

## **GEOLOGY DEPARTMENT ACADEMIC ADVISING SYLLABUS**

### **Goals and Objectives of Academic Advising:**

The goal of Academic Advising is to help you shape a meaningful liberal arts education that prepares you for a diverse job market. The elements of that education include your classes, your co-curricular activities, your work, and your personal experiences. With your interests and goals in mind, you and your advisor will formulate your academic plans. Your advisor can then help you, through ongoing reflection and discussion, to think about integrating all of the elements of your college experience so you can make the most of your education. You need to be actively engaged in the process of defining your academic plans, and sharing those plans with your advisor in a series of conversations that extend over your entire undergraduate career.

This syllabus outlines what you will learn as a result of your work with advising, what you can expect from your advisor and what your advisor expects from you, as well as key issues that are relevant to you as you work your way through the University. Use it as a resource and guide, and refer to it often as you and your advisor continue to talk about your life at the University of Vermont and a plan for your life after graduation.

### **Learning Outcomes:**

By actively participating in academic advising you will:

- Reflect on your goals and motivations in order to take ownership of your educational choices.
- Learn how to be a self-advocate and how to locate and utilize available resources.
- Improve your decision-making and problem-solving skills by asking productive questions.
- Be empowered to take responsibility for your choices and learn from those choices, actions, and outcomes.
- Understand the nature of a liberal arts education and the requirements for completing a UVM degree and how these relate to your future personal and professional goals.
- Develop the ability to connect your learning across the curriculum and to integrate learning and experience.
- Be able to identify and communicate the transferable skills gained through your educational experience.
- Develop the skills and commitment needed to seek out opportunities for lifelong learning.

## **Responsibilities in a Student Advisor Partnership:**

### ***This is what you can expect from your Advisor***

- To clarify University of Vermont policies, regulations, programs, and procedures.
- To be available to meet with you with reasonable advance notice.
- To be knowledgeable about program(s) in which he/she advises.
- To communicate his/her expectations to you.
- To establish, post, and maintain adequate office hours throughout the semester with particular emphasis given to registration and the add/drop period.
- To refer you to appropriate sources of information and services.
- To offer advice on selecting courses and to assist you in developing your academic plan.
- To be a responsive listener and to refer you to appropriate support services.
- To discuss candidly with you your academic performance and the implications of your performance on your future.
- To assist you in the transition from college to career.

### ***This is what your Advisor expects from you***

- Know who your advisor is. ([Find out here!](#))
- To find out as much as you can by consulting [resources](#) on UVM's web site before you contact your advisor.
- To accept responsibility for decisions.
- To keep your advisor informed about changes in your academic progress, course selection, and academic and career goals.
- To be familiar with the requirements of your major and to keep up to date with changes.
- To understand that your advisor can suggest, recommend, remind you of rules and regulations, but that you have the primary responsibility for meeting program and degree requirements.
- To keep your advisor informed in a timely fashion when personal issues arise that interfere with academic progress, so that 1) your advisor can refer you to the appropriate campus resources which can help you, and 2) so that your advisor has enough facts about your situation to be able to assess your academic progress fairly.
- To be familiar with general University policies, procedures, and requirements.
- To contact and keep in touch with your advisor.
- To come prepared to your meetings with your advisor.
- To observe academic deadlines.
- To ask questions until you understand.

## **Topics and Milestones:**

As you advance through your degree program, there will be decisions you will have to make about your goals and objectives. Keep in mind that you may need to make some adjustments to your initial plans as you progress through your degree. For some students, those decisions and adjustments come early in the college career, but most students need time to gain perspective and to figure things out. Similarly, it is important to recognize that different students may reach these milestones at different points in their academic career. When you want to talk through your evolving academic plans, your advisor is here to help. See also [here](#) for information about UVM's 4 Year Plan for Career Success.

### **First Year:**

- Begin developing effective time management skills.
- Work on improving or learning effective study habits and skills.
- Learn what it means to be a responsible member of an academic community by familiarizing yourself with University policies on plagiarism, cheating, and academic integrity.
- Attend class regularly.
- Go to office hours and try to become comfortable asking questions inside and outside of the classroom.
- Become an active learner.
- Work on establishing a sense of community in your residence.
- Begin exploring areas of academic interest with an eye towards creating a 4-year educational plan. One idea is to create a journal where you develop and assess your educational plan.
- Develop a plan to stay organized. One idea is to create a filing system for your important documents.
- Once you are comfortable with your workload, seek out extracurricular activities.
- Make appointments to see your academic advisor.

### **Second Year:**

- Use your first year experiences to re-evaluate your 4-year academic plan.
- Make an appointment to see an advisor in possible areas of concentration
- Continue to maintain consistent contact with your Academic Advisor.
- Discuss your course selections with your Academic Advisor.
- Expand your horizons—start thinking about studying abroad.
- Visit the Career Center. Sophomore year is not too early to start thinking about the connections between your education and a possible career.
- Stay involved in extracurricular activities.
- If you are considering a cross-campus transfer to one of the other colleges within the University, make an appointment with an advisor from that school to review requirements and application deadlines.

### **Third Year:**

- Discuss a potential honors thesis or an independent study with your advisor.
- If you are planning on studying abroad, watch deadlines and apply.
- Re-visit the Career Center: find out more about internships; prepare or update your resume; discuss job shadowing and informational interviews.
- Review your academic and activity journals/folders and update them with new material; think about how you can draw on your experience for use in interviews and admissions essays.
- Combine your academic and activity journals/folders into a portfolio, and find out how to get it ready for presentation to various audiences.
- Approach faculty for letters of recommendation.
- If you are thinking about graduate school, find out about requirements and entrance exams.
- Discuss your plans with your advisor: get help with thinking about how the pieces of your life fit together.
- Review your degree progress with your advisor.

**Fourth Year:**

- Submit the [intent to graduate form](#).
- Review your official CATS report—are you taking the courses you need to graduate?
- Maintain consistent contact with your Academic Advisor to discuss your educational or post-graduation plans.
- Actively use the Career Center to develop and implement post-graduation plans.
- Meet with faculty members and others to secure letters of recommendations.
- Take that class that you have always wanted to take!