



## Center for Teaching and Learning: Teaching Tip



### Advisement Syllabus

An Advising Syllabus facilitates communication between advisor and advisee by defining expectations. In addition, it can bring consistency to advisement that extends over several years. For example, when we meet with freshmen, we want to make them aware of pre-requisites and internships, but we want to revisit this topic as they make progress through the program.

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To learn more about the advantages of developing an advisement syllabus, read Tonya McKenna's "[Creating an Advising Syllabus](#)" (2006).

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#### What might an academic advising syllabus contain?

- Contact information for advisor and department
- A checklist of topics that should be discussed and revisited during the course of the student's academic career
- Record dates when meetings occur
- List program or degree outcomes
- A statement identifying goals of advisement might include
- Learn requirements for General Education and Major Program Requirements.
- Instructions on how to access your advisor
- Develop an educational plan for successfully achieving academic, career, and personal goals; select courses each semester to progress toward fulfilling that educational plan
- Provide a calendar of important advising events such as when to make appointments, when scheduling begins, when to apply for scholarships, internships, graduation, etc.
- List policies that are relevant to student advising and successful completion of degree
- Provide a list of campus resources to fulfill academic, career, and personal goals that might include Academic Support, Disability Services, Learning and Tutoring Service, Writing and Literacy Engagement Studio, Career Development, Global Education, Internships, Scholarships, Military Students, Student Life, and Extra-Curricular opportunities. In addition, don't forget professional organizations for students in your disciplines. Here are the current entry points to access a variety of resources\*

#### **Bloomsburg**

[Student Success & Campus Life](#)  
and [Student Life](#)

#### **Lock Haven**

[Student Success Center](#) and  
[Student Life](#)

#### **Mansfield**

[Student Support Services](#) and  
[Student Life & Living](#)

\*The Center for Teaching and Learning will make every effort to maintain a more detailed and up-to-date list of URLs to share with students in this [collaborative Google Doc](#). Please feel free to correct URLs or make additions.

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#### **National Academic Advising Association (NACADA)**

Located at Kansas State University, this organization provides resources and research ideas, consider starting at their homepage to learn more about advisement:

<http://www.nacada.ksu.edu/>

## **Advisor-Advisee Responsibilities** (Source: Austin Peay State University)

### **Academic Advisor Responsibilities – What You Can Expect:**

- Effectively communicate the curriculum and graduation requirements for your major and university and college academic policies and procedures
- Encourage and guide students as they define and develop realistic goals
- Encourage and support students as they make academic progress according to their educational plans
- Provide students with information about strategies for using 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
- Monitor and accurately document students' progress toward meeting their goals
- Be accessible for advising students in meetings either in groups or individually during posted office hours, 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 and refer you to appropriate university sources as assistance is needed

### **Advisee Responsibilities – What Your Advisor Can Expect of You:**

- As an advisee, you have clear responsibilities in the advising partnership 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 materials for discussion
- Take your advising portfolio to advising sessions in which your progress will be assessed and a course of study for the following semester will be planned
- 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
- Enroll in the courses for which you and your advisor have determined that from educational objectives you are ready to pursue.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in a advising portfolio that enables you to access them when needed
- Complete all assignments or recommendations from 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