

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>



Table of Contents

| | |
|---|--------|
| Academic Honesty----- | Page 3 |
| Disability Statement----- | Page 4 |
| Program Expected Student Outcomes----- | Page 5 |
| How to Prepare for an Advising Session----- | Page 6 |
| Advising Caveat----- | Page 7 |
| Advising Calendar----- | Page 8 |

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; 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 p.m. and Fridays 8:30 a.m.–5 p.m. To register for services contact [Robin Sweeney](#), 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), 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: _____