The University of Findlay

Syllabus for Academic Advising

“Would you tell me, please which way I ought to go from here?”

“That depends a good deal on where you want to get to.”

(Alice in Wonderland, Chapter VI, P 64; Carroll, 1960)

**Advisor:** Glenn Miehls (miehls@findlay.edu)

 The Oiler Success Center, Old Main 128 [http://www.findlay.edu/offices/student/oilersuccesscenter/Pages/default.aspx](https://www.findlay.edu/offices/student/oilersuccesscenter/Pages/default.aspx)

 Office Hours: 8:00 a.m. – 5:00 p.m. or by appointment

 Appointments can be made by calling 419-434-4527

**Important advising resources**

1. Catalog online at <http://catalog.findlay.edu/en/current/Undergraduate-Catalog> or <http://catalog.findlay.edu/en/current/Graduate-Catalog>
2. Degree Sheets for major/degree programs
3. Other recommended resources
	1. Career and professional organization websites
	2. Fiction and non-fiction that pertains to the student’s interest

**My philosophy concerning academic advising: Objectives for academic advising**

Academic advising is a process in which you and I together explore avenues and paths to achieving your personal, career, life, and vocational goals. Higher education can change your life if you set goals and strive to achieve them. This exploration is a valuable part of the advising process. Along this journey, together we will analyze paths to your goals and make changes to your goals as changes arise. My hope as your advisor is that I will be able to help you explore, analyze, and achieve these goals as you continue your journey towards a college degree. I am always available to help you explore these goals and their paths; however, it is your responsibility to make sure that you achieve your goals.

**Student advisee’s role in the advising process**

It is expected that you will share the responsibilities (a Partnership) to ensure a successful advising experience by doing the following:

1. Taking the initiative to make an appointment with me at least three times a semester.
2. Your Online Payment Agreement should be submitted (online) before your registration appointment.
3. Prepare a list of questions/concerns before each appointment.
4. During registration periods have an idea of some tentative courses that you want to take.
5. Be aware of important deadlines.
6. Understand the requirements for your major(s), minor(s), and degree(s).
7. Understand the current academic policies and procedures of the university, college, and department.

**My role (as your advisor) in the advising process**

My role as your advisor is to create a collaborative relationship in which we can explore setting meaningful goals that are consistent with your personal interests, values, and abilities. In achieving this task I will do the following:

1. Develop a professional relationship with you through your college career.
2. Provide and discuss major degree plans with you
3. Help you set your personal and career goals.
4. Discuss careers and career paths with you in your major.
5. Discuss course sequencing as it applies to registration.
6. Discuss midterm grades and Starfish reports with you about your academics.
7. Discuss internship and co-op opportunities.
8. Encourage you to join professional organizations and get involved with student life organizations/activities.
9. Encourage students to use the available University of Findlay support mechanisms as needed.
10. Advise and register you for your next semester.
11. Discuss Graduate school requirements and any additional admissions requirements.
12. Help with resume building and job searches.

**Learning outcomes**

Through the advising experience at The University of Findlay you will:

1. Demonstrate the ability to make effective decisions concerning your degree
2. Develop an educational plan for successfully achieving your goals and select appropriate courses towards fulfilling your goals
3. Utilize the resources and services on campus to assist you in achieving your educational goals
4. Make use of referrals to campus resources as needed
5. Be able to accurately read and effectively use your program-specific curriculum guide to determine progress towards your degree
6. Be able to select a major or professional program that matches your interests and abilities
7. Graduate in a timely manner based on your educational plans

**Expected Tasks by Students at Each Undergraduate Academic Level**

**Freshman (0-27 credits)**

Progress towards degree:

1. Complete CORE+ O1 and O2 outcomes and the O3 outcome or the O3 course prerequisite(s) (ENGL 104 and/or ENGL 106)
2. Begin group requirements, major/professional program requirements, and exposure areas

Adjust to the college environment:

1. Figure out why you are in college and what you want to get from your experience here.
2. Ask questions to find out about services that can help you make career and personal decisions and use the services.

Examine your skills, interests and values:

1. What do you do well?
2. What do you like to do?
3. How do you see yourself?
4. What have you accomplished in the past that you can build upon?
5. What is important to you?
6. What skills or characteristics would you like to develop?

Investigate possibilities:

1. Take courses in areas of interest.
2. Take foundation courses upon which to build additional skills.
3. Take courses in a variety of areas and disciplines.
4. Keep a personal journal of career and job ideas and fantasies and collect career information from newspapers and magazines.
5. Look for a summer job that gives you a diverse experience with different kinds of people and ideas.

Increase your personal, communication and leadership skills:

1. Participate in campus activities, workshops and classes that give you an opportunity to build these skills.

**Sophomore (27.01-57 credits)**

Progress towards degree:

1. Declare your major or apply to your professional school, if appropriate
2. Continue group requirements and exposure areas

Explore your options:

1. Make a list of majors that sound interesting to you based on your skills, values, interests and goals. Don't eliminate anything because you don't want to take one or two difficult courses.
2. Talk with people in careers which interest you and get a feel for how you would like to be in their positions.
3. Familiarize yourself with career literature and resources.
4. Experience different job settings for yourself by volunteering, job shadowing or part-time employment.
5. Research information regarding job descriptions, educational requirements, entry-level jobs.

Status of the job market, and future predictions for your interest areas:

1. Begin to focus in a specific academic area of interest.
2. Make a firm decision and officially declare your major and make sure your decision on the major and minor is based on your career choice.

Learn career decision-making model:

1. Evaluate the information you have gathered.
2. Evaluate the "fit" of your preliminary career goal.

**Junior (57.01-87 credits)**

Progress towards degree:

1. Apply to your professional program, if appropriate
2. Apply for graduation during the end of the second semester (Spring)

Implement your decision:

1. Reassess your choice of major. If you begin to suspect that you've made the wrong decision about your major or minor, don't grit your teeth and tough it out. Get some help; working out a new plan may not be as difficult as you think and the rewards of a satisfying career decision are worth the little extra effort.
2. Continue to build a solid set of credentials for entering the job market by seeking practical work experience.
3. Begin to consider your plan for after college, whether graduate school or employment.
4. Visit the Center for Career and Professional Development for information, resume-building skills, workshops, interview skills, etc.

**Senior (87.01-Higher credits)**

Progress towards degree:

1. Complete all major and minor requirements.
2. Complete remainder of General Education requirements
3. Prepare for graduation
	1. Participate in Graduation Countdown
	2. Participate in Graduation Salute

Prepare for life after graduation:

1. Prepare for your job search by writing a résumé, conducting information interviews, and networking.
2. Attend workshops to assist you in learning effective job search techniques.
3. Attend job fairs and recruiting events.
4. Learn as much as you can about potential employers.
5. Conduct your job search campaign.
6. Make application to graduate school program, if appropriate.

**Student’s Signature Date**

**Glenn Miehls, Director of Advising Date**