



MARQUETTE UNIVERSITY

College of Education

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: <mailto: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

Advisor Responsibilities	Student Responsibilities
<ul style="list-style-type: none">• Be available to students by appointment and during regular office hours• Respond to e-mails and phone calls from students• Understand policies and procedures of the University and College• Share policies and procedures with students• Monitor the progression of students toward graduation and completion of requirements• Assist students in developing educational plans• Maintain accurate student records• Help students recognize their strengths and areas of improvement• Maintain confidentiality• Prepare for meetings with students	<ul style="list-style-type: none">• Contact and meet with advisors every semester, especially before class registration• Check Marquette e-mail daily for correspondence from the University• Become familiar with the policies and procedures of the University and College• Understand the requirements for degree completion• Register for classes• Follow through with recommendations made by advisor• Maintain own records• Take advantage of University resources• Ask questions and seek out assistance when needed• Prepare for meetings with advisors

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

OBJECTIVES FOR EACH YEAR OF COLLEGE

	Objectives
Freshman Year	<ul style="list-style-type: none"> <input type="checkbox"/> Register for classes at SPARK prior to fall semester <input type="checkbox"/> Attend and participate in New Student Orientation events <input type="checkbox"/> Attend new student meeting with Tina McNamara <input type="checkbox"/> Complete Academic Integrity Tutorial <input type="checkbox"/> Consider studying abroad <input type="checkbox"/> Start to recognize your learning style, class scheduling preferences, and areas of improvement regarding time management and studying habits <input type="checkbox"/> Explore areas of involvement outside of the classroom <input type="checkbox"/> Declare Discovery Tier theme
Sophomore Year	<ul style="list-style-type: none"> <input type="checkbox"/> Use your first-year experience to help shape your future academic and career goals <input type="checkbox"/> Officially declare your major <input type="checkbox"/> Apply to the Professional Program <input type="checkbox"/> If applicable, confirm study abroad plans <input type="checkbox"/> If you have not yet done so, join a student organization or a different avenue for campus and/or community involvement
Junior Year	<ul style="list-style-type: none"> <input type="checkbox"/> Research careers and work on career goals <input type="checkbox"/> Review remaining requirements <input type="checkbox"/> Continue involvement in student organizations <input type="checkbox"/> Gain some type of volunteer or paid experience <input type="checkbox"/> Research the licensure requirements of other states in which you are considering teaching <input type="checkbox"/> Look into and prepare for standardized tests: <ul style="list-style-type: none"> • Foundations of Reading Test (FORT – elementary majors only) • Praxis Subject Assessment content area examination • Graduate school examinations (GRE, GMAT, LSAT, MCAT, etc.)
Senior Year	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for graduation <input type="checkbox"/> If applicable, complete application for admission to student teaching during first semester and attend Student Teacher Information Session <input type="checkbox"/> Gather references and letters of recommendation <input type="checkbox"/> Meet with Career Services Center to start preparing for post-graduation plans <input type="checkbox"/> If applicable, apply to graduate school <input type="checkbox"/> Write your professional resume and cover letter <input type="checkbox"/> For those seeking teaching licenses, work on and complete all requirements during student teaching experience (edTPA, Level 3 E-portfolio, forms, evaluations, etc.) <input type="checkbox"/> Start applying for post-graduation jobs <input type="checkbox"/> Graduate!

IMPORTANT DATES FOR THE 2019-20 ACADEMIC YEAR

FALL 2019	DATE	EVENT
	August 26	Classes begin
	September 2	Labor Day holiday: classes excused
	September 3 @ 11:59 pm	Add/swap a class deadline: last day to register for classes Drop a class deadline: last day to delete a class from students' schedule
	September 4	Withdrawal from classes begins: W grade assigned
	October 1	Academic Integrity tutorial deadline: last day for all new and readmitted students to complete academic integrity tutorial
	October 10 – October 16	Midterm exams
	October 17 – October 20	Midterm break: classes excused
	October 28 – November 8	Advising: spring 2020 registration
	November 15	Withdrawal deadline: last day to withdraw from classes or the University with a grade of W
	November 27 – December 1	Thanksgiving holiday: classes excused
	December 6	Classes end
	December 9 – December 14	Final exams
December 15, 2019 – January 12, 2020	Christmas holiday: classes excused	

SPRING 2020	DATE	EVENT
	January 13	Classes begin
	January 20	Martin Luther King, Jr. Day: classes excused
	January 21 @ 11:59 pm	Add/swap a class deadline: last day to register for classes Drop a class deadline: last day to delete a class from students' schedule
	January 22	Withdrawal from classes begins: W grade assigned
	March 1	Academic Integrity tutorial deadline: last day for all new and readmitted students to complete academic integrity tutorial
	March 2 – March 6	Midterm exams
	March 9 – March 15	Spring break: classes excused
	March 16 – March 27	Advising: summer and fall 2020 registration
	April 9 – April 13	Easter break: classes excused
	April 17	Withdrawal deadline: last day to withdraw from classes or the University with a grade of W
	May 1	Classes end
	May 4 – May 9	Final exams

Find more important dates here:

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>

Directory: <http://www.marquette.edu/tools/campus-contacts.php>

Study Abroad at Marquette:

<http://www.marquette.edu/abroad/>

Marquette Core Curriculum:

<https://www.marquette.edu/core-curriculum/>



Be The Difference.