

## **Academic Advising Syllabus**

### **CREDO: BEYOND CLASS SCHEDULING: BUILDING YOUR FUTURE**

**Academic Advisors assist students in developing academic study plans consistent with their college and career goals. Each student is assigned an academic advisor, based on their chosen major, upon admission to the university.**

**Advising Resources:** <http://www.govst.edu/academicadvising>

**Advising Course Description:** Advising is a process in which the advisor and advisee enter a dynamic relationship respectful of the student's concerns. The Advisor serves as a facilitator of communication, a coordinator of learning experiences, a teacher, a guide in an interactive partnership aimed at enhancing the student's self-awareness and fulfillment, and an agent of referral to other campus agencies as necessary. (*O'Banion, 1972 & David Crockett, 1987*)

*The Board of Professional Academic Advisors actively creates an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, religious beliefs and socioeconomic statuses.*

#### **ACADEMIC ADVISING MISSION STATEMENT:**

To assist students, through the use of advising and continuous assessment, in the development of meaningful educational plans which are compatible with their academic and life goals.

#### **GSU Mission Statement**

Governors State University is committed to offering an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a model of diversity and responsible citizenship

#### **EXPECTATIONS OF STUDENTS:**

- ✓ Keep track of all of your advising materials
- ✓ Come to advising appointments prepared with questions
- ✓ Fully understand your degree requirements and how to access university and program policies and procedures
- ✓ Be fully aware of all deadlines. Check the University Academic Calendar regularly
- ✓ Accept responsibility for your actions, decisions and academic performance
- ✓ Check your GSU e-mail regularly

#### **EXPECTATIONS OF ADVISORS:**

- ✓ Assist students with planning academic programs
- ✓ Communicate the programs curriculum, requirements, policies and procedures
- ✓ Provide an advising environment that is open, respectful and supportive
- ✓ Maintain confidentiality (as per FERPA regulations)
- ✓ Encourage and support students in fulfilling their academic goals

#### **STUDENT RESOURCES**

- ✓ GSU Portal: <http://mygovst.govst.edu>
- ✓ Student Email: <http://login.live.com>
- ✓ FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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## ***Academic Honesty***

### **Academic Honesty**

Students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the following: use and acknowledgment of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations. These ethical considerations are not intended to discourage people from studying together or from engaging in group projects. The university policy on academic honesty appears in the appendix.

### **Academic Honesty University Policy**

Academic honesty pertains to all methods of fulfilling academic requirements at Governors State University. The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:

1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.
  - a. When using material from a publication, (e.g., book, journal, article, film, etc.), that material should be enclosed in quotation marks, or otherwise set off, and the source of the material acknowledged.
  - b. When paraphrasing published material, (e.g., using it almost word-for-word), the source should also be acknowledged unless the information is common knowledge in the field.
  - c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
  - d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
  - e. Having someone else prepare material that is to be submitted should only be done with the instructor's permission to do so.
2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.
3. Hypothetical data should be submitted only with the permission of the instructor to do so and should be clearly labeled as such.
4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.
5. Students may neither give, request, nor utilize assistance during an examination without the instructor's permission.

These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

**Further information regarding University Policies and Procedures can be found in the University Catalog.**

## Access Services for Students with Disabilities

GSU is committed to providing all students equal access to all university programs and facilities. Students who have a documented physical, psychological, or learning disability and need academic accommodations, must register with Access Services for Students with Disabilities (ASSD). Please contact the Coordinator of ASSD in Room B1201 in person; by e-mail, [assd@govst.edu](mailto:assd@govst.edu); or by calling 708.235.3968. If you are already registered, please contact your instructor privately regarding your academic accommodations.

### Assistance for Students with Disabilities

Access Services for Students with Disabilities works closely with students and professors to accommodate documented disabilities. The goal is to coordinate services and make accommodations available that allow each student to have equal access and to function as independently as possible.

Access Services for Students with Disabilities is located in the Academic Resource Center, Room B1215.

Office hours are Monday-Thursday 8:30 a.m.–7 pm and Fridays 8:30 a.m.–5 pm To register for services contact [Robin Sweeney](mailto:Robin.Sweeney@govst.edu), 708.534.4508.

