**Professor \_\_\_\_\_\_**

**ADVISING SYLLABUS**

**Fall 2023**

**Office:**

**Office Hours:**

**Office Phone:**

**Email:**

**Zoom:**

**Key Advising Dates Fall Semester 2023**

**Last Day to Add a Class:** August 29

**Last Day to Drop a Class:** September 13

**Last Day to Withdraw from a Class:** November 10

**Registration for Spring Semester 2024 begins:** Mid to late October (watch for an
 announcement from the Registrar)

**What is an academic advisor?**

An academic advisor is not the same as a guidance counselor or professor. An advisor is a person who helps guide your academic and personal development trajectoryduring college by asking questions and offering suggestions. They are also a person who helps to connect you with different campus resources you might not know about. They can be a sounding board for ideas and concerns both academic and personal. They are here to HELP but do not manage your affairs for you.

An academic advisor is not a person who tells you what courses you MUST take or a person who takes responsibility for you completing your major and degree. They provide advice and guidance only - ALL final decisions about your time at Rhodes are YOUR responsibility.

**ADVISING PHILOSOPHY AND RESPONSIBILITIES**

My Role as Advisor:

1. As your advisor, I will try to listen well. I have a personal concern for your academic and personal well-being.
2. As your advisor, I will do my best to be knowledgeable about the general academic program of Rhodes College in order to advise you well.
3. As your advisor, I will continually challenge and support you in your pursuit of meaningful experiences. I will help you engage in realistic self-appraisal.
4. As your advisor, I will try to help you be responsible for your academic planning. I will work to help you to attain the goals you have set for your academic career.

Your Role as Advisee

1. As an advisee, you have the final responsibility for meeting requirements for your degree. I will give you advice and try to help you clarify your personal values, abilities, interests, and goals, but the final decision on these matters is yours.
2. As an advisee, you should be knowledgeable about and observe institutional policies, procedures, and requirements.
3. As an advisee, you should keep me informed about the progress of your academic program and make an appointment when in need of assistance or when required.

**OBJECTIVES OF ADVISING**

**As a result of first- and second-year advising, you should**

1. Take responsibility for your educational and career choices, including identifying your goals in attending college.
* Make and keep appointments with your advisor.
* Respond to email in a timely manner.
* Develop short- and long-term goals that reflect your values, interests, strengths, and challenges, and articulate these goals during advising sessions.
* Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future.
* Be aware of and abide by academic deadlines, policies, and procedures.
1. Develop skills in utilizing campus resources to complement and enhance your education.
* Schedule regular appointments or make regular contact with your advisor during each semester. Come to each meeting prepared with questions or material for discussion.
* Identify websites, campus offices, faculty, and staff you can consult with questions.
* Use information from college resources to assess progress towards achieving goals (e.g., Workday, information from staff, professors and advisors, department chairs; on-line advising handbook, college catalog).
* Use campus resources (e.g., Career Services, Student Accessibility Services, Academic & Learning Resources Office, Counseling Center etc.) to support your academic efforts and identify strengths, interests, and goals. Use that information to inform course selection and campus involvement.
1. Understand the mechanics of registration as well as the rules and regulations concerning the curriculum.
* Schedule a meeting with your advisor in advance of registration.
* Understand Workday and the pre-registration (saved schedules) process.
* Be able to do basic research on majors, minors, and programs using the College Catalogue, departmental web pages, and appropriate departmental contacts.
* By mid-November of the first semester, be able to build your own spring schedule.
* Schedule courses so you graduate in a timely manner based on your educational plan.
* Connect your educational plan to your career goals.
1. Appreciate and articulate the goals of liberal arts study.
* Explain how your course choices help you fulfill both the college’s expectations for students as well as your expectations for yourself.
* Describe the connection between your course work and your goals, values, interests, strengths, and challenges.
1. Commence the life-long work of engagement and reflection essential to open, curious, diverse, and accepting communities.
* Get to know well at least one faculty member each semester.
* Participate in undergraduate research, community service, study abroad, and/or co-curricular activities.
* Discuss with your advisor how participating in these activities helps you achieve your goals.

**Guidance for A professional approach to college life**

1. Always address the person leading your class as “Professor” unless that person requests otherwise. Most, though not all, faculty at Rhodes have earned the professional Doctor of Philosophy degree while others in certain fields hold a Master’s degree as the highest possible academic title. Regardless of this, **any person leading a course may be properly called “Professor.”** Using this term honors the many years of work that person has completed to become an academic expert and also has the benefits of being both **gender neutral and independent of marital status**.

