaluation for review and planning purposes
- ◆ Students will appreciate the value of a liberal arts education in today's world
- ◆ Students will gain an understanding of the importance of "value-added" outside the classroom learning opportunities
- ◆ Students will be able to produce a degree completion plan by the end of their second year
- ◆ Students will develop critical thinking skills relative to choosing appropriate courses to best reach their personal life and career goals
- ◆ Students will be able to demonstrate ownership of their educational experience by being prepared for all advising appointments
- ◆ Students will be familiar with all University student support systems
- ◆ Students will gain an appreciation of the contributions of St. Francis, St. Clare, St. John Neumann, and Mother Bachmann to the history of Neumann University

*Frequent faculty-student contact in and out of the classroom is the most important factor in student motivation and involvement.*

Arthur W. Chickering

### Matching Personal Gifts, Talents, and Goals with Academic Choices

*Even when you are making great time on a journey, the critical question remains; where am I going?*



**Alice:** *Would you tell me please, which way I ought to go from here?*

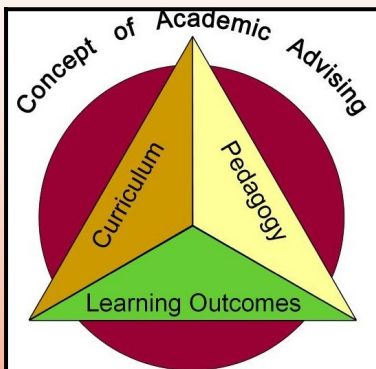
**Cheshire Cat:** *That depends a good deal on where you want to get to.*

A college degree will prepare you for an ever-changing world. A world which will demand that you have certain skills and abilities in order to thrive. Critical thinking, strong written and verbal skills, and the ability to analyze and summarize data and experiences will be among the top skills required for new graduates. The good news is that these skills can be obtained in every major, so be sure to look at the **BIG** picture. Where is my passion? What am I good at? Will someone pay me to do it?

*Academic advising is a partnership between the student and his/her advisor which requires a commitment on both sides of the relationship. Students must fulfill their responsibilities and take ownership of their academic program by being prepared to fully participate in the advising process. Academic advisors need to be knowledgeable regarding University policies and procedures and, at the same time, carefully listen to each student's personal, academic, career, and life goals, while providing students with a mentoring relationship which challenges them to make the most of their academic*

### Advisee Responsibilities

- ◆ *Schedule regular appointments to meet with your advisor during the semester. Contact your advisor when special advising sessions are necessary*
- ◆ *Be prepared for each meeting by having reviewed progression criteria and your program evaluation*
- ◆ *Bring all relevant academic materials to your advising session*
- ◆ *Continually strive to understand your own strengths and weaknesses, and how they play a role in your career planning*
- ◆ *Keep a personal record of your advising sessions and follow up on student support referrals when appropriate*
- ◆ *Work with your advisor to clarify personal, academic, career, and life goals*
- ◆ *Become informed on matters of University policy and procedure that may effect your academic progression*
- ◆ *Work with your advisor to create a realistic four-year graduation plan, and update your plan as needed*
- ◆ *Take primary responsibility for your academic plan and*

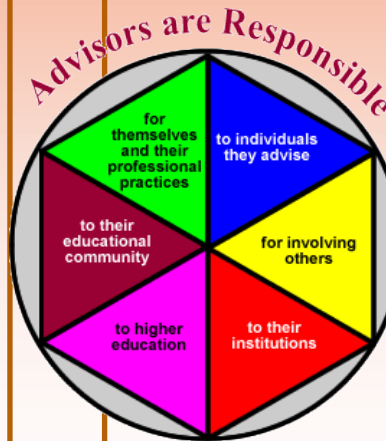


*your progress toward that end*

◆ *Be open to considering ideas and recommendations made by your advisor. Advisors advise, students decide.*

- ◆ *Think outside the box. The University experience will offer unique learning opportunities, both inside and outside the classroom. Be prepared to do things that you may not have previously considered. Be ambitious and courageous in your choices.*

### Advisor Responsibilities



- ◆ *Create an environment where mutual respect and trust allows students to define realistic academic goals*
- ◆ *Teach students how to navigate the learning and information systems of the University*
- ◆ *Assist students with their decision making skills and in assuming primary responsibility for their academic plan and its progress*
- ◆ *Help students understand the societal and personal benefits of a liberal arts education*
- ◆ *Effectively communicate how and when to use student support services on campus*
- ◆ *Maintain confidentiality regarding student information, while following FERPA guidelines at all times*
- ◆ *Challenge students to maximize the value of their educational experience by encouraging them to take part in out of the classroom learning opportunities*
- ◆ *Mentor students toward making themselves valuable in the workforce by adding to their marketable skill set*
- ◆ *Discuss how course choices and minors add to the value of the educational experience, and can assist with creating a career path*
- ◆ *Monitor students' progress toward their goals and meet with students who seem to be drifting off course*
- ◆ *Discuss with students how the Catholic, Franciscan charism of the University can contribute to their personal goals and ultimate fulfillment*
- ◆ *Engage students, when appropriate, in the conversation regarding graduate school*
- ◆ *Be accessible to your advisees, especially during critical times*
- ◆ *Accurately document all advising interactions*

## What I Should Know/Do, and When I Should Know It/Do It ? ? ? ?

### Year One

- ◆ Understand the history and mission of Neumann University
- ◆ Consider studying abroad in your sophomore or junior year
- ◆ Begin to build your resume
- ◆ Get involved on campus
- ◆ Complete a minimum of 30 credits including: Eng 101, Eng 102, math core, Int 101
- ◆ Understand the financial commitment you are making to higher education
- ◆ Create a four-year graduation plan using student information platforms

### Year Two

- ◆ Apply to your major
- ◆ Visit the Career Development Office
- ◆ Join a student club or organization
- ◆ Consider a minor
- ◆ Begin discussions regarding your internship
- ◆ Prepare to register for courses on-line
- ◆ Study Abroad ?

### Year Three

- ◆ Attend an Internship Workshop (Career Development Office)
- ◆ Apply to your minor
- ◆ Explore leadership opportunities on campus
- ◆ Consider Graduate School (GRE, LSAT, MCAT, GMAT)

### Year Four

- ◆ Apply for graduation
- ◆ Investigate services offered by the Alumni Relations Office
- ◆ Complete your internship/student teaching/clinicals
- ◆ Finalize your resume and begin to distribute
- ◆ Work with Career Development Office on cover letters
- ◆ Send out resumes
- ◆ Walk across the stage and smile—remembering the good times and how hard you worked for this moment!

### Critical Resources

- ◆ Program Evaluation (Degree Audit)
- ◆ NU Learn (Blackboard)
- ◆ WebAdvisor
- ◆ On-line Catalog

### NU Core Courses with 12 credits of *Signature Courses*

<i>Theo 104</i>	<i>Phil 102</i>
Eng 101	<i>2nd Philosophy</i>
Eng 102	Fine arts
Eng Lit Core	History
Social Science	Modern Language 102
Laboratory Science	Math Core
<i>2nd Theology</i>	INT 101

*Academic advisors mediate the dissonance between what students expect from the educational environment and what they experience in that environment.*

Habley, Wes. (1981).