

Contents of Advising Syllabus

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Advisor Contact Information

Advisor: _____

Office: _____

Phone: _____

E-mail: _____

Advising Office Hours: _____

To make an appointment with a professional advisor, go to

<http://www.emich.edu/coe/forms/advising-session-request-form.php>

Academic Advising Overview

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

At Eastern Michigan University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their education career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the EMU campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring students' academic success, and outlining the steps for achievement of students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the university. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Expected Student Learning Outcomes:

Through the academic advising experience at Eastern Michigan University, you will:

- Demonstrate the ability to make effective decisions concerning your degree and career goals.
- Develop an educational plan for successfully achieving your goals and select courses each semester to progress toward fulfilling that educational plan.
- Demonstrate an understanding of the value of the general education requirements.
- Utilize the resources and services on campus to assist you in achieving your academic, personal, and career goals.
- Make use of referrals to campus resources as needed.
- Accurately read and effectively utilize a degree audit in your educational planning.
- Graduate in a timely manner based on their educational plan.

Advisor Responsibilities:

As an advisor, you can expect that I will:

- Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures.
- Encourage and guide you as you define and develop realistic goals.
- Encourage and support you as you gain the skills to develop clear and attainable educational plans.
- Provide you with information about and strategies for utilizing the resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Monitor and accurately document your progress toward meeting your goals.
- Be accessible during office hours for advising in-person or by telephone or e-mail.
- Assist you in gaining decision making skills and skills in assuming responsibility for your educational plans and achievements.
- Maintain confidentiality.
- Assist you in working closely with your professors.

Advisee Responsibilities

As an advisee, you have clear responsibilities in the advising partnership. You will be expected to:

- Schedule regular appointments or make regular contact with your advisor each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in a way that enables you to access them when needed.
- Complete all assignments or recommendations from your advisor.
- Gather all relevant decision-making information.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for decisions.

Advising Agenda

Use the outline below to help you as you plan to complete each academic year.

The best time to plan to meet with your advisor one-on-one is mid-September through October and mid-January through mid-March. Your advisor is most likely to have appointment times available in their schedule during these timeframes.

Transfer Students: Be sure that you have completed all the necessary steps listed in the outline, beginning from Freshman year and moving forward to your current year.

<i>Timeline Year</i>	<i>Steps to Take</i>
<i>Freshman Year</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Freshman Advising Seminar <input type="checkbox"/> Find out who your advisor is <input type="checkbox"/> Meet with your advisor one-on-one <input type="checkbox"/> Explore major(s)/minor(s) <input type="checkbox"/> Review admission criteria for the Initial Teacher Preparation Program (ITPP) <input type="checkbox"/> Set academic, personal, and professional goals.
<i>Sophomore Year</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Group Advising or Canvas ITPP advising class <input type="checkbox"/> Meet with your advisor-one-on-one <input type="checkbox"/> Begin Professional Education courses: Pre-admission phase <input type="checkbox"/> Review and complete admission criteria for ITPP <input type="checkbox"/> Apply for program admission as soon as 56 credits are reached <input type="checkbox"/> Revisit your academic, personal, and professional goals.
<i>Junior Year</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with your advisor one-on-one <input type="checkbox"/> Take Phase I of professional education sequence <input type="checkbox"/> Gain experience in the K-12 classroom <input type="checkbox"/> Consider taking Phase II classes, if appropriate <input type="checkbox"/> Revisit your academic, personal, and professional goals.
<i>Senior Year</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with your advisor one-on-one <input type="checkbox"/> Apply for student teaching <input type="checkbox"/> Complete all professional education classes <input type="checkbox"/> Take MTTC tests in major(s)/minor(s) as required <input type="checkbox"/> Consider post-graduation options <input type="checkbox"/> Revisit your academic, personal, and professional goals.
<i>Student Teaching Semester(s)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Review requirements for certification <input type="checkbox"/> Complete CPR/First Aid training <input type="checkbox"/> Sign the Civil/Criminal Conviction Statement <input type="checkbox"/> Apply for teacher certification through MOECS <input type="checkbox"/> Revisit your academic, personal, and professional goals.