The college president should be addressed as “President Collins.” Deans (such as Dean Campbell) should be addressed with that title unless they request otherwise.

2. Email is the most common form of communication on campus. Be sure to check your email frequently (setting up notifications on your phone can help!). When composing email, be sure to use a proper salutation (e.g. “Dear Professor \_\_\_\_\_, “Dear Dean \_\_\_\_\_\_\_.) and closing. Use full sentences and proper grammar throughout (no abbreviations or text-speak) and use the spell-check feature. This may not be a familiar form of communication for you but please develop these habits!

3. Respect people’s time. If you schedule an appointment, be on time. If you find that you cannot make an appointment, contact the other person as soon as possible to let them know. Make sure you arrive prepared with talking points and questions for the meeting.

4. Treat college as a career, not only as school or a job. You are here to learn, develop and begin a lifelong trajectory for yourself.

Manage your time well – plan time to study, read, write, eat, sleep, exercise and relax. Most careers require at least 30-40 hours of work per week. College is no different! Be sure that you set aside sufficient time for academics outside of class time and use that time efficiently.

You will take a wide variety of courses in different departments throughout your time at Rhodes. Each course provides an opportunity to develop critical skills such as reading analytically, thinking both critically and creatively, writing and speaking clearly and developing teamwork and leadership skills. Approach each new course with these ideas in mind.

Learning does not only happen in the classroom. Seek out other extracurricular opportunities of interest such as clubs, music, athletics and research or internships. Unlike the college application process, you do not need to be involved in everything. It is more important to have a few things that you do well and can speak about effectively as to how they helped you develop your abilities rather than many activities in which you were only superficially involved.

**List of Important Dates**

August 21 Language placement testing for students wishing to demonstrate proficiency in Chinese, French, German, Greek, biblical Hebrew, Russian or Spanish

August 23 First Day of Classes. NOTE: If you are not in class on the first day, you may lose your place at the professor’s discretion.

August 29 LAST DAY to ADD a new class to your schedule. Students may add classes, based on availability, via Workday **until 5 PM** Tuesday, August 29. Students who have received permission to ADD a class that is closed must add the class to their schedule as soon as they have received notification from the instructor that the ‘permit override’ is in place.

September 13 Last day to DROP a class. When you "drop" a class, the course is

removed from your transcript. This may affect your status at the College. To be considered a full-time student and to be eligible to live in the residence halls, you must be enrolled in at least **12-credits** each semester. In some cases, full-time status is necessary for you to remain on a parent's health or auto insurance. Full-time status also affects your ability to receive financial aid, play intercollegiate sports, and pledge/be initiated into a fraternity or sorority. The DROP process is available on Workday **until 5 PM** Wednesday, September 13th. Students should consult with their advisor **BEFORE** dropping a class.

September 14 Withdrawal Period Begins. You will need the signatures of both your professor and advisor on the Withdrawal Form. You will be assigned a W by the professor and this will not affect your Rhodes GPA. It is your responsibility to complete and submit these forms.

Mid- September Progress Reports go out from your faculty. If you receive one, contact your advisor and professor ASAP so you can work together to troubleshoot and resolve the situation.

October 14 Midterm grades available online around this date. Review them, talk with your professors, and meet with your advisor to celebrate or strategize as needed.

Mid-Late October Pre-registration for Spring 2024 begins. Keep an eye out for an email from the Registrar’s Office indicating when you should meet with your advisor to select classes for spring. It is your responsibility to make an appointment and you must sign up in advance.

November 10 LAST DAY to WITHDRAW from a class. If you want to withdraw from a class, please see your professor and your advisor to get approval and signatures. You must submit the completed form to Rhodes Express or the Registrar’s Office by 5:00 p.m. Friday, November 10th in order to be withdrawn from the desired class.

December 6 Last Day of Classes

December 7 Reading Day (no class; study for your exams!)

December 8-13 Final Exams

**RESOURCES YOU SHOULD CONSULT**

* <http://catalog.rhodes.edu/>
* <http://sites.rhodes.edu/academicsupport>
* <http://sites.rhodes.edu/academicsupport/advising-resources>
* <http://sites.rhodes.edu/academicsupport/new-student-curriculum-guide>