

**Academic Advising Syllabus
Western Illinois University
College of Education & Human Services**



Text/Materials:

- University Catalog
- General Education Handbook
- www.wiu.edu/cpep
- Teacher Education Program General Handbook

Academic Advising Description/Definition

At Western Illinois 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 campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the 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 that the advising partnership is successful.

Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership. In order to be successful:

- Schedule regular appointments early each semester and cancel or reschedule only if necessary.
- Be involved in the advising process by being prepared to discuss your goals and educational plans.
- Learn how to interpret and use the catalog, Student Degree Plans, WARD reports and STARS as needed.
- Be open to developing and clarifying your personal interests, abilities, values, and goals.
- Research College programs, policies, procedures, and opportunities as appropriate.
- Keep a record of your academic progress and goals and organize them in a way that enables you to access them when needed.
- Check your WIU email account daily.
- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress and goals.

Advisor Responsibilities – What You Can Expect From Your Advisor

You can expect your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures through use of the catalog, WARD reports and Teacher Education Program General Handbook and website.
- Be accessible for meeting with you during office hours, by appointment, telephone, or email.
- Encourage and guide you to define and develop clear and realistic educational goals.
- Provide a safe space in which to share your thoughts, aspirations, concerns, and interests.
- Maintain confidentiality.
- Listen carefully to your questions and concerns.
- Monitor and accurately document your progress toward meeting your degree requirements.
- Assist you in gaining decision-making skills and in assuming responsibility for your educational plans and decisions.
- Assist you in making course and major decisions.
- Encourage you to work closely with your professors/instructors.
- Provide educational resources and referrals when appropriate.
- Encourage you to participate in extra-curricular activities and events.

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experiences at Western Illinois University, the advisee will:

- Be able to accurately read and effectively utilize a degree audit (WARD report) and, when applicable, the Student Degree Plan in educational planning.
- Develop an understanding of academic status and grade point average thresholds.
- Acquire an understanding of the general education requirements.
- Develop an educational plan for successfully achieving goals and select courses each semester to progress toward fulfilling that educational plan.
- Utilize the resources and services on campus to assist in achieving academic, personal, and career goals.
- Investigate extra-curricular activities and events that will supplement the academic experience.

Demonstrating Your Achievement of Learning Outcomes

In order for you and your advisor to accurately measure and document that you have achieved the learning outcomes for academic advising, the two of you will develop an on-going portfolio/record of your advising work. This portfolio will consist of materials including your educational plan, your semester schedules, collaborative work done due to various referrals on campus, and a variety of documents that you and your advisor will develop together to demonstrate your achievement of these outcomes.

Safe Zone

Western Illinois University advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

*Adapted from the Academic Advisor Syllabi found on the National Academic Advising Association website.