

# Academic Advising Syllabus

Francine Parker Advising Center | Eastern Michigan University

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**Who We Are:** Francine Parker Advising Center's (FPAC) professional advisors work collaboratively with faculty and staff from across campus to challenge and support students in becoming engaged citizens that take responsibility for achieving their educational and career goals.

**Advising Mission Statement:** "We Support Your Goals"

## **Student Responsibilities:**

- Attend your scheduled advising appointment prepared and with questions for your advisor
- Meet with an academic advisor regularly to review progress toward degree when encountering problems that may impact academic progress
- Take primary and increasing responsibility for your academic decisions
- Keep open lines of communication, share problems and concerns
- Invest completely in the educational process and accept responsibility for decisions

## **Advisor Responsibilities:**

- Help you develop strategies that will enable you to be successful academically
- Assist you in decision-making, but not make decisions for you
- Understand and effectively communicate the curriculum, graduation requirements, and university/college policies and procedures
- Listen to your concerns and respect individual values and choices
- Advocate on behalf of student concerns within the College of Arts and Sciences

## **As a student, you will be able to:**

- Locate accurate information about academic progression and degree requirements
- Identify and communicate the transferable skills gained through your educational experience
- Demonstrate the ability to make independent and effective decisions concerning your educational and career goals
- Develop an educational plan for successfully achieving goals and select courses each semester to progress toward fulfilling that educational plan
- Know how to access, understand, and utilize your u.achieve audit
- Advocate on behalf of yourself
- Locate and utilize university resources

Requirements change over time. Your requirements will be based on the catalog in effect when you are admitted to the university (called the *catalog of record*).

As your advisor, I will do my best to provide you with the most accurate information so that you may make the best decisions possible regarding your education. I will not make decisions for you. We will work together to create a realistic and attainable plan to achieve your educational and career goals. The responsibility for knowing and fulfilling your educational requirements is yours. You also assume responsibility for the educational choices that you make.

Below is a checklist to provide you with a template of ideas for you to complete each year at EMU:

When	Items to Consider
First Year	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Fast Track</li> <li><input type="checkbox"/> Review the Academic Catalog* <a href="http://catalog.emich.edu">catalog.emich.edu</a> (pay particular attention to: your major, general education, and the academic policies sections)</li> <li><input type="checkbox"/> Review the Student Handbook* <a href="http://emich.edu/studenthandbook">emich.edu/studenthandbook</a></li> <li><input type="checkbox"/> Find out who your professional advisor is and schedule a meeting or group advising session.</li> <li><input type="checkbox"/> Find out who your faculty advisor is and schedule a meeting.</li> <li><input type="checkbox"/> Explore major/minor</li> <li><input type="checkbox"/> Set goals for the year (academic, professional, personal)</li> </ul> <p>*You are expected to know the items in these resources, so now is a great time to start learning them!</p>
Second Year	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet one-on-one with your professional advisor</li> <li><input type="checkbox"/> Meet with your faculty advisor and develop a program of study</li> <li><input type="checkbox"/> Revisit your goals for the year (academic, professional, personal)</li> </ul>
Third Year	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet one-on-one with your professional advisor</li> <li><input type="checkbox"/> Begin looking for internships and/or job experiences (The UACDC can help with that!)</li> <li><input type="checkbox"/> Meet with your faculty advisor to revisit your program of study</li> <li><input type="checkbox"/> Revisit your goals for the year (academic, professional, personal)</li> </ul>
Fourth Year	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet one-on-one with your professional advisor</li> <li><input type="checkbox"/> Consider post-graduation options</li> <li><input type="checkbox"/> Meet with your faculty advisor to have final review of program of study</li> <li><input type="checkbox"/> Revisit your goals for the year (academic, professional, personal)</li> </ul>