

## UNDERGRADUATE ACADEMIC ADVISING SYLLABUS

### Mission

Academic advising is collaboration between the student and his/her academic advisor. Through teaching and learning experiences, the student sets goals, acquires information and services, and makes decisions consistent with interests, goals, abilities and degree requirements.

The Women's and Gender Studies Program at Texas A&M University aims to promote the creation and dissemination of knowledge about women and gender in the following ways:

- Offering a range of courses for students on gender as an aspect of human societies and culture, and on women's achievements and experience
- Encouraging research on these topics through the provision of resources, recognition, and opportunities for presentation of research
- Providing information and service to the community outside the university boundaries
- Inviting outside scholars to the campus to share their knowledge with the local Women's and Gender Studies community
- Encouraging close mentoring relationships between students and faculty in research and study
- Providing opportunities for cross-disciplinary interaction in roundtable discussions, social events, and research presentations

### Student Learning Outcomes

<b>You will learn to...</b>	<b>When?</b>
1. Identify courses required for degree completion.	Each semester
2. Generate and interpret a Degree Evaluation.	Each semester
3. Propose courses in Degree Planer to satisfy degree requirements.	Upon completion of 2 <sup>nd</sup> semester
4. Identify opportunities that support individual ambitions and career aspirations.	Each semester
5. Employ critical and creative thinking to make informed decisions regarding their educational and personal goals.	As need arises; each semester
6. Identify participative opportunities in student and professional organizations on campus.	Upon completion of 2 <sup>nd</sup> semester
7. Recognize high impact educational experiences, such as internships, externships, and study abroad opportunities.	Upon completion of 2 <sup>nd</sup> semester
8. Appraise academic performance and its contribution to educational and personal goals	Each semester
9. Distinguish resources for assistance, such as the Career Center, Academic Success Center, etc.	As need arises; each semester
10. Recognize and understand the academic rules of the university, college, and department.	Each semester

## **Student Responsibilities**

- Attend regular appointments and make regular email and phone contact with your advisor each semester.
- Come prepared to each appointment with questions or material for discussion.
- 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.
- Complete all “to dos” or recommendations from your advisor.
- 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 through the use of Student Rules and by contacting your academic advisor.
- Accept responsibility for your decisions.

**Student accepts these responsibilities upon admission into the major or minor program of study.**

## **Advisor Responsibilities**

- Provide academic support to ensure successful progression to graduation.
- Explain academic policies and procedures.
- Assist in understanding the benefits of higher education and high impact programs.
- Assist in exploring options within the major and finding an appropriate minor course of study.
- Encourage and support development of educational plans for achievement.
- Discuss preferred work environment characteristics and their appeal.
- Guide decision-making and responsible development of educational plans for achievement.
- Assist in identifying university resources for finding opportunities for work, community service, and volunteer experiences.
- Teach the value of classroom knowledge as it relates to future work tasks, habits, and attitudes.
- Teach how to develop the skills needed to successfully enter and thrive in a variety of work environments.
- Provide information and strategies for using university resources and services.
- Monitor and accurately document progress.
- Collaborate to ensure academic success.
- Collaborate to facilitate comprehensive student support.
- Be accessible during office hours, by telephone, or email for advising.
- Maintain confidentiality pursuant to FERPA.

**Advisor accepts these responsibilities upon student admission into major or minor program.**

This list is not exhaustive and we recognize that no single academic advising interaction is sufficient to review all the above topics. The primary purpose of an academic advising program is to assist students in the development of meaningful educational plans that are compatible with their life goals (CAS, 2005). Much of this syllabus was modeled from the ASU University College Academic Advising Syllabus available on the NACADA website.

