

ACADEMIC ADVISING SYLLABUS

Seidman Undergraduate Programs

www.gvsu.edu/seidman/undergraduateprograms
(616)-331-7500

Pew Campus - Main Office

1041 L. William Seidman Center (SCB)
50 Front Ave. SW Grand Rapids, MI 49504

Allendale Campus Office

B-3 Mackinac Hall (MAK) Suite 226
Allendale, MI 49401

A course syllabus is your roadmap through a course. A syllabus outlines required readings, assignment details as well as important due dates and expectations. In this instance, the Academic Advising Syllabus serves as your roadmap through your entire time with GVSU and the Seidman College of Business. The expectations of all those involved in your advising experience, including **YOU**, are detailed in this document.

What is Academic Advising?

Academic advising takes place in "situations in which an institutional representative gives insight or direction to a college student about an academic, social, or personal matter. The nature of this direction might be to inform, suggest, counsel, discipline, coach, mentor, or even teach" (Kuhn, 2008, p. 3).

Student's Role & Responsibilities in Advising

Students should consider the following as they plan for their academic advising appointments:

- Give thoughtful consideration to your academic and career goals.
- Initiate contact with an advisor ([Seidman Academic Advising](#))
- Actively participate in advising session.
- Ask questions! If you do not understand a policy or procedure, ask questions until you do understand.
- Know the University's Academic Calendar ([Academic Calendar](#)). Do not miss deadlines. Know when to register and drop or add courses.
- Schedule courses that are consistent with your educational goals and that will meet degree requirements.
- Accept responsibility for making final decisions on academic choices. Academic advisors will present you with options.

Advisor's Roles & Responsibilities

It is the advisor's role to focus on the following areas when meeting with students:

- Develop a suitable educational plan and clarify goals
- Selection of appropriate courses and other educational experiences
- Interpretation of college and institutional requirements
- Enhancement of student awareness about educational resources available (e.g., [internship](#), [study abroad](#))
- Referral to and use of institutional and community support services ([tutoring and academic assistance center](#))

University's Role in Academic Advising

The University supports the advising process in the following ways:

- It is responsible for communicating consistent information to all students about the advising process.
- It is accountable for providing required, continuous, and accurate training for all academic advisors.
- It provides sufficient and on-going resources and support for advising services across the university.
- It conducts continuous assessment and improvement in academic advising.

What is the difference between a faculty advisor and a professional advisor?

Seidman Professional Advisors

The Professional Advisors within the Seidman Undergraduate Programs Office advise undergraduate business students. They are happy to assist you with the following:

- Determining requirements needed for graduation
- Scheduling, registration, and general problem solving
- Dropping or adding classes
- Declaring your Seidman major
- Deciphering your policy and process
- Course sequencing
- Internships, study abroad, and professional development opportunities

Seidman Faculty Advisors

Freshmen and sophomores are encouraged to seek out faculty members for help in exploring major and career options, as well as Career Center staff and Seidman Professional Advisors.

Once a student has been formally admitted to the Seidman College of Business, they not only will have the services of the Seidman Undergraduate Programs staff, but will be assigned a faculty advisor in their major field of study.

Faculty advisors act as a liaison to your future, working closely with you for career planning and selection of major electives. In addition, your faculty advisor is an excellent source of information about graduate study and career opportunities. Faculty advisors are available during their normal office hours or by appointment.

Important Documents and Resources

The following are documents and links that you should be familiar with throughout your education at GVSU. Become familiar with them as helpful, ongoing resources.

- Academic Advising Syllabus
- Academic Calendar review - Important dates and deadlines ([Academic Calendar](#))
- Seidman and Undergraduate Programs website - (<http://www.gvsu.edu/seidman/undergraduateprograms/>)
 - Read through information regarding Professional Development ([TRACKS](#))
 - Student organizations, Internships, and Study Abroad
- Blueprint for success - (<http://www.gvsu.edu/advising/interactiveblueprint/>)

Learning Outcomes

All syllabi have learning outcomes. The advising process does as well. Consider how you will change your perspective over the course of your time at GVSU. Focus on the following areas to assist you as you work toward meeting your academic goals.

- Develop an educational plan based on assessment of abilities, aspirations, interests, and values
- Leverage complex information from various sources to set goals, reach decisions, and achieve those goals
- Actively assume responsibility for meeting academic requirements
- Articulate the meaning of higher education and the intent of the institution's curriculum
- Cultivate the intellectual habits that lead to a life-long learning mindset
- Behave as a citizen who engages in the wider world around them

Walk-in Advising sessions vs Scheduled Appointment

Walk-in Advising

- First come first served process
- Held during key points in the semester or designated days (see [undergraduate programs website](#) for designated days and times)
- 15 minutes in length
- Generally one topic is discussed due to the timeframe.
 - Schedule adjustments, policy questions, withdrawal or drop/add process, quick questions about Seidman admission, are just a few of the topics we can cover in this timeframe.

