

**Movement Science**  
**Academic Advising Syllabus**  
**Grand Valley State University**

**Advisor:**  
**Office:**  
**Phone:**  
**E-Mail:**

**Advising Office Hours:** As posted each semester or by appointment

**Text/Materials:** Current Degree Progress Report  
Department Web (<http://www.gvsu.edu/move-sci/>)  
University Catalogue, ( year you began your studies at GVSU) ([www.gvsu.edu/catalog](http://www.gvsu.edu/catalog))  
University Advising Web ([www.gvsu.edu/advising/](http://www.gvsu.edu/advising/))  
CLAS Advising Center ([www.gvsu.edu/clasadvising](http://www.gvsu.edu/clasadvising))

*“Grand Valley State University educates students to shape their lives, their professions and their societies. The university contributes to the enrichment of society through excellent teaching, active scholarship, and public service. Liberal education is the best preparation for life in a fast-changing world. Grand Valley’s liberal education fosters critical thinking, creative problem solving, and cultural understanding for the benefit of lifelong learning and global citizenship. Liberal education is achieved through the General Education Program, courses in the major, and through co-curricular experiences.”*

*“The Movement Science Department educates students to shape their lives, their professions, and their societies. The department contributes to the enrichment of society through its excellent teaching, scholarly activity, and service.”*

**Academic Advising Description/Definition**

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

At Grand Valley State University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the GVSU campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student and is built over the student’s entire educational experience at GVSU. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

This advising syllabus was adapted from a version provided by: <b>Charlie Nutt</b> NACADA Executive Office Authors: Brian Hatzel, Mary Schutten (2006), Dept of Movement Science
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## **Advisor Responsibilities – What You Can Expect**

You can expect me as your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures
- Encourage and guide students as they define and develop realistic goals
- Encourage and support students as they gain the skills to develop clear and attainable educational plans
- Provide students with information about and strategies for utilizing 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 meeting with advisees via office hours for advising, telephone, or e-mail.
- 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.

## **Advisee Responsibilities – What *You* Are Expected To Do**

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, material for discussion, a current degree progress report, and updated advising guide.
- 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
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in a way 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 related to academic progress leading to graduation.

## **Expected Student Learning Outcomes for the Academic Advising Experience**

Through the academic advising experiences at Grand Valley State University:

- Students will engage in effective decision-making concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will internalize the value of the general education requirements.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize a degree progress report in their educational planning.
- Students will graduate in a timely manner based on their educational plan.

## **Demonstrating Your Achievement of Learning Outcomes**

In order for you and your advisor to accurately measure and document that you have achieved the learning outcomes for academic advising, the two of you will develop an on-going portfolio/folder of your advising work. This portfolio will consist of a variety of documents including your educational plan, your semester schedules, collaborative work completed due to various referrals on campus, and a variety of documents that you and your advisor will develop together to demonstrate your achievement of these outcomes.

### **Assistance with Issues Involving Disabilities**

Grand Valley State University is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In all cases, your advisor will refer you to the Disability Support Services for assistance. The staff of DSS provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate for students with disabilities on the GVSU campus. Through active involvement with all areas of the University, the office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life. <http://www.gvsu.edu/dss/>

### **Available campus resources:**

Tutoring Center: [www.gvsu.edu/tc/](http://www.gvsu.edu/tc/)

- Provides tutoring resources for students

Meijer Writing Center: [www.gvsu.edu/wc/](http://www.gvsu.edu/wc/)

- Offers students the opportunity to have their writing reviewed and feedback provided based on their writing.

Educational Support Program: [www.gvsu.edu/esp/](http://www.gvsu.edu/esp/)

- This program exists to help selected first generation GVSU students "learn the ropes" of the university.

Public Safety Services: [www.gvsu.edu/publicsafety/](http://www.gvsu.edu/publicsafety/)

- Where to go to get parking permits, or for information and complaints regarding on-campus issues.

Career Services: [www.gvsu.edu/careers/](http://www.gvsu.edu/careers/)

- Offers help to students as they decide on a career. (Resume preparation, interview skills etc.)

Counseling Center: [www.gvsu.edu/counsel/](http://www.gvsu.edu/counsel/)

- Offers assistance for those faced with emotional and life stresses.

Campus Health Center: [www.gvsu.edu/campushealth/](http://www.gvsu.edu/campushealth/)

- Offers basic health care for students

Academic Resource Center (ARC): [www.gvsu.edu/arsp](http://www.gvsu.edu/arsp)

- Primary resource to learn about graduation requirements (Junior writing assessment, SWS, Cognates, residency credits etc.)

CLAS Advising Center: [www.gvsu.edu/clasadvising/](http://www.gvsu.edu/clasadvising/)

- Provides advising for those interested in the areas of science and mathematics, and those interested in pursuing a profession in the allied health sciences.

CML: [www.gvsu.edu/library/CML/](http://www.gvsu.edu/library/CML/)

- Provides many resources for those in teacher preparation to help with teaching related activities.

College of Education: [www.gvsu.edu/coe/](http://www.gvsu.edu/coe/)

- Resource for those interested in teacher preparation.

Women's Center: [www.gvsu.edu/women\\_cen](http://www.gvsu.edu/women_cen)

Office of Multicultural Affairs: [www.gvsu.edu/oma](http://www.gvsu.edu/oma)

Lesbian, Gay, Bisexual, Transgender Resource center: [www.gvsu.edu/lgbtrc](http://www.gvsu.edu/lgbtrc)

Financial Aid office: [www.gvsu.edu/financialaid](http://www.gvsu.edu/financialaid)

Dean of Students: [www.gvsu.edu/dos](http://www.gvsu.edu/dos)

Registrar's Office: [www.gvsu.edu/registrar](http://www.gvsu.edu/registrar)

Transfer Course Equivalency guide: [www.gvsu.edu/studentapps/mtn/](http://www.gvsu.edu/studentapps/mtn/)

Annual Class Schedule: [www.gvsu.edu/schedule](http://www.gvsu.edu/schedule)

Study Abroad Office: [www.gvsu.edu/studyabroad](http://www.gvsu.edu/studyabroad)