



School of Education

Academic Advising Syllabus

(801) 863-8478 for appointments with all advisors

Advisors:	Rick Dumont dumontri@uvu.edu	-Secondary Education -Graduate Studies
	Shaunna Requilman requilsh@uvu.edu	-Elementary Ed. Freshman/Sophomore/New Students -Early Childhood Education
	Leslie Hudson HUDSONLE@uvu.edu	-Elementary Ed. Junior/Senior -Graduate Studies
Location:	EB114	
Hours:	Advisement Center	8:00 am.-5:00 pm Mon-Fri
Text/Materials:	<ul style="list-style-type: none">▪College Catalog http://www.uvsc.edu/catalog/2007-2008/pdfversion/index.html▪Webstart Pre-Advisement Certificate http://www.uvsc.edu/orientation/gettingstarted/webstart.html▪New Student Assessment Course Placement Score Sheet and/or ACT/SAT scores▪Advisement Forms (course outlines) http://www.uvu.edu/education/about/advising.html	

IMPORTANT DATES TO REMEMBER:

Jan 8th	Secondary Ed. Student Teaching Application deadline for Fall Semester
March 1st	Elementary and Secondary Ed. Application to Professional Program deadline for Fall Semester
Sept 8th	Secondary Ed. Student Teaching application deadline for Spring Semester
October 1st	Elementary and Secondary Ed. Application to Professional Program deadline for Spring Semester

Academic Advising at Utah Valley University

School of Education

Mission Statement

Effective academic advising is a shared teaching and learning relationship between student and advisor dedicated to student success. In partnership with the Education student, advisors are committed to meeting student needs and providing support while empowering students to become self-directed learners and decision makers. Advisors offer guidance to students enabling them to discover, plan, pursue and achieve personal, academic and professional goals in the field of education. Students are supported in developing skills and abilities necessary to engage in the college structure helping them move toward future professional growth. Advisors value and respond to students' diverse backgrounds, interests, challenges and abilities and endeavor to design an academic plan specific to each individual student. In cooperation with the School of Education mission, faculty, and staff, advisor's work to guide students into becoming knowledgeable, prepared, and ethical individuals who can effectively assume the role of teacher in early education programs, elementary and secondary schools, as well as prepare them for further career choices and advancement.

The School of Education believes academic advising is a collaborative effort. Students and their advisors are partners in meeting the essential learning outcomes that support student success. Ultimately, you – the student – are responsible for your educational experience.

STUDENT RESPONSIBILITIES

Your UVU Advisor expects you to:

- Schedule regular appointments and/or contacts each semester with your advisor
- Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary)
- Come to appointments prepared with questions and/or topics to discuss
- 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). With the guidance of your advisor, make effective decisions concerning your degree and career goals. Develop an educational plan for successfully achieving your goals; select courses each semester to progress toward fulfilling that educational plan.
- Enroll in the courses for which you and your advisor have determined you are ready to pursue.
- Understand how to navigate the course registration site.
- Know the general education, pre-professional emphasis and professional program requirements.
- Keep a record of your academic progress and goals. Check Banner often for email messages from the college and become knowledgeable in utilizing campus and online resources available to assist you in achieving academic, personal and career success.
- Follow through when referred to appropriate campus resources by your advisor or instructor.
- Graduate in a timely manner based on your individual educational plan. Accept responsibility for your decisions and your actions that affect your educational progress and goals.

ADVISOR RESPONSIBILITIES

You can expect your UVU Advisor to:

- Provide a safe space in which to share your thoughts, aspirations, concerns, and interests and maintain confidentiality with all information shared.
- Treat you with respect and as an adult.
- Actively listen to your questions and concerns and take steps to provide information and support as needed.
- Understand and effectively communicate the Education degree and graduation requirements, policies and procedures as they apply to The School of Education and UVU. If I do not know the answer to a question, then I will find the answer or the resource that will answer your question and reply in a timely manner.
- Encourage and guide you to define and develop clear and realistic educational plans and assist you in making course and major decisions.
- Demonstrate how to use Banner On-line services and navigate the course registration site.
- Monitor and accurately document your progress toward meeting your educational goals.
- Explain the college resources available to you and refer you to campus services, organizations and faculty and staff members as needed to facilitate academic performance and enhance your college experience.
- Protect and secure the integrity of the UVU degree by complying with all college and departmental policies and requirements.