



The Honors College at Eastern Michigan University serves the university community by empowering academically talented and motivated students to reach their full scholastic, service, and leadership potential through challenging coursework with engaged peers and faculty and through extra-curricular activities that foster international and diversity awareness and commitment to civic engagement.

Academic Advising Syllabus

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 educational 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, the student will:

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

Advisor Responsibilities:

The student can expect the advisor to:

- Create a safe and welcoming environment to discuss with students their academic, professional, and personal goals.
- Encourage and support students to gain the skills to develop clear and attainable educational plans.
- Assist students in understanding the purposes and goals of higher education, an Honors education, and their effects on life and personal goals.
- Understand and effectively communicate the Honors requirements, graduation requirements, and university policies and procedures.
- Provide students with information about campus resources and services.
- Monitor and accurately document advising notes.
- Be accessible during office hours for advising.
- Assist students in gaining decision-making skills as well as assuming responsibility for the educational plan.
- Maintain confidentiality.
- Assist students in working closely with professors and major/minor advisors.

Advisee Responsibilities:

In the advising partnership, students will be expected to:

- Schedule regular appointments or make regular contact with advisor(s) each semester.
- Come prepared to each appointment with questions or material for discussion.
- Bring your Honors College folder with you and all the materials provided to you at your orientation.
- Be an active learner by participating fully in the advising experience.
- Ask questions for further clarification or specific concerns.
- Keep a personal record of progress toward meeting academic goals.
- Organize and have access to official documents.
- Complete all assignments or recommendations from advisor(s).
- Gather all relevant decision-making information.
- Take appropriate placement tests (language, math, etc.)
- Clarify personal values and goals in order to express interests and abilities.
- Become knowledgeable about Honors requirements, college programs, policies, and procedures.
- Accept responsibility for decisions.
- Review and keep track of Honors requirements.

When to Make an Advising Appointment with the Honors College

- All Honors students should schedule a one-on-one appointment with an Honors College advisor in their first year in the Honors College. This should take place after completing Honors College Orientation.
- First-year college students should either schedule a one-on-one appointment with an Honors advisor or attend an Honors group advising session* in their first semester at EMU. It is typical for a first-year student with a declared major to also see their College or Major advisor in their first semester too.
- For current students, the best time to meet with an advisor one-on-one is mid-September through October and mid-January through February. Please note: Honors advising is available year-round.
- Honors advisors can discuss the Honors College, the General Education program requirements, EMU graduation requirements, as well as introductory major/minor or academic program information.
- For specific questions regarding major/minor courses and academic program requirements, students should see the major/minor advisor.

**Periodically through the fall term, the Honors College will offer group advising sessions for first-year students. Students who attend one of these sessions should still plan to schedule a one-on-one appointment with an Honors College staff member later in the semester to discuss their Honors College requirements and schedule in further detail.*

Preparing for Advising Appointments

Students should come to advising appointments prepared and are expected to do the following:

- Prepare a list of questions, concerns, or topics for discussion.
- Gather all advising materials from previous advising meetings and review this information.
- Bring all advising materials from previous advising meetings.
- Prepare a list of potential courses for review with your advisor.
- Run and review a preliminary audit from the my.emich account.
- Review requirements for planned or intended types of Honors by visiting the Honors College website at emich.edu/honors/honors_students/.
- Review requirements for planned or intended major(s)/minor(s) by visiting the online catalog at catalog.emich.edu or meeting with major/minor advisor(s).

Visit the Honors College website at: <http://www.emich.edu/honors/> for more helpful resources.

Please note...

Requirements may change over time. Honors requirements will be based on the handbook in effect when admitted to the Honors College. Program requirements will be based on the catalog in effect when the student starts at EMU.

As advisors, we will do our best to provide students with the most accurate information so that they may make the best decisions possible regarding their education. We will work together with students to create a realistic and attainable plan to achieve their educational and career goals. The responsibility for knowing and fulfilling educational requirements is the students' and they must take responsibility for their educational choices.

College Academic Advising Resources

College of Arts and Sciences:

www.emich.edu/cas-advising/

Francine Parker Advising Center

Office: Student Center, Room 120

Phone: 734.487.4599

Email: francineparker_advising@emich.edu

Hours: Monday - Friday 8 a.m. - 5 p.m.

College of Business:

www.emich.edu/cob/students/advisors/undergraduate.php

Office: 306 Owen

Phone: 734.487.2344

Email: cob.undergraduate@emich.edu

Hours: Monday - Thursday 8am-6:30pm, Friday 8am-5pm

College of Education:

www.emich.edu/coe/students/undergraduates/advising.php

Office: 206 Porter

Phone: 734.487.1416

Email: coe_advising@emich.edu

COE provides group advising sessions - see website for details.

College of Health and Human Services:

www.emich.edu/chhs/advising/

Office: 214 Marshall

Phone: 734.487.0918

Email: chhsadvising@emich.edu

College of Technology:

www.emich.edu/cot/advising.htm

Office: 150 Sill Hall

Phone: 734.487.8659

Hours: Monday – Friday, 8 a.m. – 12 p.m., 1 p.m. – 5 p.m.

University Advising & Career Development Center:

www.emich.edu/uacdc

Office: 200 McKenny

Phone: 734.487.0400

Email: academic.advising@emich.edu

*Information subject to change. Contact offices directly for most up-to-date information.