

# **Academic Advising Syllabus**

## **Iona College**

**Advisor:**

**Office:**

**Phone:**

**E-Mail:**

**Advising Office Hours:**

### **Academic Advising Description/Definition**

Academic Advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA,2004)

Iona College, 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 the Iona College campus.

Academic advising is a collaborative education process. This advisor/student collaboration requires participation and involvement of both the advisor and the student. Both the student and the advisor have clear responsibilities for ensuring the advising collaboration is successful.

### **Advisee Responsibilities – What You Can Expect**

You can expect me as your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, 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

- Be assessable for meeting with advisees via office hours for advising, telephone, e-mail, or web access.
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.
- Maintain confidentiality
- Assist students in working closely with their professors.

### **Advisee Responsibilities – What You Are Expected To Do**

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

- Schedule regular appointments or make regular contacts with 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.
- Follow through on the recommendations made by your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions
- Come to accept ownership of her/his college experience.

### **Expected Student Learning Outcomes for the Academic Advising Experience**

Through the academic advising experiences at Iona College,

- 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.
- Student will demonstrate an understanding of the value of the general 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