### Role of Access Services for Students with Disabilities

Access Services for Students with Disabilities provides a coordinator to arrange reasonable accommodations for students with disabilities and complies with the American Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The coordinator will maintain and protect the confidentiality of student records as required by law.

### Establishing Eligibility

To qualify for accommodations, the students must submit documentation from an appropriate professional to verify the presence and academic impact of the disability. The coordinator will review the documentation and supporting materials to certify eligibility for services and will then meet with the student to determine academic adjustments and/or accommodations. The student pays any cost of professional verification.

### Accommodations and Services Available to Documented Students

- Handouts/tests in large print
- Textbooks on CD or cassette(if available)
- Note takers
- Tape record lectures with permission
- Sign language interpreters and CART services in the classroom
- Extended time on quizzes and exams
- Testing in distraction reduced room
- Specialized computer software

*Note: GSU does not provide personal attendants or mobility devices. That is the student's responsibility.*

## ***Program Expected Student Outcomes***

### **Academic Standing**

Undergraduate students who maintain a minimum cumulative G.P.A. of 2.0, and graduate students who maintain a minimum cumulative G.P.A. of 3.0 are in academic good standing. Students must be in academic good standing to graduate.

### **Academic Probation/Suspension**

Students failing to meet the required cumulative G.P.A. for academic good standing for the first time are placed on Probation I for the subsequent semester. If a satisfactory G.P.A. is not achieved by the end of the Probation I semester in which the student was enrolled for credit, the student shall be placed on Probation II for the next semester. If a satisfactory G.P.A. is not achieved by the end of the Probation II semester in which the student was enrolled for credit, the student shall be academically suspended from the university for one year. Students may appeal the length of suspension and seek early readmission through the University Committee on Readmission and Special Admission.

**Further information regarding Academic Standing can be found in the University Catalog.**

## ***Learning Outcomes***

Through the advising process, students should be able to:

- ✓ demonstrate an understanding program/major requirements
- ✓ describe what is needed for successful degree completion
- ✓ review and respond to advisor emails
- ✓ complete the registration process including adding, dropping and withdrawing from courses, as needed
- ✓ complete the graduation application
- ✓ utilize resources on campus to assist in achieving academic goals

## ***Assessment of Outcomes***

- ✓ Students will discuss the major courses requirements during their advising sessions
- ✓ Students will during their advising sessions discuss what additional requirements must be completed
- ✓ Student will apply for graduation by the required deadlines
- ✓ Student satisfaction surveys will be conducted annual to ask their level of satisfaction of the advising services they receive

## *How to Prepare for an Advising Session*

Students should prepare for a meeting with their advisor because academic advising and academic success is a shared responsibility between you and your academic advisor. Below are a few suggestions of how to prepare for your appointment.

### **For any meeting with an advisor, you should:**

- ✓ Review the online class schedule and study plan/course requirements
- ✓ Prepare a list of questions
- ✓ Be sure to understand the program requirements, policies and procedures. If you do not know, please refer to the university catalog and/or program handbook
- ✓ Review the academic calendar to be sure you are not missing any deadlines
- ✓ Attempt to login to the GSU Student Portal ([mygovst.govst.edu](http://mygovst.govst.edu)), as well as, have your student id and student e-mail address

### **If you have concerns about a grade in a course, you should know:**

- ✓ What is your current grade in the course
- ✓ Why you believe you are doing poorly
- ✓ What advice has the instructor given you to increase your performance
- ✓ What you have done to address the problem
- ✓ What resources can help you with this problem (e.g., tutoring, writing center)?
- ✓ How will you avoid this problem in the future
- ✓ If you drop the course, know how it will affect your expected graduation date and/or financial aid status
- ✓ How to drop the course properly. Contact the Registrars' Office if you need assistance

### **If you want to discuss your career goals, you should know:**

- ✓ Your interests, abilities, and experiences that relate to your major
- ✓ The careers, graduate, doctoral or certificate programs you may have considered
- ✓ How you have prepared to apply for any additional programs or certifications
- ✓ If there is any additional testing required after completing the program, how to apply for it
- ✓ How to prepare for certification/licensure/endorsement if required
- ✓ To speak to any of your faculty for information on the field and to discuss your specific career goals
- ✓ To speak to someone in Career Services for assistance with your resume, cover letter, mock interviews, etc.

