Academic Advising Syllabus

College of Business Graduate Program Office
306 Owen
734-487-4444

Appointment scheduling:  http://www.emich.edu/cob/students/advisors/graduate.php

College of Business Mission Statement

To support the economic development of southeastern Michigan by preparing graduates to perform effectively in the global business community. We develop outstanding business professionals through a rigorous, applied educational experience.

Goals and Objectives of Academic Advising:

The goal of the College of Business Graduate advising is to support graduate students in their growth and development as outstanding business professionals. The objectives used to reach that goal are through encouraging applied, innovative and supportive learning experiences in the field, the classroom and through research. All students’ backgrounds, previous educational and professional experiences, and global and multi-cultural perspectives are honored and welcomed. The advising office will use creative and innovative methods to foster the synergy of theory, application and excellence to support the success of each student.

Learning Outcomes:

By participating in academic advising the student will:

- Develop a deeper understanding of one’s professional goals
- Develop a deeper understanding of one’s personal values
- Enhance one’s self-advocacy skills
- Deepen one’s ability to thrive in a multi-cultural society
- Align professional goals through academic pursuits

Responsibilities in a Student-Advisor Partnership:

What you can expect from your Advisor

- Provide timely, accurate, and useful information about policies, procedures, resources, and opportunities.
- Monitor students’ academic progress
- Review and recommend academic choices
- Encourage and guide students to explore their personal and professional goals and values
- Assist students in deepening decision making skills
- Help students align academic and professional pursuits
- Be accessible to students through face-to-face, phone, and e-mail communication

What your Advisor Expects from you

- To be an active participant in the advisor-advisee process
- To come to advising meetings open to developing and clarifying professional goals and personal values
- To follow College of Business, Graduate School and Eastern Michigan University policies, procedures.
- To keep in regular contact with advisors via e-mail, phone and face-to-face meetings
- To know your Program of Study
- To get approval before deviating from courses on your Program of Study
- To cultivate ongoing contacts and relationships with faculty
- To utilize additional campus resources
Academic Advising Checklist:

| Prior to first semester | • Meet with Graduate Program Office staff to determine admission requirements.  
| | • Submit all necessary admissions documentation.  
| | • Receive Program of Study upon admission to the program.  
| | • Request undergraduate courses be considered for a waiver.  
| | • Request graduate level classes be considered for transfer credit.  
| | • Fill out FAFSA if using Federal Financial Aid.  
| | • Fill out third party payment paperwork if using employer payment program.  
| | • Secure campus housing or local housing if moving to the area.  
| | • Get student ID.  
| | • Acquire parking hang tag.  
| | • Attend orientation.  
|  
| First semester | • Meet with Graduate Programs Office academic advisor. (Accounting, MSHROD and MSIS students also meet with faculty advisor.)  
| | • Learn about Graduate School policies and procedures.  
| | • Explore professional, academic and personal goals.  
| | • Learn time lines, scope and sequence of coursework.  
| | • Make academic plan.  
| | • Learn about campus academic, professional, social, and emotional resources.  
| | • Submit paperwork for waivers and transfer credits if applicable.  
| | • Accounting students return faculty advisor signed Program of Study document to 306 Owen.  
|  
| Middle semesters | • Meet with academic advisor prior to registration.  
| | • Monitor progress on academic, professional and personal goals.  
| | • Make personal contact with faculty member(s) who can share academic and professional knowledge.  
| | • Use Career Center services for resume review, interviewing tips, and internship opportunities.  
| | • Register for “Handshake.”  
| | • Participate in co-curricular activities such as clubs, conferences, and research projects.  
|  
| Semester before last semester | • Review Program of Study to determine all required classes have been taken.  
|  
| Last semester | • Apply for graduation during first month of last semester using the my.emich portal.  