

School of Design and Construction | Advising Syllabus

Academic Advising at the School of Design and Construction

Academic advising is a developmental and collaborative process in which students seek and receive guidance in the development and achievement of meaningful academic and career goals that are consistent with their interests, values, and abilities. Academic advisors help guide students as they think critically, seek out resources, and develop action steps in an atmosphere of mutual respect and learning; however, the student is ultimately responsible for his/her own success, and should initiate contact with their faculty advisor regularly. Areas of responsibility in the academic advising relationship are outlined as follows:

Students:

- Assess the fit of academic goals with interests, values, and abilities and evaluate progress towards these goals.
- Actively take part in the advising process each semester through completion of advising homework and participation in advising meetings and follow-up activities.
- Use tools available to develop and take action towards educational goals.
- Access appropriate campus services and resources to promote academic success.
- Contact instructors to discuss careers related to majors of interest.
- Attend career events (e.g., Etiquette Dinner, Career and Internship Fair).
- Utilize tools to understand degree requirements.
- Create a tentative class schedule in preparation for advising appointment.
- Confirm class schedule by meeting with an advisor in advance of registration.
- Adhere to schedule and/or gain approval from advisor prior to making changes.
- Seek opportunities beyond the classroom.
- Investigate school and department website for major-specific opportunities.

Advisors:

- Provide personal, meaningful connection, and respectful interaction with students.
- Facilitate students problem-solving, decision making, and evaluation skills.
- Assist students with clarifying their educational and career goals.
- Monitor student academic progress and its impact on achievement of goals, advising, the selection of appropriate courses, and other educational experiences.
- Facilitate appropriate balance between efficient degree and/or program completion and the development of academic interest and intellectual development.
- Provide accurate and timely referrals to other campus and community resources.

Connect

Students are required to meet with their assigned advisor each semester prior to registering for classes for the next term. Advisors are also available for follow up appointments and hold designated drop-in hours for quick questions.

Appointments

Contact your advisor directly to schedule an appointment. If your goal is to discuss your schedule for the next term, you must complete your advising homework in advance of the appointment and bring it with you. If you arrive without having completed this step, you will be asked to reschedule your appointment until you are fully prepared. Arrive promptly at your appointment time or a few minutes early. If you are running more than 10 minutes late, contact your advisor to reschedule. If you no-show your advisor, you will have to wait until after priority registration is complete in order to reschedule your appointment.

Drop-in Hours

Stop by your advisor's drop-in hours for quick questions that can be answered in less than 10 minutes. You will need to schedule an appointment if you want to discuss your class schedule for the following semester and have your advising hold lifted.

Email/Phone

Your advisor is available to answer questions through e-mail or over the phone, with e-mail being the preferred method of communication. Please provide your full name and student ID number. Generally your advisor will respond to messages within 48 business hours (Monday through Friday, 8am – 5pm).

Additional Resources

- The WSU Academic Success and Career Center: <https://ascc.wsu.edu/>
- Office of the Registrar: <http://registrar.wsu.edu/>
- WSU Graduations: <http://graduations.wsu.edu/applying-for-graduation/>
- Junior Writing Portfolio: <https://writingprogram.wsu.edu/jwpsubmission/>
- Counseling and Psychological Services: <http://counsel.wsu.edu/>

Acknowledgement

I have read and understood the above expectations.

Printed Name: _____

Signature: _____

Date: _____