

General Education Program
Education for Participation in a Global Community

Academic Advising Syllabus

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. (NACADA [National ACademic ADvising Association]).

An advising syllabus is a contract between a student and his/her advisor(s). Its purpose is to delineate the collaborative advising relationship. The advising syllabus communicates the responsibilities and expectations of both the advisor and the advisee, and it specifies the expected learning outcomes of the advising experience.

Advisor Responsibilities

Advisors have responsibilities in the advising process. Your advisor is expected to:

- Treat you as a responsible adult.
- Create a safe, positive environment in which you feel comfortable expressing concerns and asking questions. Actively listen to your questions and concerns.
- Understand and communicate the requirements and purposes of EMU's General Education program.
- Assist in your understanding of the purposes and goals of General Education.
- Assist you in developing an educational plan.
- Maintain confidentiality.
- Provide information about campus resources and services.
- Monitor and document your progress.

Student Responsibilities

As an advisee, you have responsibilities in the advising process. You are expected to:

- Arrive on time, with your cell phone/beeper turned off.
- Come prepared with all advising documents.
- Treat advising appointments as professional engagements.
- Use appropriate and professional language.
- Participate fully in the academic advising experience.
- Take clear notes during advising sessions.
- Follow through on any decisions made during advising sessions.
- Maintain an advising folder, including the following materials:
 - Initial advising agreements from your first advising session upon entering the University.
 - Any math and/or foreign language placement results (if applicable).
 - A recent, printed copy of your academic records from your *my.emich* account.
 - A copy of any substitution/equivalency forms (if applicable), including transfer guides.
 - All notes from previous advising appointments.
- Ask questions if you do not understand something.
- Accept responsibility for your choices and decisions.

Student Learning Outcomes

As a result of the advising experience, you will:

- Value the academic advising experience.
- Understand the requirements of the General Education Program.
- Understand and appreciate the overall goals and purposes of the General Education program.
- Appreciate how General Education courses contribute to your overall education, your university experience, and your ability to be a life-long learner.
- Develop an educational plan.
- Be able to identify and assess alternative courses of action.
- Make informed decisions about course choices.

Your advising folder will measure and document your achievement of these learning outcomes.