



Advising Syllabus
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Office: School of Education 1000

Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday

Advisors: Alfreda Clegg, Sara Flanagan, Lynn Greenfield, Louise Routt, Beth Selke & Denise Wyatt

SoE Advising Mission

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters intellectual and personal development toward academic success and lifelong learning. (NACADA, 2007)

At the SoE, our role is to help you find the information, self-knowledge, and experiences that will move your life in the direction of becoming a successful teacher. SoE advisors will not “prescribe” answers to you. Teaching experiences are integral to career and academic development, and we encourage you to seek opportunities outside of the classroom. We believe academic advising is a collaborative process, and ultimately, you – the student – are responsible for your educational experience.

Recommended text and reading materials

- School of Education Bulletin (<http://www.indiana.edu/~bulletin/iub/>)
 - Teacher Education Programs, Policies & Regulations
 - Program sheet for your program (<http://education.indiana.edu/programsheets>)
 - Academic Advisement Report (<http://onestart.indiana.edu>)
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Advisor Responsibilities – What You Can Expect

You can expect the SoE advisors to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and guide students as they define and develop realistic goals.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Provide students with information about, and strategies for, utilizing the available resources and services on campus.
- Assist students in understanding the purposes and goals of higher education, and its effects on their lives and personal goals.
- Document students' progress toward meeting their goals.
- Be accessible for meeting with advisees via office hours for advising, telephone or e-mail.
- Assist students in gaining decision making skills and in assuming responsibility for their educational plans and achievements.
- Maintain confidentiality.

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 or make regular contacts with an SoE advisor during 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.
- Provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about your education program, policies, and procedures.
- You should learn to accept responsibility for your decisions.

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experiences at the School of Education:

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will demonstrate an understanding of the value of the general, professional, and content education requirements.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize a degree audit in their educational planning.
- Students will graduate in a timely manner based on their educational plan.

Safe Zone

SoE advisors actively create an open, respectful, and supportive environment for all people. We do not discriminate on the basis of race, color, gender, socioeconomic status, marital status, national or ethnic origin, age, religion/creed, disability, political or sexual orientation.

National Academic Advising Association. (2007). *Concept of Academic Advising and Core Values of Academic Advising*. Retrieved October 10, 2007 from <http://www.nacada.ksu.edu/index.htm>

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