

Advising Success Center Undergraduate Advising Syllabus
Bemidji State University

Office: 101 Sanford Hall

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Advising Success Center Website:

Office Hours M T W H F 8 am – 4:30 pm

Email: Advising@bemidjistate.edu

<http://www.bemidjistate.edu/students/services/advising/>

Advising Hours: by appointment and walk-in

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 (National Academic Advising Association, 2009).

Advising Student Learning Outcomes

Personal growth: Develop communication, decision making, and problem-solving skills

- Define your short term and long term goals after reflecting on your values, interests, strengths and challenges.
- Articulate your goals during advising sessions.
- Describe the connection between your goals and your values, interests, strengths and challenges.
- Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future.

Resource identification: Develop skills in locating and effectively using information and resources that help you achieve your goals

- Identify campus offices, websites and faculty or staff you can contact when you have problems.
- Use information from university resources to assess progress towards achieving goals (DARS report, academic success planning, academic toolbox and information from faculty and staff).

Curriculum integration: Understand the relationship between your classroom experiences and your academic, career and personal goals.

- Explain how your major helped you achieve your goals.
- Describe how liberal education courses help you achieve your goals.
- Schedule courses so you graduate in a timely manner based on your educational plan.
- Connect your educational plan to your career goals.
- Articulate personal strengths and weaknesses and be prepared for life after college.

Experiential Learning: Understand the importance of including experiences outside of the classroom in your educational plan.

- Introduce yourself and have at least one conversation with a faculty member each semester.
- Participate in undergraduate research, off-campus volunteering, learning abroad, and/or community service.
- Discuss how participating in these activities helps you achieve your goals.
- Participate in and assume a leadership role in at least one student organization each semester.
- Demonstrate awareness of balancing academic, work, social, family and extra-curricular activities.

Advisor and Advisee Responsibilities

BSU advisors and advisees both play important roles in the advising process.

As your advisor, I will...

- Understand and effectively communicate curriculum, graduation requirements, and university and college policies and procedures
- Listen to your concerns and respect your individual values and choices
- Assist you in defining your academic, career, and personal goals, and assist you in creating an educational plan that is consistent with those goals
- Be available to answer your questions through scheduled meetings or email
- Provide you with information about educational opportunities outside of the classroom
- Work with you to assess your academic performance and areas of strength to ensure they are consistent with your plans
- Refer you to other campus offices as appropriate

As an advisee, I expect you to...

- Schedule and attend advising appointments
- Be involved in the advising process by being prepared to discuss your goals and educational plans during our meetings
- Be open and willing to consider advice from faculty, advisors, and other mentors
- Bring a list of questions to appointments and ask questions if you do not understand a topic we discuss during our meeting
- Review your DARS report each semester and track your progress towards completing your graduation requirements
- As soon as you are ready, commit to and execute an academic plan directed toward the completion of a BSU degree
- Read your BSU email
- Become knowledgeable of campus policies, procedures, and resources
- Take primary and increasing responsibility for making your own decisions based on available information and advice

Upon request this document can be made available in alternate formats. Please contact the instructor (Mary Ward) or Kathi Hagen in the Disability Services Office at 755-3883. Please contact the Disability Services Office ONLY if you have a need for accommodations for a documented disability. All other contact should be with your instructor only.