Preparing for Advising Appointments

Coming to your advising appointments prepared is the best way to ensure that you will receive the most accurate information regarding coursework, major/minor options, and university policies and procedures. To prepare for your advising appointment, you will be expected to:

- Prepare a list of questions, concerns, or topics for discussion.
- Gather all advising materials from previous advising meetings and review this information.
- Review advising notes in my.emich -> Student tab -> Student Advising Overview
- Prepare a list of courses you are considering for review with your advisor.
- Run and review your preliminary audit on your my.emich.edu account and u.achieve.
- Review requirements for planned or intended major(s)/minor(s) by visiting the online catalog at catalog.emich.edu.

Student Resources and Helpful Links

Advising

- To find Undergraduate Group Advising, Freshman Advising Seminar, and Walk-In Advising dates, go to www.emich.edu/coe/calendar.
- Schedule an advising appointment <https://tiny.emich.edu/COEappointment>
- To find Registration dates for the upcoming semester, go to www.emich.edu/registrar/calendars.
- To find the catalog, go to catalog.emich.edu
- To find the Student Handbook & Policy Guide, go to <http://www.emich.edu/studenthandbook/>

Admission to the Initial Teacher Preparation Program (ITPP)

- To find admission criteria for the Initial Teacher Preparation Program, go to <http://www.emich.edu/coe/students/undergraduates/admissions.php>
- To find the application for the Initial Teacher Preparation Program, log in to your my.emich.edu account, click on the student tab, and scroll to the bottom of the page. In the lower, right-hand corner, you will find the link to the “College of Education Initial Teacher Preparation Program” application.

Major and Minors

- The possible majors you can explore are:
 - *Elementary Education (PK-k, k-5, 6-8)*
 - *Secondary Education (Grades 6-12)*
 - *K-12 Programs*
 - *Special Education (Grades K-12)*
- To explore majors Teacher Certification majors, go to <http://www.emich.edu/coe/students/undergraduates/types.php>

Michigan Test for Teacher Certification (MTTC)

- To register for upcoming MTTC test dates and to find study materials (Professional Readiness Examination or Subject Area Tests), go to www.mttc.nesinc.com.

Student Teaching

- To find information on Student Teaching and the Student Teaching Application, go to <http://www.emich.edu/coe/students/undergraduates/student-teaching.php>

Teacher Certification

- To access the Michigan Online Educator Certification System (MOECS) to apply for teacher certification, go to <https://mdoe.state.mi.us/MOECS/Login.aspx>

Please note...

Requirements change over time. Your requirements will be based on the catalog in effect when you are admitted to the Initial Teacher Preparation Program (ITPP).

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.

Letter to Advisees

*College of Education
Eastern Michigan University
Ypsilanti, MI 48197*

To the Prospective Education Students in the College of Education:

Welcome to advising in the College of Education. We are happy to have the opportunity to collaborate with you as you work towards entering the field of teaching, one of the noblest of professions. Advisors in the Teacher Preparation Program wish to partner with you as you work towards meeting your academic, career, and life goals.

Advising in the Teacher Preparation Program is done in several locations. You may have a professional advisor in the Office of Academic Services, 206 Porter, as well as faculty advisors in your academic major or minor area of study. Professional advisors can assist you as you develop your program of study, act as a resource to find university support, help you prepare for future semesters, and support you as you navigate the university system. Faculty advisors in your academic major and minor can mentor you in your field, help you understand course sequencing in the academic subject, and further work with you to develop goals.

Investing in advising by preparing for your advising appointment, attending group advising programs, and meeting regularly with a faculty or professional advisor can make a positive impact on your success as a student. We look forward to seeing you in an advising appointment soon.

Sincerely,



Christine Lancaster, Ph.D

Director, Student Support
Teacher Preparation Unit
Eastern Michigan University