

FIRST YEAR ADVISING SYLLABUS- FALL 2011

Advisor:

Location:

Hours:

Email:

Phone:

Materials Required for Advising Session: Your program of study Checksheet, your Goals, any transfer credit info if applicable, your advising portfolio.

Academic Advising: What is it?

Mission

Academic Advising at Philadelphia University instructs students in how to understand, appreciate, and integrate the resources of the university to meet their individual and educational needs. Advisors teach by providing information, example, and assistance to students who are charged with making sound decisions consistent with their abilities and interests. Deliberate and intentional academic advising guides students in setting goals, making responsible academic and career choices, collaborating with others, and valuing the purpose of higher education in realizing their goals. Advising in the Learning and Advising Center is for first-year students only. In your second year, you will move up to be advised by faculty in your major and college.

Expected Learning Outcomes for the Advising Experience

You will:

- Value the role of the academic advising process in your university experience
- Demonstrate the characteristics of a prepared advisee
- With the guidance of an academic advisor, make effective decisions concerning your degree and career goals
- Develop an educational plan for successfully achieving your goals; select courses each semester to progress toward fulfilling your educational plan
- Know the general education requirements and appreciate the liberal arts values reflected in the University core
- Use campus resources and services, such as the Learning Center, Career Services Center, Student Development, and the Counseling Center in order to achieve your academic, personal, and career goals.
- Follow through when referred to appropriate campus resources
- Be able to read and effectively use a degree audit in your educational planning (by 3rd year)
- Graduate in a timely manner based on your individual educational plan

Academic advising is a collaborative educational process. While in the final analysis choices rest with YOU, the student, faculty advisors assist you by helping to identify and assess the alternatives and consequences of your academic decisions.

Academic Advisor Responsibilities—What You Can Expect

You can expect me as your first-year advisor to:

- Effectively communicate the curriculum and graduation requirements for your major and college academic policies and procedures
- Encourage and guide you as you define and develop realistic goals
- Encourage and support you in your academic progress according to your educational plans, including decisions about Credit/No credit and audit options
- Provide you with information about strategies for using the available resources and services on campus, especially the Career Services Center
- Monitor and accurately document your progress toward meeting your goals
- Guide you as you make decisions about withdrawal from courses, leave of absence, or withdrawal from the university.
- Assist you to select summer school courses, and guide you to resources for study abroad opportunities, and internships
- Be accessible for advising you during posted hours
- Assist you in gaining decision making skills and skills in assuming responsibility for your educational plans and achievements
- Maintain confidentiality

Advisee Responsibilities—Characteristics of a Prepared Advisee

As a first-year advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Make regular contacts, at least TWO, with your first-year advisor during each semester
- Come prepared to each appointment with questions or materials for discussion
- Organize official documents in an advising portfolio that enables you to access them when needed
- Take your advising portfolio to advising sessions in which your progress will be assessed and a course of study for the following semester will be planned
- Be an active learner by participating fully in the advising experience, respond to your advisor's email and calls
- Ask questions if you do not understand an issue or have a specific concern
- Enroll in the courses that you and your advisor have determined that you are ready to pursue.
- Keep a personal record of your progress toward meeting your goals.
- Complete all assignments or recommendations from your advisor: for this fall 2011 semester these include visiting the Career Services and Learning Centers

- Gather all relevant decision-making information
- Clarify personal values and goals and provide your 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: Required First-Year Advising Assignments for Fall 2011

- 1. Meet with your first year advisor at least twice during the fall semester**
- 2. Go to the Career Services office at least once during the fall semester**
- 3. Make a tutoring appointment and/or attend a study skills workshop at the Learning Center at least once during the fall semester**

In order for you and your advisor to accurately measure and document that you have achieved the learning outcomes for academic advising, you will begin developing a portfolio of your advising work. This portfolio will consist of a variety of documents including your educational plan, your semester schedules, collaborative work done due to various referrals on campus, and a variety of documents that you and your advisor will develop together to demonstrate your achievement of these outcome

Assistance with Issues Involving Disabilities

Any student who has a disability or learning difference that may affect his or her academic performance or daily activity is encouraged to make an appointment with the Coordinator of Disability Services to discuss this matter. 215-951-6830

LEARNING & ADVISING
FIRST YEAR ADVISING SYLLABUS
CALENDAR FOR FALL 2011

Tutoring and Advising schedules: www.philau.edu/learning

<i>Week of</i>	Required Assignments	Recommended On Campus Activities
Aug 23-26	Fall 2011 Semester Begins Must visit Learning and Advising within first 4 weeks to meet with a First Year Advisor to discuss goals, curricula, and spring courses!!	Visit the Student Involvement Fair in Kanbar Center Quad at 12:30 p.m. to learn about organization's to become involved in on campus.
Aug 29-Sept 2	Must visit Learning and Advising within first 4 weeks to meet with a First Year Advisor. Learn to set achievable goals!	<u>College Success Workshop:</u> "Time Management Crunch" –Sept. 1 12:30, Downs Room 2

