UNDERGRADUATE ACADEMIC ADVISING SYLLABUS
2019-20

COLLEGE OF EDUCATION INFORMATION

Location: Schroeder Health and Education Complex
560 North 16th Street
Milwaukee, WI 53233
Website: http://www.marquette.edu/education/
Phone: Educational Policy & Leadership/Teacher Education Office – (414) 288-7375
Counselor Education & Counseling Psychology Office – (414) 288-5790
Dean’s Office – (414) 288-7376

ACADEMIC ADVISOR CONTACT INFORMATION

Tina McNamara, Assistant Dean for Undergraduate Advising and Student Services
Office: Schroeder Complex, 146B
E-mail: tina.mcnamara@marquette.edu
Phone: (414) 288-6981

WHAT IS ACADEMIC ADVISING?

Academic advising comprises intentional and collaborative interactions between an advisor and student aimed at improving the academic performance of students. These interactions involve exchanges of information and resources which allow the student to grow by empowering the student to make decisions regarding educational and professional goals.

WHO IS MY ADVISOR?

First-year students in the College of Education are advised by Tina McNamara, Assistant Dean for Undergraduate Advising and Student Services. Second-year students are typically assigned a College of Education faculty advisor. Additionally, all students are assigned an advisor in their content major department. Students should meet with both of their advisors during registration every semester.

Your academic advisor(s) are listed in Student Center on CheckMarq.
GOALS OF ACADEMIC ADVISING

Students will…

1. Develop plans for their college career
2. Identify post-graduation aspirations
3. Become aware of university resources and understand how and when to use them
4. Understand academic policies and requirements
5. Take responsibility for decisions and actions
6. Discern values, interests, goals, and abilities

ADVISOR AND STUDENT RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Advisor Responsibilities</th>
<th>Student Responsibilities</th>
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<tbody>
<tr>
<td>• Be available to students by appointment and during regular office hours</td>
<td>• Contact and meet with advisors every semester, especially before class registration</td>
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<tr>
<td>• Respond to e-mails and phone calls from students</td>
<td>• Check Marquette e-mail daily for correspondence from the University</td>
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<tr>
<td>• Understand policies and procedures of the University and College</td>
<td>• Become familiar with the policies and procedures of the University and College</td>
</tr>
<tr>
<td>• Share policies and procedures with students</td>
<td>• Understand the requirements for degree completion</td>
</tr>
<tr>
<td>• Monitor the progression of students toward graduation and completion of requirements</td>
<td>• Register for classes</td>
</tr>
<tr>
<td>• Assist students in developing educational plans</td>
<td>• Follow through with recommendations made by advisor</td>
</tr>
<tr>
<td>• Maintain accurate student records</td>
<td>• Maintain own records</td>
</tr>
<tr>
<td>• Help students recognize their strengths and areas of improvement</td>
<td>• Take advantage of University resources</td>
</tr>
<tr>
<td>• Maintain confidentiality</td>
<td>• Ask questions and seek out assistance when needed</td>
</tr>
<tr>
<td>• Prepare for meetings with students</td>
<td>• Prepare for meetings with advisors</td>
</tr>
</tbody>
</table>

HOW TO SCHEDULE AN ADVISING APPOINTMENT

For general appointments:
- Email your academic advisor(s) with multiple days and times that you are available to meet. Be sure to include in your email the reason for the appointment.
- For meetings with Tina McNamara, you can also fill out the paper form located outside of her office to request an appointment.

For registration appointments:
- First-year students will receive an email from Tina McNamara with sign up times to schedule a registration related appointment.
- Continuing students should contact their advisor(s) directly and also watch for emails from their advisor(s).
HOW TO PREPARE FOR YOUR ADVISING APPOINTMENT

What to do before an advising appointment:
- Look up classes you are interested in taking
- Review the class sequences of your major(s) and what requirements you have fulfilled by viewing your Academic Advisement Report (available on CheckMarq)
- Write down questions that you have for your advisor
- Refer to student responsibilities

What to bring with you to an advising appointment:
- Graduation Checklist printed from CheckMarq
- Paper and pen
- A list of classes you are interested in taking
- Questions

