**Undergraduate academic advising syllabus**

2018-19

**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 their 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**

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| **Advisor Responsibilities** | **Student Responsibilities** |
| * 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
 | * 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
* Attend classes
* Take advantage of university resources
* Ask questions and seek out assistance when needed
* Prepare for meetings with advisors
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**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**

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|  | **Objectives** |
| **Freshman Year** | * 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
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| **Sophomore Year** | * 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
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| **Junior Year** | * 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.)
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| **Senior Year** | * 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.)
* Apply for graduation
* Start applying for post-graduation jobs
* Graduate!
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**important dates for the 2018-19 academic year**

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| **FALL 2018** | **DATE** | **EVENT** |
| August 27 | Classes begin |
| September 3 | **Labor Day holiday:** classes excused |
| September 4 @ 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 | **Audit deadline:** last day to change from credit to audit, or audit to credit |
| September 5 | **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 11 – October 17 | Midterm exams |
| October 18 – October 21 | **Midterm break:** classes excused |
| October 29 – November 9 | **Advising:** spring 2019 registration |
| November 16 | **Withdrawal deadline:** last day to withdraw from classes or the University with a grade of W |
| November 21 – November 25 | **Thanksgiving holiday:** classes excused |
| December 8 | Classes end |
| December 10 – December 15 | Final exams |
| December 16, 2018 – January 13, 2019 | **Christmas holiday:** classes excused |

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| **SPRING 2019** | **DATE** | **EVENT** |
| January 14 | Classes begin |
| January 21 | **Martin Luther King, Jr. Day:** classes excused |
| January 22 @ 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 | **Audit deadline:** last day to change from credit to audit, or audit to credit |
| January 23 | **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 4 – March 8 | Midterm exams |
| March 10 – March 17 | **Spring break:** classes excused |
| March 18 – March 22 | **Advising:** summer and fall 2019 registration |
| April 12 | **Withdrawal deadline:** last day to withdraw from classes or the University with a grade of W |
| May 4 | Classes end |
| May 6 – May 11 | Final exams |

Find more important dates here:<http://www.marquette.edu/mucentral/registrar/cal_acadcal1819undergrad.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/>

College of Education’s Undergraduate Student Handbook: <http://www.marquette.edu/education/current-students/documents/undergradhandbook2016-17.pdf>