	<i>Must make an apt for writing, math or other tutoring. Math review sessions every Friday! Call 215.951.2799</i>	Last day to ADD a class: Aug 30, 2011(Advisor Signature Required)
Sept 5-9	Must visit Learning and Advising within first 4 weeks to meet with a First Year Advisor. Get expert advice! <i>Must visit Career Services for the FYE: Enter the Center 10-11:30 a.m. (Open and ready for you all week)</i>	Last day to DROP a class: Sept 9, 2011(Advisor Signature Required) Unsure about your Major? No worries- visit the Learning and Advising Center and Career Services Center
Sept 12-16 th	Must visit Learning and Advising within first 4 weeks to meet with a First Year Advisor/discuss goals, curricula, and spring courses! Make a tutoring apt or drop in! Confirm AP/Transfer Credits received	<u>College Success Workshop:</u> "Study Strategies for Sanity"- Sept 15, 12:30 Downs room 2 Make a tutoring apt or drop in!
Sept 19-23 rd	Have you met with a First Year Advisor? If not, now is the time! Discuss what you need to know about your major and career goals!	Math Review Sessions Ongoing throughout the semester: visit L & A for times and locations!
Sept 26-Sept 30 th	Call Learning and Advising at 215 951 2799 to make an appointment for tutoring! Don't wait until Mid-Terms!	Day of Service: September 27, 2011 <u>College Success Workshop:</u> "Midterms, Projects, Papers, Oh My!" Oct 18, 12:30 in Downs Rm2
Oct 3 rd - Oct 7 th	Call Learning and Advising at 215 951 2799 to make an appointment for tutoring- Don't Wait until Mid-Terms!	Need assistance with Writing? Call for tutoring. 215 951 2799. Appointments fill up fast!
Oct 10-14 th	Spring 2012 Course Selection Now Available on Web Advisor. Start looking at course offerings and consult with your first year advisor as you make a schedule! Get correct information!	Mid Term Week! Confirm transfer credit/AP credit is being evaluated
Oct 17-Oct 21 st	Must attend 2nd meeting with a First Year Advisor to discuss your MIDTERM GRADES and Spring 2012 Course Selection and schedule. <i>Check your ticket time via web advisor. Check mid-term grades on web advisor.</i>	<u>College Success Workshop:</u> "Solving Your Study Woes"-problem solving for Chem, Math, Acct etc- Oct 18, 12:30 in Downs Room 2 Fall Break: Friday, October 21, 2011
Oct 24 th - Oct 28 th	Must attend 2nd meeting with a First Year Advisor to discuss your	<u>College Success Workshop:</u> "Time Management Crunch II"- Oct

	<p>MIDTERM GRADES and advice for Spring 2012 Course Selection and schedule.</p> <p><i>Must visit Career Services for the FYE: Enter the Center 10-11:30 a.m. (Open and ready for you all week)</i></p> <p><i>Check your ticket time via web advisor</i></p>	<p>27, 12:30 in Downs Room 2</p> <p>LAST DAY TO WITHDRAW FROM A CLASS: FRIDAY, October 28, 2011 (Advisor Signature Required!) Must do this by 4:30PM!!</p>
Oct 31 st -Nov 4 th	<p>Must attend 2nd meeting with a First Year Advisor to discuss your MIDTERM GRADES and advice for Spring 2012 Course Selection and schedule.</p> <p><i>Check your ticket time via web advisor</i></p>	<p>Attend Web Advisor Training for Spring 2012 Registration--check your email for dates and times and locations.</p>
Nov 7 th -Nov 11 th	<p>Put together a schedule for Spring 2012. Visit Learning and Advising and meet with a first year advisor!</p>	<p>Attend Web Advisor Training for Spring 2012 Registration-check your email for dates and times and locations.</p>
Nov 14 th -Nov 18 th	<p>Registration for Spring 2012 via Web-Advisor. Problems registering-visit Learning and Advising</p>	<p>Check the FYE website for end of the semester happenings!</p>
Nov 21 st -Nov 25 th	<p>Happy Thanksgiving!</p>	<p>Visit Athletics Website for upcoming games and activities!</p>
Nov 28 th -Dec 2 nd	<p>Are you registered for the Spring 2012 Semester? If not, you must visit Learning and Advising NOW to finalize your registration!</p>	<p>Last week of Classes!</p>
Dec 5 th -Dec 15 th	<p>FINALS!! Deadline for all incoming new transfer and AP Credit!</p>	<p>Finals!!</p>
	<p>ENJOY YOUR WINTER BREAK!</p>	