

**Academic Advising Syllabus
Trent University Oshawa
2011-2012**

Location: 55 Thornton Road South
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Academic Advising Description

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 achieving academic success and lifelong learning (NACADA, 2004).

At Trent Oshawa, 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 and in learning how to access the variety of resources and services available to them at Trent.

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

Required Reading

- ❖ Academic Advising Syllabus
- ❖ Robinson, Eden. *Monkey Beach*.
- ❖ University Degree Requirements: <http://www.trentu.ca/calendar/> Read "DEGREE REQUIREMENTS"
- ❖ University Diary (dates and deadlines): <http://www.trentu.ca/calendar/> Read "UNIVERSITY DIARY"
- ❖ University Rights and Responsibilities: <http://www.trentu.ca/calendar/> Read "ACADEMIC INFORMATION AND REGULATIONS"
- ❖ Academic Support Services and Student Services: http://www.trentu.ca/oshawa/degrees_fallwinter.php
- ❖ MyTrent: <http://www.trentu.ca/mytrent/> (e.g., My Webmail)

Advisor Responsibilities / What You Can Expect

You can expect your advisor to:

- ❖ Understand and effectively communicate degree requirements and university policies and procedures
- ❖ Provide you with information about and strategies for using university resources and services
- ❖ Encourage and guide you as you define and develop clear and realistic goals
- ❖ Encourage and guide you in gaining skills to develop clear and attainable educational plans
- ❖ Assist you in understanding the purposes and goals of higher education and its effects on your life and your personal and career goals
- ❖ Help you synthesize the various elements of your university experience
- ❖ Be accessible for meetings with you
- ❖ Maintain confidentiality

Advisee Responsibilities / What You Are Expected To Do

1. *Read and acknowledge the following statement found in the 20010/11 Academic Calendar:*

"It is the responsibility of all students to familiarize themselves with the specific requirements for the degree or diploma which they seek. While advice and counselling are readily available, it is the students' responsibility to ensure that the courses in which they register fulfill their program requirements".

2. *Ensure you attend to the following **well in advance** of classes commencing:*

- ❖ Begin the process of obtaining student card and learn about its many benefits
- ❖ Investigate parking and transit options
- ❖ Take a tour of the campus
- ❖ Visit Librarian
- ❖ Familiarize yourself with the hours/services within the Trent Office
- ❖ Know where classroom locations will be posted
- ❖ Learn about the bookstore (online or in person)/Purchase books early (wherever possible)
- ❖ Know fee payment deadlines and OSAP procedures
- ❖ Learn about log-in procedure for campus computers

3. *Ongoing responsibilities:*

- ❖ Schedule regular appointments with an advisor
- ❖ Come prepared to each appointment with questions or topics for discussion
- ❖ Clarify your goals, develop a plan to achieve these goals, and keep a record of your progress toward meeting them (eg. portfolio or reflection journal)
- ❖ Follow up on suggestions/referrals made by your advisor
- ❖ Be proactive in checking MyTrent often to keep track of your academic progress and to keep informed about important deadlines, events, news, etc.
- ❖ Use your Trent email account for all university-related communication
- ❖ Cultivate relationships with university faculty and staff
- ❖ Become knowledgeable about university degree requirements, policies, procedures, programs, and other learning opportunities
- ❖ Gather all relevant information before making decisions that affect your educational goals
- ❖ Accept responsibility for your decisions and your actions

Learning Outcomes of Academic Advising

Through the advising experience, you will:

- ❖ Develop an educational plan for successfully achieving your goals
- ❖ Develop the ability to connect your learning across the curriculum
- ❖ Strengthen your communication, decision-making, and problem-solving skills
- ❖ Use university resources and services to assist you in achieving your academic, personal, and career goals
- ❖ Understand the relationship between your university experiences, both curricular and co-curricular, and your academic, career, and personal goals
- ❖ Develop the skills and commitment needed to seek out opportunities for lifelong learning

You will demonstrate the achievement of these outcomes through the use of reflective journaling and/or portfolio development.

Policies and Procedures for Academic Advising

- ❖ Phone or in-person appointments may be made by calling (905) 435-5100 or by stopping by the front reception.
- ❖ If you are unable to attend an appointment, it is your responsibility to call (905) 435-5100 to cancel or reschedule the appointment.

Adapted from "Sample Academic Advising Syllabus," by Charlie Nutt, Kansas State University, NACADA 2005