## ***Advising Caveat***

Please understand that I will not make decisions for you during our advising sessions. I will provide you with the most accurate information available to me, and we will work together to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility for knowing and fulfilling degree requirements rest with you.

By signing below I am stating that I have read this syllabus and understand what is required of me as a student. Any questions or concerns regarding this syllabus and/or my academic career, I will discuss with my Academic Advisor.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Summer 2014 – Student Success Calendar

### May

**(Advising Tip!!!)** Did you know that the Fitness Center is free to all students? Keeping physically fit can improve your mental health too! For more information go to: [www.govst.edu/recfit](http://www.govst.edu/recfit)

#### *Tuesday, May 27th*

**The Writing Center** For more information: Consultant Heather McKenna, (708) 235-7337

Writing Strong Discussion Board Posts, Reflections, Critical Reviews, and Essays

Location: Writing Center C1321; Time: 3:00-4:00 pm

Boost the power of your more “informal” class writing with this workshop. Discussions of the resources available, plans for approaching the writing, and ways to power them up will lead to making your contributions really count.

### June

**(Advising Tip!!!)** If you haven’t already, now is a great time to contact the Academic Resource Center and the Writing Center for help with your classes. Don’t try playing catch up.

#### *Monday, June 2nd*

**Student Enrichment Program**, For more information: <http://www.govst.edu/sep/>

Student Enrichment Program Orientation

Location: Room A2110; Time: 5:00pm – 6:00pm

The Student Enrichment Program (SEP) provides educational support services that foster personal and professional development to motivate GSU students towards the successful completion of their bachelor’s degree. SEP is designed to assist low-income, first generation undergraduate students, and academic probation students through the strong supportive environment, mentoring network, educational and professional development activities.

#### *Tuesday, June 3<sup>rd</sup>*

**Student Enrichment Program**, For more information: <http://www.govst.edu/sep/>

Student Enrichment Program Orientation: Probation

Location: Room A2110; Time: 3:00pm – 4:00pm

For workshop description, see above.





### *Tuesday, June 3rd*

**The Writing Center** For more information: Consultant Heather McKenna, (708) 235-7337  
Winning Essays for Scholarships and Graduate School Admission

Location: Writing Center C1321; Time: 3:00pm - 4:00pm

Are you thinking about applying for a scholarship? Need to write an essay for admission to graduate school? Boost your chances with a winning essay. Showcase your strengths and talents so the selection committee will be certain that you are the best choice. This workshop will offer the “dos and don’ts” for writing a good essay, help you develop a plan, and provide sources for further one-on-one help during the process.

### *Thursday, June 5th*

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>  
Student Enrichment Program Orientation: Probation

Location: Room A2110; Time: 10:00am – 11:00pm

For workshop description, see above.

### *Tuesday, June 10th*

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>  
Great Grades Start With Great Note Taking Skills Workshop

Location: Room A2131; Time: 10:00am – 11:00am

Being a successful student is more than just physically being present in the classroom. This workshop will teach students on what to do before, during, and after class in order to achieve academic success. We will focus on strategies for active listening and participation, recognizing key concepts in lecture and textbooks, and effective note taking skills. You will also learn how to map a study plan, memorization tips, and how to approach studying for different types of tests.

### *Wednesday, June 11th*

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>  
Academic Probation Experience Workshop

Location: Room A2131; Time: 2:00pm – 3:00pm

So your GPA is below a 2.0. Learn more about academic probation and quick tips to support your efforts to returning to good standing.

### *Monday, June 16th*

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>  
Tackling the Test Workshop

Location: Room A2131; Time: 5:00pm – 6:00pm

Learn how to study smarter, not harder through enhancing your study skills and managing test anxiety. You will also learn how to map a study plan, memorization tips, and how to approach studying for different types of tests.



**Thursday, June 19th**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

Keep Calm, Don't Stress: Stress Management Tips Workshop

Location: Room A2131; Time: 12:00pm – 1:00pm

Stress is a part of our everyday life. So let's learn how to identify personal stress factors and apply practical methods for successfully managing stress.

**Monday, June 23rd**

The Research Paper: Online Library Resources

**Library Instruction and Workshop Coordinator (708) 534-4136**

Location: Writing Center C1321; Time: 12:00pm - 1:00pm

The library is your gateway to academic resources for research. This workshop reviews the variety of library resources available to you, and demonstrates how to find resources using online tools such as the I-Share catalog and databases.

