



**Academic Advising Syllabus
McCombs School of Business
The University of Texas at Austin**

Advisor:

Office: CBA 2.400

Phone: 512.471.0690

E-Mail:

Advising Office Hours: by appointment only

Text/Materials: General Information Catalog
Undergraduate Catalog
McCombs Student Handbook
McCombs BBA Web page

Academic advisors work to strengthen the importance, dignity, potential, and unique nature of each individual within the academic setting.

National Academic Advising Association

Academic Advising Description/Definition

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

Academic advising provides students with the opportunity to build a professional relationship with an academic advisor. In the McCombs School of Business at The University of Texas at Austin, academic advising is a *collaborative educational process* whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership is multifaceted and ongoing, requiring the participation and involvement of both the advisor and the student throughout the student's entire educational experience at The University. **Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.**

FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. As a student at the university, your education records are confidential, and details about your records may only be released with your express permission.

Communication With Parents: Your parents and other third parties do not have access to your records, and your advisor cannot discuss details of your records without your permission. For this reason, your advisor will refer parents to communicate directly with you concerning academic issues. You should assume responsibility for your education and any transactions with the university.

E-mail: Due to security issues related to e-mail, your advisor may not be able to respond to certain questions via e-mail, if doing so may inadvertently release confidential information. If you have questions related to your personal academic status or records, schedule an appointment to meet with your advisor in person.

For more information on FERPA, see www.utexas.edu/student/registrar/ferpa/

Advisor Responsibilities – What You Can Expect

You can expect me **as your advisor** to:

- Understand and effectively communicate the curriculum, degree and graduation requirements, and direct students to print and online resources where this information is available.
- Protect and secure the integrity of the UT degree by understanding and enforcing university and college policies, procedures and requirements.
- Encourage students to assume responsibility for their educational plans and decision-making.
- Create an environment where mutual respect and trust allow students to define and develop realistic personal, academic, and professional goals and academic plans.
- Monitor and accurately document students' progress toward meeting these goals.
- Listen to students' concerns and respect individual choices and values.
- Serve as a teacher/mentor in providing students with personal guidance, support and advocacy.
- Be accessible for meeting with advisees through advising sessions, telephone, or e-mail.
- Provide students with information about and strategies for utilizing available resources and campus services.
- Maintain confidentiality, abiding by UT Austin and FERPA guidelines (*see page 5*).

Advisee Responsibilities – What You Are Expected To Do

As an advisee, **you also have clear responsibilities** in the advising partnership in order to insure your academic success. You are expected to:

- Schedule regular appointments or make regular contacts with your advisor each semester.
- Come prepared to each appointment with questions or issues for discussion; bring your student handbook, prepared degree audits and other advising materials to each session.
- Be an active learner by participating fully in the advising experience.
- Be proactive, frequently checking online resources such as the Interactive Degree Audit (IDA) to monitor your academic progress.
- Ask questions if you do not understand an issue or have a specific concern.
- Organize official documents in a way that enables you to access them when needed.
- Complete all assignments or recommendations from your advisor.

- Clarify goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Read weekly e-mail messages from your advisor.
- **Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress and goals.**

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experiences in the McCombs School of Business, students will:

- Demonstrate the ability to make effective decisions concerning their degree and career goals and the willingness to accept responsibility for those decisions.
- Develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Define and articulate short term and long term personal, educational, and career goals reflecting on their values, interests, strengths and challenges.
- Demonstrate an understanding of the relationship between classroom experiences and personal, academic, and career goals.
- Demonstrate an understanding of the value of the general education requirements and an ability to describe how these requirements relate to overall educational and career goals.
- Identify and utilize online and campus-based resources and services designed to assist students in achieving goals and to maximize the undergraduate experience.
- Demonstrate an awareness of and compliance with McCombs School and University of Texas policies and procedures.
- Select and schedule courses, internships, and co-curricular activities so as to graduate in a timely manner based on their educational plans.

Demonstrating Your Achievement of Learning Outcomes

In order for you and your advisor to accurately measure and document that you have achieved the learning outcomes for academic advising, the two of you will maintain a file of your advising work. This file will consist of a variety of documents, including your educational plan, your semester schedules, collaborative work done related to various referrals on campus, and other documents to demonstrate your achievement of these outcomes.

