

# **Christian Brothers University**

## **Advising Syllabus**

### **A PERSONAL MESSAGE FROM YOUR ACADEMIC ADVISOR**

***Sample: Please update and/or review all highlighted text before sharing with students.***

[Consider adding a bit about yourself: Why are you passionate about your discipline? What is your favorite part about being a faculty member? What are some of your hobbies? What might an advisee ask you, personally, about during one of your first meetings?]

As your advisor, I want to help you make the most of your academic experience at CBU. My job is to provide you with the information you need to make good choices as you pursue your academic, professional, and personal goals. You and I will work together in planning your curriculum and in identifying strategies that will help you achieve academic success. I encourage you to meet with me regularly, to consult with me if you have questions or experience academic difficulties, and to use the information you gain from me and other campus resources to make your CBU experience a time of intellectual and personal growth. Our work together is meant to go beyond planning a set of classes. The goal is to help you envision and prepare for a meaningful life, informed by the ideals of service and lifelong learning.

**Advisor:**

**Office Location:**

**Office Hours:**

**Phone:**

**Email:**

### **MISSION FOR ACADEMIC ADVISING**

Academic advising at Christian Brothers University is a teaching and learning process dedicated to student success. Its purpose is to engage students in creating dynamic, strategic plans to realize their personal, educational, and career goals and in developing commitments to lifelong learning and service to society.

### **WHAT YOU CAN EXPECT FROM YOUR ACADEMIC ADVISOR:**

- to be available to meet with you for individual advising appointments
- to respond to your emails and other correspondence in a timely manner
- to provide accurate information regarding curriculum and academic policies and procedures
- to help you to develop an educational plan and to monitor your progress toward its completion
- to refer you to academic resources and student services, when appropriate
- to help you to identify opportunities for academic, career, and personal development
- to introduce you to the student learning outcomes for academic advising and help you to achieve them
- to strive for interactions that foster understanding and mutual respect
- to maintain confidentiality regarding interactions with you

### **WHAT YOUR ACADEMIC ADVISOR CAN EXPECT FROM YOU:**

- to schedule and keep regular advising appointments, to come prepared for each meeting, and to participate actively in advising discussions
- to check your CBU email daily and reply promptly to communication from your advisor and from other members of the CBU faculty and staff

- to understand academic policies and procedures located in the catalog and elsewhere on the CBU web site
- to develop and follow an academic plan based on realistic self-assessment
- to make informed decisions about your choice of major and course schedule and to accept responsibility for those decisions, including responsibility for meeting graduation requirements
- to use appropriate university resources (the Career Center, the Writing Center, the library, etc.)
- to research internships and extracurricular opportunities that support career goals or personal growth
- to strive for interactions that foster understanding and mutual respect

## **STUDENT LEARNING OUTCOMES FOR ACADEMIC ADVISING**

1. Students will craft educational plans based on assessment of abilities, goals, interests, and values.
  - a. Students will engage in realistic self-appraisal.
  - b. Students will identify the goals of academic advising.
  - c. Students will understand the respective roles and responsibilities of advisor and advisee.
2. Students will implement educational plans tailored to attain their educational and professional goals.
  - a. Students will articulate the connection between their major field of study and desired career path.
  - b. Students will incorporate curricular and extra-curricular elements – and will consider including service on campus and in the community – into their educational plans.
  - c. Students will access appropriate support services to address their particular needs.
3. Students will assume responsibility for meeting academic program requirements.
  - a. Students will use appropriate resources to observe educational requirements, policies, procedures, and opportunities in their educational plans.
  - b. Students will use appropriate planning guides to prepare a preliminary course schedule prior to consulting with their academic advisors.
  - c. Students will identify the four major learning goals of the general education program as well as the student learning outcomes associated with each goal.
  - d. Students will regularly review and adjust their academic plans in consultation with their advisors.
4. Students will develop a sense of social responsibility.
  - a. Students will explain Lasallian educational principles of faith, community, and service.
  - b. Students will learn and practice academic behaviors conducive to student success and to respectful interactions with faculty, staff, and other students.
  - c. Students will identify several key components of professional ethics related to career choices.

## **HOW TO PREPARE FOR AN ADVISING MEETING**

You are encouraged to meet with your advisor three times during each semester. You will get more out of these meetings if you prepare in advance and participate fully in discussions. The following guidelines will help you to prepare thoughtfully and participate fully in an advising session. Your advisor may give you additional instructions about how to prepare for a meeting.

Before the first meeting, scheduled during the first two weeks of class, you should:

- review your course schedule
- consider how the content of each course is related to general education requirements, your major (if declared), your career goals, and/or your personal interests
- identify any concerns you have about your ability to do well in these courses

- prepare a time management plan, including time devoted to study, work, and co-curricular activities
- prepare a list of questions for your advisor

Before the second meeting, scheduled shortly after midterm, you should:

- know your midterm grades
- identify any courses in which midterm grades are a concern
- identify possible reasons for your performance
- describe steps you have taken or will take to improve your performance or to address any problems
- identify resources you could use to improve your performance
- describe strategies you will use in future courses to build on your success or to avoid repeating problems
- consider the advantages and disadvantages of withdrawing from a course in which you are doing poorly, including impact on financial aid status and progress toward graduation
- prepare a list of questions for your advisor

Before the third meeting, scheduled during the advising and registration period, you should:

- know the courses you have successfully completed as well as the courses you are currently taking
- consult the degree requirements for general education and your major, if you have declared one, in the catalog under which you entered CBU
- consult the online course schedule for the upcoming semester
- prepare a schedule of courses you are interested in taking, including some alternates in case of unforeseen difficulties (a closed class, for example)
- consider how each course is related to general education requirements, your major (if declared), your career goals, and/or your personal interests
- consider any time management issues related to your proposed schedule
- prepare a list of questions for your advisor

## **RESOURCES AND MATERIALS FOR ACADEMIC ADVISING**

CBU Website: <http://www.cbu.edu/>

CBU Catalog: <http://cbu.edu/catalog/catalog.html>

*The Compass* Student Handbook: <http://cbu.edu/studentlife/compass.html>

## **CONFIDENTIALITY OF STUDENT RECORDS**

Under the Family Education Rights and Privacy Act (FERPA), you have the right to examine your educational records. With very limited exceptions, your records may not be shared with others, including your parents, without your written permission or request. For more information about FERPA, see the university catalog.

## **ACCOMMODATIONS**

A Christian Brothers University education provides the opportunity for students to realize their full academic potential. For students with disabilities, certain accommodations may be necessary to achieve this goal. Student Disability Services at CBU are coordinated through the Student Life office. If you believe that you have a disability that requires accommodation, please consult your advisor or contact the Dean of Students Ms. Karen Conway-Barnett at [kconway@cbu.edu](mailto:kconway@cbu.edu) or 901-321-3536.

### **A FINAL NOTE TO ADVISEES**

In your work together, your advisor will offer you the most accurate information available and will assist you in developing a realistic and workable plan to help you achieve academic, career, and personal goals. However, the final decisions are yours, as is the responsibility for knowing and meeting degree requirements.