## Recommended Calendar of Activities

### Fall Semester

#### August: anticipate

- Log into Howdy portal and check neo.tamu.edu email account.
- Understand how courses fit into your degree evaluation
- Verify the start date, end date, and add/drop [deadlines](#) for fall courses.
- Identify books, websites, study aides, and classroom location for each class.
- Familiarize yourself with eLearning.
- Review and assess your schedule prior to school starting.
- Visit your academic advisor, if needed during the first week of school (add/drop period).
-  Expect an email from your academic advisor.

#### September: plan

-  Make an appointment with your [academic advisor](#) to discuss academic/career goals & spring plans.
- Decide on an academic goal you would like to accomplish this semester.
- What steps do you need to take now to achieve your goal?
- What obstacles may be preventing you from reaching that goal?
- What resources can help you to reach your goal?
- Connect with resources to promote student success, i.e. [Academic Success Center](#).
- Learn about community resources and workshops.
-  Expect an email from your academic advisor reminding you about registration.
-  Expect to hear from your academic advisor if you are on scholastic probation.

#### October: research

-  What classes/subjects have you enjoyed in the past?
-  What classes/subjects do you enjoy most this semester? What commonalities do you notice?
- Predict your [GPA](#) for the fall semester.
- Identify your pre-registration date for spring semester on [Howdy](#) under the “MyRecord” tab.
- Check “MyRecord” and eLearning for mid-term grade reports.
- Meet with your professors during office hours.
- Brainstorm and write down any questions you may have for your academic advisor.
- Use tutoring and student success services.

#### November: evaluate

-  Register for spring after meeting with your academic advisor and generating a Degree Evaluation.
-  Evaluate the classes you are currently taking and those you plan to take in the spring.

#### December: prepare

- Visit with the Academic Success Center to learn how to prepare for finals
- Prepare for finals and determine when/where your [final exams](#) will take place.
-  Does your spring schedule align with your academic and personal goals?
- Make an appointment with your academic advisor if needed.

**Winter Break: double-check**

- Check your grades on Howdy. Grades will **not** be mailed to you.
- Check your neo.tamu.edu email for Liberal Arts Academic Notifications, Dean's List and probation.
- How will you improve upon last semester? What resources could you utilize to improve this term?
- Use your planner to list techniques and resources you will use to become an even better student.
- Make notes on how you could best spend your time.
- Visit your academic advisor, if needed during the first week of school (add/drop period).

**January: discuss**

- Think of questions you may have regarding study abroad, internships, or degree progress.
- Make an appointment with your [academic advisor](#) to discuss academic/career goals for fall term.
- Connect with resources to promote student success, i.e. [Academic Success Center](#).
- !  Complete the academic advising assessment in your neo.tamu.edu email account.

**February: explore**

- Look back at the questions you brainstormed in January. Contact campus resources for answers.
- How are your classes going? Are you improving from last semester?
- Explore careers of interest by meeting with a [Liberal Arts Career Advisor](#) in the Career Center.
- Identify your pre-registration date for spring semester on [Howdy](#) under the "MyRecord" tab.
- Check "My Record" and eLearning for mid-term grade reports.
- Meet with your professors during office hours.
- ✉ Expect an email from your academic advisor reminding you to register for classes.
- ✉ Expect to hear from your academic advisor if you are scholastic probation.

**March: review**

- !  Register for summer/fall after generating a Degree Evaluation and meeting with your advisor.
- Evaluate the classes you are currently taking and those you plan to take.
- Ensure your schedule for fall/summer is aligned with your academic and career goals.

**April: ready**

- Visit with the Academic Success Center to learn how to prepare for finals
- Prepare for finals and determine when/where your [final exams](#) will take place.
- Make an appointment with your academic advisor if needed.

**May & beyond: shift**

- Check your grades on Howdy. Grades will **not** be mailed to you
- Explore different careers in the [Occupational Outlook Handbook](#) or through the [Career Center](#).
- Join an organization next year or set up an internship that focuses on a career or area of interest.

**Legend**



**Important action.**



**Think critically.**



**Recommended action.**



**Advisor action.**