SEMESTER CHECKLIST

Before the semester starts:
- Review your class schedule
- If you plan to make any extensive changes to your class schedule, contact your advisor
- Locate classrooms
- Purchase and/or rent textbooks
- View and pay semester electronic billing statement or enroll in Marquette Monthly Payment Plan
- If needed, apply for student parking permit

At the start of the semester:
- Review course syllabi
- Develop goals for the semester and a plan for studying
- If needed, seek out tutoring
- Attend faculty office hours
- Arrange for any necessary classroom accommodations through the Office of Disability Services

Mid-semester:
- Prepare for midterms
- Check midterm grades
- Log into Student Center on CheckMarq to view your class registration date
- Meet with both of your academic advisors (education and academic content area) to plan for next semester’s classes
- Develop a plan for successfully finishing the semester

At the end of the semester:
- Prepare for final exams
- Confirm your plans for J-session/summer classes and for the following semester
- Return rented textbooks and/or consider selling purchased textbooks
- Check your semester grades
<table>
<thead>
<tr>
<th>Year</th>
<th>Objectives</th>
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| Freshman | Register for classes at SPARK prior to fall semester  
|          | Attend and participate in New Student Orientation events  
|          | Attend new student meeting with Tina McNamara  
|          | Complete Academic Integrity Tutorial  
|          | Consider studying abroad  
|          | Start to recognize your learning style, class scheduling preferences, and areas of improvement regarding time management and studying habits  
|          | Explore areas of involvement outside of the classroom  
|          | Declare Discovery Tier theme |
| Sophomore| Use your first-year experience to help shape your future academic and career goals  
|          | Officially declare your major  
|          | Apply to the Professional Program  
|          | If applicable, confirm study abroad plans  
|          | If you have not yet done so, join a student organization or a different avenue for campus and/or community involvement |
| Junior   | Research careers and work on career goals  
|          | Review remaining requirements  
|          | Continue involvement in student organizations  
|          | Gain some type of volunteer or paid experience  
|          | Research the licensure requirements of other states in which you are considering teaching  
|          | Look into and prepare for standardized tests:  
|          | • Foundations of Reading Test (FORT – elementary majors only)  
|          | • Praxis Subject Assessment content area examination  
|          | • Graduate school examinations (GRE, GMAT, LSAT, MCAT, etc.) |
| Senior   | Apply for graduation  
|          | If applicable, complete application for admission to student teaching during first semester and attend Student Teacher Information Session  
|          | Gather references and letters of recommendation  
|          | Meet with Career Services Center to start preparing for post-graduation plans  
|          | If applicable, apply to graduate school  
|          | Write your professional resume and cover letter  
|          | For those seeking teaching licenses, work on and complete all requirements during student teaching experience (edTPA, Level 3 E-portfolio, forms, evaluations, etc.)  
|          | Start applying for post-graduation jobs  
|          | Graduate!
# IMPORTANT DATES FOR THE 2019-20 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td><strong>FALL 2019</strong></td>
<td></td>
</tr>
<tr>
<td>August 26</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 2</td>
<td><strong>Labor Day holiday:</strong> classes excused</td>
</tr>
<tr>
<td>September 3 <strong>11:59 pm</strong></td>
<td><strong>Add/swap a class deadline:</strong> last day to register for classes</td>
</tr>
<tr>
<td>September 4</td>
<td><strong>Drop a class deadline:</strong> last day to delete a class from students' schedule</td>
</tr>
<tr>
<td>October 1</td>
<td><strong>Withdrawal from classes begins:</strong> W grade assigned</td>
</tr>
<tr>
<td>October 10 – October 16</td>
<td>Midterm exams</td>
</tr>
<tr>
<td>October 17 – October 20</td>
<td><strong>Midterm break:</strong> classes excused</td>
</tr>
<tr>
<td>October 28 – November 8</td>
<td><strong>Advising:</strong> spring 2020 registration</td>
</tr>
<tr>
<td>November 15</td>
<td><strong>Withdrawal deadline:</strong> last day to withdraw from classes or the University with a grade of W</td>
</tr>
<tr>
<td>November 27 – December 1</td>
<td><strong>Thanksgiving holiday:</strong> classes excused</td>
</tr>
<tr>
<td>December 6</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 9 – December 14</td>
<td>Final exams</td>
</tr>
<tr>
<td>December 15, 2019 – January 12, 2020</td>
<td><strong>Christmas holiday:</strong> classes excused</td>
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<tr>
<td><strong>SPRING 2020</strong></td>
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</tr>
<tr>
<td>January 13</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 20</td>
<td><strong>Martin Luther King, Jr. Day:</strong> classes excused</td>
</tr>
<tr>
<td>January 21 <strong>11:59 pm</strong></td>
<td><strong>Add/swap a class deadline:</strong> last day to register for classes</td>
</tr>
<tr>
<td>January 22</td>
<td><strong>Drop a class deadline:</strong> last day to delete a class from students' schedule</td>
</tr>
<tr>
<td>March 1</td>
<td><strong>Withdrawal from classes begins:</strong> W grade assigned</td>
</tr>
<tr>
<td>March 2 – March 6</td>
<td>Midterm exams</td>
</tr>
<tr>
<td>March 9 – March 15</td>
<td><strong>Spring break:</strong> classes excused</td>
</tr>
<tr>
<td>March 16 – March 27</td>
<td><strong>Advising:</strong> summer and fall 2020 registration</td>
</tr>
<tr>
<td>April 9 – April 13</td>
<td><strong>Easter break:</strong> classes excused</td>
</tr>
<tr>
<td>April 17</td>
<td><strong>Withdrawal deadline:</strong> last day to withdraw from classes or the University with a grade of W</td>
</tr>
<tr>
<td>May 1</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 4 – May 9</td>
<td>Final exams</td>
</tr>
</tbody>
</table>

