

Academic Advising Syllabus

Statler College Advising Center

The Statler College Advising Center has designed this advising syllabus in efforts to assist in the cultivation of a professional academic relationship between students and advisors. The advising relationship is an important one that can lead to a rewarding college experience. This document will provide insight into making the most of this relationship and should be referred to prior to each advising appointment.

Academic advisors do not make decisions for students, instead each advisor provides the most accurate information available to allow each student to make an informed, educated decision on their own. Each student is responsible for their own academic success and decisions. **Each educational choice belongs to the student and the student bears the responsibility for knowing and fulfilling their degree requirements.**

Mission: The Statler College Advising Center provides exceptional advising experiences tailored to the individual needs and motivations of every student, while facilitating connections with all the University resources necessary for them to persist, engage with, and complete their academic journey.

Vision: The Advising Center envisions Statler College graduates entering their careers as successful engineers, critical-thinkers, and cultivators of professional relationships.

Outcomes:

1. Students will develop and track their professional goals each academic year.
2. Students will develop an academic plan of study with a tentative timeline to graduation by the end of the sophomore year.
3. Students will be able to identify their major's specific curricular learning outcomes.
4. Students will be able to correctly identify the resources needed for degree completion.

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Advising Relationship – Advisor and Student Responsibilities

- **Student Responsibilities – As a student, you are expected to:**
 - Take **primary responsibility** for your plan of study
 - Schedule meetings with your assigned advisor
 - Check your MIX email, read emails from your advisor, and respond to emails in a timely fashion
 - Schedule and *keep* appointments with your advisor (please notify if cancellation is needed)
 - Be prepared for each meeting
 - Review DegreeWorks prior to your appointment(s)
 - Review catalog requirements prior to your appointment(s)
 - Identify academic issues and notify your advisor immediately when assistance is needed - **do not wait**
 - Ask questions to clarify any confusion related to policies, procedures, or academic progression
 - Meet with your assigned academic advisor at least once a semester to have the advising PIN removed prior to scheduling the upcoming semester's courses.
 - Address faculty and advisors appropriately – ask how your professor or advisor would like to be addressed (Dr., Mrs., Ms., Mr., etc)

- **Advisor Responsibilities – An academic advisor is expected to:**
 - Provide guidance in course progression and navigating the academic process
 - Clarify Statler College and WVU policies and degree requirements
 - Collaborate with students to develop academic and professional goals
 - Provide current information to allow for educated, informed decisions regarding academic and professional goals
 - Explain requirements to maintain good academic standing
 - Model professional behavior
 - Support students in developing mentorships with faculty
 - Refer students to other University resources when needed
 - Develop strategies for working with academic issues
 - Respond to student questions within a reasonable time frame – within 24 hours of the next business day (Monday – Friday).
 - Maintain confidentiality and following FERPA policies

Advising Goals by Year

Freshman Year:

- Review DegreeWorks!
- Research the majors that interest you most.
- Review the courses you need to take next to progress towards your major.
- Ask your advisor how you can get engaged with your goals.

- Look for internship, co-op, job shadowing, and mentorship opportunities.
- Begin building your unique plan of study to provide a roadmap to graduation and career goals.

Sophomore Year:

- Review DegreeWorks!
- Review the courses you need to take next to progress towards your major.
- Discuss career paths and identify a faculty mentor.
- Identify summer learning experiences.
- Visit career services to create and polish your professional footprint.
- Review your plan of study for possible opportunities or obstacles

Junior Year:

- Review DegreeWorks!
- Review the courses you need to take next to progress towards your major.
- Carefully review progress to graduation
- Create plans for the final year of undergraduate education.
- Discuss options for completing the Fundamentals of Engineering (FE) exam.

Senior Year:

- Review DegreeWorks!
- Review requirements to graduate.
- In final term, apply to graduate.
- Share feedback with your department (and stay in touch!).
- Complete all exit tasks for the college and University.
- Take the FE exam.

Web Resources

Available on the Statler College Advising Center website

(<https://www.statler.wvu.edu/academics/advising-center>):

- Meet the Advisors
- What to expect during an appointment
- Advising Timeline

Frequently Asked Questions: <https://www.statler.wvu.edu/statler-student-services/faq>

Course Registration Instructions: http://registrar.wvu.edu/web_registration

Community and Campus Resources: <https://www.statler.wvu.edu/statler-student-services/resources>

Appointment Tips (Before, During, After)

Before

- Determine which type of appointment you need (scheduled, drop-in, email)
- Schedule the appointment (if necessary) using Navigate (wvu.edu/campus/eab.com)
- If you need to cancel the appointment, let your advisor know
- Be aware of the academic calendar and priority registration dates
http://registrar.wvu.edu/pre_reg_dates
- Review your selected major's plan of study and have a draft schedule planned.
- Bring any paperwork that needs to be signed by an advisor

During

- Show up on time.
- Keep your cell phone in silent mode.
- Be open with any concerns you have (academic or non-academic). Advisors can provide more assistance if they are aware of the "whole picture"
- Build a strong relationship with your advisor, and feel free to share more about yourself.
- Ask questions.

After

- Complete the advisor evaluation survey (fall term)
- Keep a record of the meeting (and what was discussed) for your own records.
- Review your advisor's notes in DegreeWorks.
- Complete any necessary follow-up items.
- If you would like to change the schedule outlined in DegreeWorks, talk to your advisor first.
- Ask for referrals if you believe you need more assistance.

Professional Email Etiquette

- Use your MIX email. This is the official communication system for the University and should be used for all correspondence with faculty and advisors.
- Include a descriptive subject line, and note if it is time sensitive.
- Include a greeting.
- This is a formal message, not a text. Use complete sentences and correct grammar/spelling.
- Be respectful.
- Keep the email short and to the point. Include any background information needed.
- If sending a reply, include the original message.
- Close your email with your full name and student ID number.
- Verify the email address before clicking "send".