Scheduled Advising Appointment

- Scheduled in advance via phone, online, or in person ([undergraduate programs website](#))
- Available Monday through Friday and last approximately 30 minutes
- Multiple topics are covered and vary by individual student
 - Major and minor selection and requirements, graduation requirements, navigating myPath, academic concerns, support services, understanding policies and procedures, study abroad, internship process and application.

Arrive late, canceling or not showing up for an appointment

- Giving as much advance notice if you need to cancel an appointment is a professional courtesy to the advising staff as well as to students who could utilize this appointment time.
- Show up on time! If you do not, your 30 minutes scheduled appointment will be treated as a 15 minute walk-in, and you can be rescheduled for a lengthier appointment at the earliest opportunity.
- You will receive an email if you do not show-up or fail to communicate with the office. Please be courteous to the staff and other students and cancel if you cannot make a scheduled appointment. We document all missed appointments. It is the student's responsibility if an important deadline or information was missed based on not showing up for the scheduled appointment.

Preparing for your Advising Appointment

1. Review your myPath
2. Generate a written list of questions to guide your conversation
3. Review General Education Requirements
4. Research degree and course requirements
5. If you are dealing with a problem, think about possible solutions to present to your Advisor and don't be afraid to ask for assistance.

Advising Timeline of Activities and Strategies:

First Year

- Attend Student Life Days and Seidman Life Days to learn about student organizations, network and get involved
- Meet with a Professional Advisor within 3-4 weeks of Fall semester start
- Meet again in January-February: review Fall grades, plan for March registration
- Ensure all transcripts are on file at GV: AP/IB credits, dual enrollment, other transfer work
- Start attending TRACKS events
- Attend *What's Next* Seidman event held in February to learn about secondary admission and program requirements prior to March registration
- Consider attending a First Steps meeting for study abroad to start the planning process
- Aim for at least 30 credits completed at the end of Winter of freshman year (plan for Grand Finish Scholarship)

Second Year

- Meet with your Professional Advisor in October/November of Fall semester: review myPath, do you have questions about internships, study abroad or joining business organizations?
- Meet with your Professional Advisor in January-February to: review Fall grades, plan for March registration, review eligibility for admission into Seidman, ensure all six pre admission classes are scheduled or requirements met
- Attend TRACKS events!
- Once admission to Seidman is confirmed, meet with your assigned Faculty Advisor to review your program and discuss electives and career options
- Aim for 60 credits completed at the end of Winter of sophomore year (stay on pathway for Grand Finish Scholarship)
- Meet with a Career Center counselor to build your resume and prepare for career fairs

Third Year

- Meet with your Professional Advisor in October/November of Fall semester: review myPath, do you have questions about internships, study abroad or joining business organizations?
- Meet with a Professional Advisor in January-February to: review Fall grades, plan for March registration, review/confirm Seidman admission status
- This is the year you should be in an internship or study abroad experience!
- Aim for 90 credits completed at the end of Winter of Junior year (stay on pathway for Grand Finish Scholarship – 90 credits required at end of Jr. year!)

Fourth Year

- Meet with your Professional Advisor in October/November of Fall semester: review myPath, do you have questions about graduation? The Undergraduate Programs office conducts your graduation audit.
- Meet with your Faculty Advisor in January-February if you have any questions prior to completing your degree.
- Apply for graduation via MyBanner by the published deadline (Apply to Graduate) and be sure to apply for the semester you are graduating in (when your last class will be completed), not when you want to commence (walk).
- Begin reviewing applications for graduate school, professional certifications, job searching or new internship experiences?
- Keep attending TRACKS events!
- 120 credits that include all general education, degree and major requirements must be completed by the end of Winter, or Spring/Summer of Senior year to receive completed BBA degree.

Between Fall and Winter semesters

- Get your books as early as possible to review in advance for class
- Begin thinking about study abroad and internship opportunities
- Review TRACKS offerings to make sure you are taking advantage of the professional development opportunities available to you

Leveraging Summer Sessions

- Complete an internship (for credit, or not for credit)
- Study abroad!
- Take classes (not all students wish to take a full load in the fall or winter but wish to graduate in 4 years! Consider utilizing summer to take courses. Your advisor can help you choose the right courses in summer).