



ACADEMIC ADVISING SYLLABUS

MISSION STATEMENT OF THE UUD

The Mission of the Undergraduate University Division is to help undergraduate students achieve their academic goals at Michigan State University. Our motto is "achieving success through academic progress." We believe it is important to empower each student with the knowledge, resources and skills that will lead to academic success and a lifelong desire to learn inside and outside the classroom. Students are encouraged to explore and investigate areas of interest as well as engage in self-discovery to determine the most suitable academic major. Our efforts are intended to promote self-sufficiency, self-responsibility and self-development, which will enable students to achieve academic, career and life goals long after their days on the MSU campus have passed.

ADVISER RESPONSIBILITIES

- Listen to your concerns and respect your individual values and choices.
- Assist with the exploration of areas of study and corresponding career options.
- Understand and effectively communicate all university and college academic policies and procedures.
- Provide accurate and up to date information concerning all undergraduate majors as they pertain to freshman and sophomore students.
- Refer students to appropriate resources for both academic and non-academic concerns.
- Cooperatively evaluate and assess your academic performance and areas of strength while assisting with major exploration.
- Provide accessibility of services through appointments, telephone and/or email.
- Encourage student participation in co-curricular involvements to further explore their interests.
- Ensure that students are aware of opportunities and benefits of internationalizing their student experience.
- Maintain confidentiality - we will not discuss your academic or personal issues with parents or non-university personnel without your written consent.

STUDENT RESPONSIBILITIES

- Become familiar with your adviser and advising office by initiating contact and seeking assistance on a regular basis through email, phone, and individual appointments.
- Become familiar with the academic policies, dates, deadlines and program requirements and the resources to locate that information.
- Become an active participant in the exploration and self-discovery process.
- Come prepared and on time to meetings with your adviser; bring a list of questions and concerns. If you cannot make an appointment, call to cancel or reschedule.
- Ask for clarification if we fail to explain an issue or concern in a way that makes sense to you or use language or terms you do not understand.
- Read all email communications from your adviser and other University offices; email is the method in which most communication will be made. Check your email often.
- Honestly inform your adviser of problems and concerns which may impact your academic performance as soon as possible.
- Become familiar with campus resources and support services and utilize them appropriately when recommended by your adviser.
- Monitor your academic progress and take responsibility for your decisions and actions which impact your academic progress and goals.

- Be prepared to accept the challenges of a university education and to explore classes, activities, and organizations with which you are not familiar.
- Become familiar with and adhere to the MSU policy concerning academic integrity.

THE PURPOSE OF A COLLEGE EDUCATION

A college degree is designed to be a broad, general education. Majors do not usually determine careers, and employers usually want job candidates with transferable skills whom they can train. Generally, most of your credits will be in classes outside your major. The purpose of a college education is to help you develop a variety of tools with which to make sense of and act effectively in the world. It is designed to assist you in the development of analytical skills; the ability to see connections, and the ability to synthesize disparate pieces of information to understand how the pieces fit together and interact. The world is complex, with many overlapping dimensions—biological, economic, political, sociological, cultural, historical, psychological, ethical, aesthetic, to name several. The better you understand how these various dimensions are relevant and interact in a given situation, the more effective your actions and choices within our complex world can be. This will enrich your world experience and it will make you more valuable to a potential employer.

NAVIGATING YOUR BROAD EDUCATION: ADVISING

MSU, too, can seem complex, with its scores of majors and hundreds of classes to choose from. The process of choosing a major can seem overwhelming, while that of developing your skills at thinking biologically, historically, culturally, aesthetically, economically, and so on, as you progress toward graduation can seem confusing at times. Advisers are here to provide guidance on your journey. They are sources of information about your options and about resources available to you. They can provide information about majors and help you through the process of exploring ones that might be suited to your interests. They can assist you with designing schedules that help you explore your interests and options. And they can provide information about University policies and procedures, as well as referrals to other resources on campus.

TIME MANAGEMENT

Time management is one of the most important factors in determining a student's academic success. Students surveyed after their first year in college stated that they wished that more information would have been given to them on the importance of time management. Your lives can be very complicated. Many full-time students are juggling work, co-curricular activities, family responsibilities, and active social lives. Additionally, some of these students have to factor commuting time into their schedules. Learning how to balance your commitments and responsibilities is one of the primary skills that you want to master for your success in your academic, professional and personal life.

Personal style often defines what works in managing your time. For example, "left-brained" people thrive on making lists, scheduling events, and handling details first. "Right-brained" people, on the other hand, like to see wholes and think visually. The "right-brained" approach resists the segmentation of time and the over-reliance on clocks, upon which traditional time management methods are predicated; whereas "left-brained" people find these essential tools in organizing their lives. On the other hand "right-brained" people prefer to prioritize and to set deadlines rather than to schedule portions of time for various tasks. In short you want an organizing system that works for you, not one that burdens you. This may entail pulling useful elements from both styles in order to customize your own time management system.

RESOURCES

Connecting Majors & Careers

<https://www.msu.edu/dept/uud/Documents/ConnectMajorsCareers/ConnectIndex.html>

FYI: First Year Information/For Your Information

<http://www.fyi.msu.edu/>

Time Management and other Study Skill Strategies

<http://www.lifelearning.utexas.edu/commonconcerns.html>

Learning Resources Center

<http://lrc.msu.edu/>