**Tuesday, June 24th**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

HELP! Where do I find the time? Time Management Skills Workshop

Location: Room A2110; Time: 10:00am – 11:00am

Having trouble juggling your busy schedule? This interactive workshop is designed to teach students how to best plan, prioritize, and manage their academic tasks using a variety of time management techniques. We will also focus on how effective time management can decrease stress levels, tips for avoiding procrastination, and "stress beaters" which can be applied to your everyday life.

**Tuesday, June 24th**

Writing Strong Discussion Board Posts, Reflections, Critical Reviews, and Essays

Location: Writing Center C1321; Time: 3:00-4:00 pm

Boost the power of your more "informal" class writing with this workshop. Discussions of the resources available, plans for approaching the writing, and ways to power them up will lead to making your contributions really count.

Heather McKenna, Writing Center Consultant (708) 235-7337

**Tuesday, June 24th**

**The Writing Center** For more information: *Consultant Heather McKenna, (708) 235-7337*

Winning Essays for Scholarships and Graduate School Admission

Location: Writing Center C1321; Time: 3:00pm - 4:00 pm

Are you thinking about applying for a scholarship? Need to write an essay for admission to graduate school? Boost your chances with a winning essay. Showcase your strengths and talents so the selection committee will be certain that you are the best choice. This workshop will offer the "dos and don'ts" for writing a good essay, help you develop a plan, and provide sources for further one-on-one help during the process.

**Wednesday, June 25th**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>



Ready, Set, GOAL! Rediscovering your Motivation Workshop

Location: Room A2131; Time: 5:00pm – 6:00pm

This workshop will challenge you to reflect on your academic thus far while identifying the key internal and external stimuli which motivate you. We will also look at ways to regain your motivation when it may be lacking. You will leave this workshop with the personal drive to reach your academic and personal goals.

**Thursday, June 26th**

**Library** For more information: *Instruction and Workshop Coordinator (708) 534-4136*

The Research Paper: Online Library Resources

Location: Writing Center C1321; Time: 7:00pm - 8:00pm

The library is your gateway to academic resources for research. This workshop reviews the variety of library resources available to you, and demonstrates how to find resources using online tools such as the I-Share catalog and databases.

**Monday, June 30th**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

Academic Probation Experience Workshop

Location: Room A2110; Time: 4:00pm – 5:00pm

So your GPA is below a 2.0. Learn more about academic probation and quick tips to support your efforts to returning to good standing.

## July

**(Advising Tip!!!)** How are your classes going? Could you use some help keeping things together? Visit [www.rich75.com/govst](http://www.rich75.com/govst) to schedule tutoring through the Academic Resource Center. They have tutors who can help with many Biology, Chemistry, Computer, Statistics, Math and Accounting classes.

**Tuesday, July 1st**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

Great Grades Start With Great Note Taking Skills Workshop

Location: A2131; Time: 2:00pm – 3:00pm

Being a successful student is more than just physically being present in the classroom. This workshop will teach students on what to do before, during, and after class in order to achieve academic success. We will focus on strategies for active listening and participation, recognizing key concepts in lecture and textbooks, and effective note taking skills. You will also learn how to map a study plan, memorization tips, and how to approach studying for different types of tests.



### *Monday, July 7th*

**The Writing Center** For more information: Matt Schering or Gina Kelly (708) 235-7337

#### The Research Paper: Getting Started

Location: Writing Center C1321; Time: 12:00pm - 1:00pm

Make a plan and make the grade! This workshop will show you how to find the resources that you need to write an almost stress-free research paper. Included will be discussions of analyzing the assignment to make certain your paper is on target; APA documentation styles and where to find the templates and information that make it so much easier; and the importance of developing a focus statement to make organizing the paper a snap.

### *Tuesday, July 8th*

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

#### Keep Calm, Don't Stress: Stress Management Tips Workshop

Location: Room A2131; Time: 12:00pm – 1:00pm

Stress is a part of our everyday life. So let's learn how to identify personal stress factors and apply practical methods for successfully managing stress.