Find more important dates here: [https://www.marquette.edu/mucentral/registrar/cal_acadcal1920undergrad.shtml](https://www.marquette.edu/mucentral/registrar/cal_acadcal1920undergrad.shtml)
RESOURCES

Marquette Central
http://www.marquette.edu/mucentral/
Zilber Hall, Suite 121 (1250 W. Wisconsin Ave.)
Phone: (414) 288-4000
E-mail: marquettecentral@marquette.edu

Student Educational Services
http://www.marquette.edu/oses/
Coughlin Hall (1303 W. Wisconsin Ave.)
Academic Services, Room 125
Phone: (414) 288-4252
Tutoring Program, Room 145
Phone: (414) 288-3270

Norman H. Ott Memorial Writing Center
http://www.marquette.edu/writing-center/
Raynor Memorial Library, Room 240 (1355 W. Wisconsin Ave.)
Phone: (414) 288-5542
E-mail: writingcenter@mu.edu

Office of Disability Services
http://www.marquette.edu/disability-services/
707 Building, 5th Floor (1102 W. Wisconsin Ave.)
Phone: 414-288-1645
E-mail: ods@marquette.edu

Office of International Education
http://www.marquette.edu/oie/
Holthusen Hall, 4th Floor (1324 W. Wisconsin Ave.)
Phone: 414-288-7289
E-mail: world@marquette.edu

Academic Integrity Office
http://www.marquette.edu/provost/academic-integrity.php
707 Building, Room 332 (1102 W. Wisconsin Ave.)
Phone: (414) 288-0262
E-mail: academicintegritycouncil@marquette.edu

Career Services Center
http://www.marquette.edu/csc/
Holthusen Hall, 1st Floor (1324 W. Wisconsin Ave.)
Phone: (414) 288-7423
E-mail: career.services@marquette.edu

IT Services
http://www.marquette.edu/its/help/
Cudahy Hall, Room 293 (1313 W. Wisconsin Ave.)
Phone: (414) 288-7799 (Help Desk)
E-mail: helpdesk@marquette.edu

Office of Student Development
http://www.marquette.edu/student-development/
Alumni Memorial Union, Rooms 121/329 (1442 W. Wisconsin Ave.)
Phone: (414) 288-1412
E-mail: osd@marquette.edu.
Alumni Memorial Union, 121

Counseling Center
http://www.marquette.edu/counseling/
Holthusen Hall, 2nd Floor (1324 W. Wisconsin Ave.)
Phone: (414) 288-717

HELPFUL LINKS

Bulletin: http://bulletin.marquette.edu


Study Abroad at Marquette:
http://www.marquette.edu/abroad/

Marquette Core Curriculum:
https://www.marquette.edu/core-curriculum/