

Academic Advising Syllabus The College of William & Mary

Advisor:

Office:

Phone:

E-Mail:

Office of Academic Advising: Ewell Hall. Contact Pat Lawrence at 221-2476 or palawr@wm.edu for additional academic advising information.

William & Mary seeks to engage students in identifying and pursuing their educational, career, and life goals. The purpose of academic advising is to ensure a successful college career, designed by the student, with support from professors and others. Academic advising is a collaborative educational process which requires your and your advisor's participation and active involvement over the entire educational experience at college. However, you must ultimately plan your individual program and meet academic requirements and deadlines. The college experience you create is your responsibility. There will be three required meetings for new students during the first year at the College. The initial meeting will occur during orientation before classes begin. The second and third meeting will occur prior to the Fall and Spring registration periods. All students are assigned a faculty advisor, however, once you declare your major you will be required to find a major advisor.

Faculty Advisor Expectations

- Create an environment of mutual trust and respect
- Be accessible and responsive to you
- Understand and effectively communicate academic requirements, graduation requirements, and W&M policies and procedures
- Encourage, support, and listen to you as you define and develop realistic goals, enhance your decision making skills, and develop and assume responsibility for your educational plan
- Help you learn about and use campus resources to meet your goals
- Encourage and provide information on out-of-classroom learning opportunities, such as research opportunities, internships, study abroad, and service learning
- Maintain confidentiality

Student Advisee Expectations and Responsibilities

- Understand that you are the person responsible for your academic progress
- Schedule and attend academic advising appointments each semester. Be on time
- Actively participate in the academic advising process. Think about and be prepared to discuss your goals and educational plans. Identify specific opportunities and challenges and have a tentative plan for addressing challenges
- Research programs and opportunities in advance and gather decision-making materials to bring to the advising sessions
- Familiarize yourself with the academic calendar, deadlines, and policies outlined in the catalog
- Review and track your progress toward graduation each semester
- Keep a personal record of your plans and progress toward meeting your goals
- Be willing to consider recommendations from faculty, advisors and other mentors. Be open to developing and clarifying your personal values and goals

- Ask questions if you do not understand an issue or if you have a specific concern
- Seek help when you need it
- Take primary and increasing responsibility for your educational plans and achievements

Expected Learning Outcomes for Student

William & Mary expects that you will create a rich college experience for yourself that will give you a liberal education and greater self-understanding; allow you to develop and achieve your goals; and graduate in a timely manner, knowing what your next steps in life will be and how to attain them.

Personal growth

(self-analysis, values assessment, goal creation, decision-making, problem-solving, communication skills)

- Reflect on values, interests, strengths and challenges
- Develop short and long-term goals and be able to discuss them with your advisor, and how you plan to attain them
- Develop decision-making skills by gathering information, assessing alternatives, and examining consequences
- Develop an educational plan that is measurable and achievable, to reach goals

Resource Identification

(locate and use information and resources to help you achieve your goals)

- Faculty Advisors, W&M Website, Office of Academic Advising, Academic Programs, Career Center, Reves Center for International Study, Center for Student Diversity, Peer Advisor Program, Dean of Students, Office of the University Registrar, etc.

Curriculum Integration & Experiential Learning

(understand the relationship between classroom/outside the classroom experiences and academic, career, and personal/life goals)

- Investigate opportunities such as: research, internships, study abroad, service learning, career interests, etc.

Helpful Resource Information

Office of Academic Advising: Academic plans, complex advising issues, transfer students.

www.wm.edu/academicadvising

Office of the University Registrar: Registration information, AP/IB/Dual Enrollment credit, transcript evaluations, academic calendar, and exam schedule.

<http://www.wm.edu/offices/registrar>

Pre-professional Advising Information: Specific advising information for the academic interests listed below.

Pre-Medical, Pre-Law, Pre-Physical Therapy, Engineering (Combined Engineering Program), Business or Education

<http://www.wm.edu/as/undergraduate/advising/preprofessional>

Career Center: Career exploration, Assessments

www.wm.edu/career

Dean of Students: Academic Support, Disability Support Services, and Orientation.

www.wm.edu/deanofstudents

Majors/Minors offered at the College

<http://www.wm.edu/majorsminors/>

Undergraduate Catalog: Course information, graduation requirements, college policies, etc.

<http://www.wm.edu/offices/registrar/coursecatalogschedules>

Writing Resource Center: Information on how to improve writing and oral communication skills.

www.wm.edu/wrc