### *Thursday, July 10th*

**The Writing Center** For more information: Matt Schering or Gina Kelly (708) 235-7337

#### The Research Paper: Getting Started

Location: Writing Center C1321; Time: 7:00pm - 8:00pm

Make a plan and make the grade! This workshop will show you how to find the resources that you need to write an almost stress-free research paper. Included will be discussions of analyzing the assignment to make certain your paper is on target; APA documentation styles and where to find the templates and information that make it so much easier; and the importance of developing a focus statement to make organizing the paper a snap.

### *Monday, July 14th*

**The Writing Center** For more information: Matt Schering or Gina Kelly (708) 235-7337

#### Mastering APA Documentation Style

Location: Writing Center C1321; Time: 12:00pm - 1:00pm

From templates to make formatting a snap, crediting sources in your paper, to following rules about contractions, this workshop will help you navigate APA formatting and style. If APA makes you nervous, come to this workshop!



### **Wednesday, July 16th**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

#### HELP! Where do I find the time? Time Management Skills Workshop

Location: Room A2131; Time: 5:00pm – 6:00pm

Having trouble juggling your busy schedule? This interactive workshop is designed to teach students how to best plan, prioritize, and manage their academic tasks using a variety of time management techniques. We will also focus on how effective time management can decrease stress levels, tips for avoiding procrastination, and “stress beaters” which can be applied to your everyday life.

### **Thursday, July 17th**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

#### Tackling the Test Workshop

Location: Room A2131; Time: 10:00am – 11:00am

Learn how to study smarter, not harder through enhancing your study skills and managing test anxiety. You will also learn how to map a study plan, memorization tips, and how to approach studying for different types of tests.

### **Thursday, July 17th**

**The Writing Center** For more information: *Matt Schering or Gina Kelly (708) 235-7337*

#### Mastering APA Documentation Style

Location: Writing Center C1321; Time: 7:00-8:00pm

From templates to make formatting a snap, crediting sources in your paper, to following rules about contractions, this workshop will help you navigate APA formatting and style. If APA makes you nervous, come to this workshop!

### **Monday, July 21st**

**The Writing Center** For more information: *Matt Schering or Gina Kelly (708) 235-7337*

#### The Research Paper: How to Use Your Sources without Plagiarizing

Location: Writing Center C1321; Time: 12:00pm - 1:00pm

This workshop will show you how to paraphrase your sources so that you don’t plagiarize, as well as show you how to credit each source properly. Included will be discussion of plagiarism and ways to make absolutely certain that you avoid it, and the easiest way to properly format your Reference Page.

### **Monday, July 21st**

**Student Enrichment Program** For more information: <http://www.govst.edu/sep/>

#### Ready, Set, GOAL! Rediscovering your Motivation Workshop

Location: Room A2131; Time: 5:00pm – 6:00pm

This workshop will challenge you to reflect on your academic thus far while identifying the key internal and external stimuli which motivate you. We will also look at ways to regain your motivation when it may be lacking. You will leave this workshop with the personal drive to reach your academic and personal goals.



*Thursday, July 24th*

**The Writing Center** For more information: Matt Schering or Gina Kelly (708) 235-7337

The Research Paper: How to Use Your Sources without Plagiarizing

Location: Writing Center C1321; Time: 7:00pm - 8:00pm

This workshop will show you how to paraphrase your sources so that you don't plagiarize, as well as show you how to credit each source properly. Included will be discussion of plagiarism and ways to make absolutely certain that you avoid it, and the easiest way to properly format your Reference Page.

*Monday, July 28th*

**The Writing Center** For more information: Matt Schering or Gina Kelly (708) 235-7337

The Research Paper: Finishing Touches

Location: Writing Center C1321; Time: 12:00pm - 1:00pm

Almost finished with your research paper, but not quite? This workshop will show you what to look for to make certain that you submit a winning paper; an editing checklist to show you what to look for and resources to provide knowledgeable revision suggestions will be offered.

*Thursday, July 31st*

**The Writing Center** For more information: Matt Schering or Gina Kelly (708) 235-7337

The Research Paper: Finishing Touches

Location: Writing Center C1321; Time: 7:00pm - 8:00pm

Almost finished with your research paper, but not quite? This workshop will show you what to look for to make certain that you submit a winning paper; an editing checklist to show you what to look for and resources to provide knowledgeable revision suggestions will be offered.