

## Academic Advising Syllabus

**Advisors:**

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 call 801-863-8577 or 801-863-6292 for an appointment

Academic Advisor Responsibilities What You Can Expect From Your Advisor	Advisee Responsibilities What Your Advisor Can Expect From You
<p>Be accessible for advising students through telephone, e-mail, or during posted office hours.</p> <p>Provide a safe and comfortable atmosphere for advisement sessions including humor, empathy, and honesty.</p> <p>Maintain confidentiality.</p> <p>Encourage, support, and guide students as they define and develop realistic goals and make progress toward educational plans.</p> <p>Effectively communicate and help students navigate the curriculum and graduation requirements as well as university academic policies and procedures.</p> <p>Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.</p> <p>Assist students in working closely with their professors and refer to appropriate university resources and available services as assistance is needed.</p> <p>Assist students in gaining decision making skills and in assuming responsibility for their educational plans and achievements.</p>	<p>Schedule regular appointments or make regular contact with advisor every semester.</p> <p>Give notice in advance if you need to reschedule or cancel any advising appointment.</p> <p>Come to advising appointments prepared to actively participate in an open dialogue by bringing questions, concerns, or materials (and a sense of humor).</p> <p>Develop an educational plan for successfully achieving goals; select courses each semester which aid in fulfilling that educational plan.</p> <p>Enroll in courses which you and your advisor have determined you are ready to pursue.</p> <p>Become knowledgeable about college programs, policies, and procedures.</p> <p>Complete all assignments or recommendations from your advisor.</p> <p>Use campus resources and services to assist in achieving academic, personal, and career goals.</p> <p>Accept responsibility for decisions.</p>

**How often should we meet?**

I recommend we meet once a semester for a scheduled advising appointment (i.e., not a walk-in).

**Communication**

When communicating with you via email, I will only send notices to your official UVLink email account. Please check this regularly. Always include your full name and UVID number in your emails to me. If you call me, please be sure to include your name, phone number, and UVID number in any message. I may call you at some point, please be

sure your voicemail message or waiting song is appropriate. Observing proper communication etiquette is an important skill that will assist you in the transition to professional life.

## **Blog**

We have a blog at <http://uvuenglish.tumblr.com/>. Check it periodically throughout the semester for items specific to your major. We typically announce events like upcoming guest author readings, internship opportunities, etc.

## **Student Outcomes**

1<sup>st</sup> year: Know how to access and interpret your Wolverine Track degree audit, register for courses, who your assigned advisor is and the best way to contact him/her, know how to schedule an advising appointment.

2<sup>nd</sup> year: Know how to create a degree plan within Wolverine Track.

3<sup>rd</sup> year: Develop a working resume.

4<sup>th</sup> year: Know when the graduation application deadline is and how to apply. You may wish to complete an internship this year as well.

## **Calendar**

Consult the Student Timetable every semester at <http://www.uvu.edu/> and/or see UVAnnounce (within UVLink) for important dates.

## **Sample first year (freshman with no previous college)**

1st semester	2nd semester
ENGL 1010	ENGL 2010
Math sequence	Math sequence
American Institutions	ENGL 2510/2520
Social/Behavioral Science	Fine Arts
Elective course	Elective course

## **\*\*Essential links\*\***

### **Wolverine Track**

(Video tutorial can be found at: [http://www.uvu.edu/wolverinetrack/video/wolverine\\_track\\_welcome.mp4](http://www.uvu.edu/wolverinetrack/video/wolverine_track_welcome.mp4))

1. Login to UVLink
2. Click on the Student Tab
3. Click on the Wolverine Track link (located in Planning Your Education)
4. Click on the Launch Wolverine Track button
5. Use the various features to plan and track your progress toward graduation

### **Registration Tutorial**

<http://www.uvu.edu/registration/tutorial/>

### **Waitlist Explanation**

<http://www.uvu.edu/registration/info/waitlist.html>

### **English & Literature homepage**

<http://www.uvu.edu/english>