**University of Idaho College of**

**Academic Advising Syllabus**

**Advisor:**  **Office:**

**Email:**  **Phone:**

**To schedule an appointment, please:**

**What is Academic Advising?** *Academic advising at the University of Idaho is an ongoing teaching and learning experience that is based on collaboration between students, advisors, and the Vandal community. Advisors* ***educate****students about university policies and procedures,****promote****engagement in high-impact opportunities,****assist****in the exploration and discovery of academic resources, and****empower*** *students to take ownership of their academic goals, decisions, and achievements.*

**Advisors will:**

* Assist students in understanding the purpose and goals of higher education and its impact on personal ambitions.
* Understand and communicate UI’s departmental policies, core requirements, and degree requirements.
* Encourage and guide students to define clear and realistic educational plans.
* Provide appropriate resources and referrals.
* Listen carefully to questions, concerns, and confusions.
* Support students in working with and developing relationships with faculty and instructors.
* Deliver pertinent information about educational opportunities outside of the classroom.
* Maintain confidentiality following UI and FERPA regulations.
* Continually reassess study plan and courses in light of changing goals and overall academic performance.

**Helpful Tips:**

* **Check your VandalMail daily.** 
  + Respond to emails you receive in a timely manner (from anyone, not just your advisor).
  + Write professional emails. See back page for guidelines.
* Schedule your advising appointment(s) **early**. Don’t wait until the last minute!
* Take advantage of the advising and academic tools that the University of Idaho has to offer.

Who is my advisor? If you are unsure about your assigned advisor, check out your **Degree Audit** or use **Advisor Finder**: <https://www.uidaho.edu/current-students/academic-support/academic-advising/student-resources/new-to-vandal-advising/finding-an-advisor>

**Campus Resources**

Academic Advising <http://www.uidaho.edu/academic-advising>

Academic Calendar <https://www.uidaho.edu/events/academic-calender>

Academic Support Programs <https://www.uidaho.edu/current-students/academic-support/asp>

Admissions Office <http://www.uidaho.edu/admitted>

Career Services <http://www.uidaho.edu/careercenter>

Class Schedules <http://webpages.uidaho.edu/schedule/>

Counseling & Testing Center <http://www.uidaho.edu/CTC>

Center for Disability Access & Resources <http://www.uidaho.edu/cdar>

Drop-in Tutoring <https://www.uidaho.edu/current-students/academic-support/asp/tcs>

Honors Program <https://www.uidaho.edu/academic-affairs/university-honors-program>

LGBTQA Office <https://www.uidaho.edu/diversity/dhr/lgbtqa>

Office of Multicultural Affairs <https://www.uidaho.edu/diversity/dhr/oma>

Student Health Services <https://www.uidaho.edu/current-students/student-health-services>

Education Abroad Office <https://www.uidaho.edu/academics/ipo/study-abroad>

Transfer Guides <http://www.webpages.uidaho.edu/transferguides/transferframes.html>

University of Idaho Catalog <http://www.uidaho.edu/registrar/classes/catalogs>

VandalWeb <https://vandalweb.uidaho.edu/index.htm>

Writing Center <https://www.uidaho.edu/class/writing-center>

Women’s Center <https://www.uidaho.edu/diversity/dhr/womens-center>

**College of Contact Information**

**Name– Academic Advisor**

**Areas of Advising**

Phone: (208) 885- Email: @uidaho.edu

Office Location:

**Name– Academic Advisor**

**Areas of Advising**

Phone: (208) 885- Email: @uidaho.edu

Office Location:

**Name – Academic Advisor**

**Areas of Advising**

Phone: (208) 885- Email: @uidaho.edu

Office Location:

**Name – Associate Dean or other**

Phone: (208) 885- Email: @uidaho.edu

Office Location: JEB 124

**Name – Career Development Liaison**

Phone: (208) 885- Email: @uidaho.edu

Office Location: JEB 124

**Student Learning Outcomes for Academic Advising**

**In first and second year, students will:**

* Learn about available degrees, majors, minors, and programs
  + Connect educational plan to career goals
  + Learn how and when to change majors
* Locate the Academic Calendar and Undergradute Catalog online
* Understand and abide by the Student Code of Conduct
* Learn how to access and utilize Vandalweb and Degree Audit
* Understand course prerequsistes and course sequencing for degree
* Identify registration policies and procedures
  + Know the applicable Academic Dates and Deadlines
  + Understand Advising Hold (and others)
* Learn about professional email and appointment etiquette
* Learn how to contact Academic Advisor and make advising appointments
  + Discover ways to come prepared to appointment and ask questions
* Develop 4 or 5 year graduation plan with advisor
* Understand the General Education requirements
* Learn about and utilize Campus Resources (Tutoring, Career Services, Counseling and Testing Center)
* Learn about and participate in campus and college clubs, organizations, and/or activities
* Start developing relationships with faculty and staff in major department
* Develop time management and study skills
  + Understand the hours of prep time required for each class hour
* Understand how your advisor can help you be successful in your academic, career, and personal goals

**In third and fourth year, students will:**

* Apply skills and knowledge learned in first two years of the advising experience
* Continue developing relationships with faculty advisors and mentors in department
  + Learn the proper etiquette for letters of recommendation
* Identify internship, practicum and undergraduate research opportunities
* Learn the graduation requirements for your degree/program
  + Understand when to request substitutions/waivers
* Learn how to apply for graduation online
* Adjust academic plan for timely graduation when necessary
* Attend Career Fairs and utilize the Career Services department and/or liaisons
  + Understand the importance of a professional resume/CV
* Learn about post-grad career opportunities as well as professional/graduate schools

**Professional Email Etiquette**

Often, your initial interaction with professors and advisors is via email. These tips will help ensure you make a strong first impression.

* **Use your VandalMail address.** An email coming from your official VandalMail account is marked as legitimate and much less likely to end up in a spam or junk folder. It’s also more professional and less embarrassing than a message coming from ‘dragonslayer2000@mail.com’ or ‘princessbuttercupforever@mail.com’.
* **Always include a descriptive subject line.** A brief explanation of the nature of the email is best: “Registration Questions”, “Advising Appointment”, etc.
* **Include a proper greeting.** “Dear Professor Williams”, “Hello Dr. Jones”, etc.
* **Use complete sentences, proper grammar, and spell check.** Don’t use texting abbreviations or type in ALL CAPITAL LETTERS. Proofread your message.
* **Be polite.**
* **Be specific and succinct.** Include relevant, clear information and keep your message short and sweet.
* **Signoffs and signatures matter.** Always end your message with a closing (“Sincerely”, “Regards”, “Best wishes”, “Thank you”, etc.) and your name.
* **Email goes where it’s told**. Check – and double check – to ensure you’ve used the correct email address.

**Other Professional Tips**

* Check your Vandalmail daily and respond to emails in a timely manner.
* Schedule your advising appointment(s) early. Don’t wait until the last minute!
* Take advantage of the advising and academic resources that the University of Idaho has to offer.
* Come prepared to your advising meeting with questions.
* A simple “thank-you” goes a long way.
* Register for classes as soon as you can, as classes fill up quickly.
* Take advantage of office hours.
* Dress appropriately for meetings and presentations.
* Use a planner.
* Always ask questions – if you aren’t asking questions, you aren’t learning!

**Current Academic Dates and Deadlines** (<https://www.uidaho.edu/registrar/calendar>)