

# Academic Advising Syllabus

**Mission:** Advisors and students working together to successfully navigate college by developing strategies for achieving students' academic, career and personal goals.

**Kansas State University has identified learning outcomes in five areas. Specific advising outcomes include:**

1. Knowledge – demonstrate a working knowledge of degree requirements, career options, campus resources, and enrichment activities.
2. Critical thinking – demonstrate the ability to identify goals, construct short-term and long-term plans, respond and adapt to changing situations, interpret degree requirements, make complex decisions, solve problems, and evaluate actions.
3. Communication – demonstrate the ability to communicate clearly and effectively.
4. Diversity – demonstrate awareness and understanding of the skills necessary in order to live and work in a diverse world.
5. Academic and Professional integrity – demonstrate awareness and understanding of the ethical and professional standards of the university, academic discipline, and profession.

Your advisor will work with you to meet these outcomes through regular advising appointments and communication.

## Who are Academic Advisors?

- Teachers – who empower students to take responsibility for their academic success.
- Mentors – who work with students to reach their goals.
- Guides – who help students navigate their college experience.
- Resources – who serve as a point of contact and refer students to campus services.
- Experts - who help students understand the university, its programs and curricular requirements, and related learning opportunities.
- Advocates – who comply with FERPA and disability policies to protect students' privacy and rights.

If you are already enrolled, your advisor is listed in your KSIS Student Center. If there is no advisor listed, contact your department.

## Student Responsibilities

- Get to know your advisor.
- Work with an advisor to develop and implement short-term and long-term academic, personal and/or career goals.
- Discuss the following: goal setting, campus involvement opportunities, changing majors, time management, study tips, adding minor/certificate/secondary major, career planning/life after graduation.
- Utilize your advisor when academic or personal challenges arise. Familiarize yourself with campus resources.
- Familiarize yourself with requirements for your major by utilizing the information given to you by your advisor and the Degree Audit Report System (DARS) in KSIS. Remain informed of progress in meeting academic requirements.
- Schedule and keep appointments with your advisor. Attend appointments prepared by bringing appropriate materials, identifying course choices from requirements of the preferred program or major, and identifying questions to address.
- Know academic policies and procedures, academic calendar deadline, and degree or program requirements.
- Tell your advisor if you have any special needs or require any learning accommodations.
- Understand the enrollment requirements needed for your financial aid, scholarship, or international status.
- Check your email on a regular basis. You will be responsible for reading any messages sent to your K-State email account which will be used to disseminate information from your advisor.

## Advisor Responsibilities

- Help students set both short-term and long-term educational and career goals.
- Prepare students for graduation by discussing the degree requirements of their department, help with strategic course selections to minimize the number of semesters required for graduation, and inform students of opportunities in their field of study.
- Maintain reasonable hours and methods of availability for students. Students should be able to set up appointments for an adequate amount of time to discuss goals and career choices, make curricular selections, and answer other questions.
- Refer students to appropriate campus resources.
- Inform students how to change college and/or departments and provide information to explain the process students follow to enroll in their curriculum and to drop or add courses during the semester.

# Objectives of Advising Relationships

## 1 Year One: Transitioning and adjusting to college

- Explore your academic and career interests.
- Explore interpersonal factors related to academic and career goals.
- Clarify your personal values, especially as they relate to academic and career choices.
- Assess your strengths and skills.
- Use multiple resources to maximize your undergraduate experience (advisors, study groups, students organizations, volunteering, electives, students services).

## 2 Year Two: Academic exploration and personal development

- Focus your interests and study one of them in more depth.
- Continue assessing your skills, strengths, and interests.
- Explore connections between your interests and strengths and potential careers.
- Arrange for experiences that will help you clarify your goals.

## 3 Year Three: Academic enhancement and career goal setting

- Discover how your interests and skills apply to the world of work.
- Research multiple career options to find the best fit.
- Network with at least three people who work in a field of interest to you.
- Identify education and/or additional skills you'll need to attain employment or training in your field.
- Be able to articulate what you are studying and why.
- Research graduate school options and start the application process.

## 4+ Year Four Plus: Transitioning out of college into career or graduate school

- Research employment options and start applying.
- Understand skills employers and graduate schools seek.
- Be able to market your skills and education to employers.
- Continue networking.
- Continue assessing your options.

# Kansas State University Student Success Checklist

## Before classes start

Login to [K SIS](#) > Student Center.

- Review your schedule and financial aid
- Complete TB Questionnaire
- Complete items on your "To-Do List"
- Print your class schedule.
- Complete [Alcohol & Sexual Assault Prevention \(ASAP\)](#).

Explore Canvas.

Sign into your K-State email account.

- Add classes to your calendar
- [Set up your mobile devices](#) to receive [K-State email](#)

Download the [K-State Mobile App](#) on your phone

Email your advisor to introduce yourself.

Explore Campus Resources and visit these websites.

- Your college or major website
- [Undergraduate Catalog](#)
- [One Stop Shop](#)

Put important dates and deadlines in your planner/calendar: [Academic Calendar](#).

Read the [Kansas State Book Network's](#) common book.

Sign up to receive [K-State Alerts](#).

## Steps to academic success

***Complete each item every semester.***

Put important dates and deadlines in your planner/calendar: [Academic Calendar](#).

Schedule and attend pre-enrollment advising meetings (each semester).

Promptly seek assistance from advisors, instructors or other university services promptly when you have questions or concerns.

Familiarize yourself with [campus resources](#).

Ensure academic plan is on track for graduation.

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## Year 1: Transitioning and adjusting to college

***Complete your steps to academic success (each semester).***

Review and understand major requirements: [DARS](#) or [Degree Planner](#).

Develop an academic plan and goals toward graduation.

Review K-State's [Honor & Integrity](#) information.

Review K-State's Student Learning Outcomes.

Begin exploring majors, minors, study abroad, research, internships, honors program.

Learn about campus activities and student organizations.

Complete [CliftonStrengths](#).

## Year 2: Academic exploration and personal development

***Complete your steps to academic success (each semester).***

Continue exploring your interest, strengths and careers.

Continuing exploring majors, minors, study abroad, research, internships, honors program.

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## Year 3: Academic enhancement and career goal setting

***Complete your steps to academic success (each semester).***

Explore graduate school, professional and career options.

Meet with advisor to prepare for graduation.

Network with faculty in your major.

Participate in research, internships, study abroad.

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## Year 4 Plus: Transitioning out of college into career or graduate school

***Complete your steps to academic success (each semester).***

Review and revise your post college financial plan.

Finalize career or graduate school plans.

[Apply for graduation](#).