In addition, **the following list of *specific objectives* will guide you in assessing your progress toward achieving the learning outcomes.** You should discuss ways to achieve these objectives with your assigned academic advisor:

While enrolled at The University of Texas at Austin, you will:

- Be able to articulate the purpose and benefit of academic advising, as well as your responsibility in that relationship and process.
- Discuss with your advisor issues/problems you face, determining causes, explore solutions, and strategize to avoid similar issues in the future.
- Introduce yourself and have a conversation with at least one faculty member per semester.

- Familiarize yourself and participate in opportunities such as internships, study abroad, and co-curricular activities designed to enhance your educational experience.
- Demonstrate a knowledge of the appropriate use of e-mail (i.e. the types of questions you should ask an advisor via e-mail as opposed to in person; the professional manner in which to address a faculty member, etc.)
- Be knowledgeable of institutional academic regulations, policies and procedures.

During the first year, you will:

- Learn the name and location of your assigned academic advisor and know how to schedule an advising appointment.
- Acquire a basic understanding of the requirements for a BBA degree and an appreciation for the relevance of the general education requirements.
- Explore academic and career interests as well as interpersonal factors (skills, personality) related to academic, personal and career goals.
 - Visit the Career Exploration Center and discuss your personal and career goals.
 - Visit the BBA Career Services Library and research each business major offered.
 - Assess individual strengths and be able to articulate how your strengths are related to your educational, personal and career goals.
- Define** short and long term goals.
- Learn to calculate overall and business grade point averages.
- Demonstrate an ability to find information using the online course schedule and Undergraduate Catalog. www.utexas.edu/student/registrar/
- Demonstrate the ability to register for classes online.
- Demonstrate the ability to register for required placement tests offered by Instructional Assessment and Evaluation. www.utexas.edu/academic/mec/index.shtml
- If applicable, demonstrate the ability to claim course credit earned through Credit By Exam.
- If you are planning to transfer coursework from another institution to UT Austin, demonstrate the ability to determine equivalent transfer courses using the Automated Transfer Equivalency system. www.utexas.edu/student/admissions/ate
- By the end of the first year, complete all requirements necessary to declare a major.

During the second year, you will:

- Familiarize yourself with major-specific degree requirements in each major you are considering.
- Continue assessing your skills, strengths and interests. Explore connections between your interests and strengths and potential careers.
- Clarify** short and long term goals.
- Arrange for experiences that will help you pursue your goals and interests, including: part-time employment; leadership opportunities in student organizations; shadowing a

professional in a field of interest; studying abroad; volunteering; or applying for internships.

- Demonstrate your ability to effectively use the Interactive Degree Audit (IDA) system.
www.utexas.edu/student/registrar/ida/
- Declare an academic major in the McCombs School.

During the third year, you will:

- Evaluate** short and long term goals. Revise as necessary.
- Demonstrate the ability to clearly articulate *what* you are studying and *why*.
- Identify education and/or additional skills you will need to attain employment or training in your field of interest.
- Network with at least three people who work in a field in which you are interested.
- Continue enhancing your educational experience with co-curricular and extra-curricular activities related to your academic and career goals.
- Monitor your progress toward degree completion. Make sure that ALL degree requirements have been or will be completed during your final year.

During the fourth year, you will:

- Discuss future plans (employment, graduate or professional school) with your advisor, and identify any steps remaining to help realize your goals.
- Review Interactive Degree Audit prior to final semester to verify completion of all degree requirements.
- Attend Graduation Orientation during your final semester.
- Apply to graduate by the published deadline during your final semester.

Important Policies and Procedures for Advising

- Schedule advising appointments by calling the Undergraduate Programs Office at 512.471.0690 or stopping by CBA 2.400 between 8 a.m. - 5 p.m. Monday through Friday. **Appointments cannot be scheduled via e-mail.** Advisors normally cannot make same-day appointments.
- If you know that you will be unable to keep a scheduled appointment, please call the UPO as soon as possible to cancel or reschedule the session.
- It is inappropriate to use your cell phone in the office. Please silence your phone before your advising appointment begins.
- Check your McCombs e-mail account regularly (at least two or three times per week).
- Be mindful of the volume of e-mail your advisor receives, and questions appropriate for e-mail responses. Allow two business days for a response. Questions requiring a lengthy response (i.e. requiring an advisor to run a degree audit, determine needed classes or calculate grade points) should be handled during a face-to-face advising session. Be respectful of your advisor's decision if he or she asks you to schedule an appointment rather than respond via e-mail to all questions.
- When addressing faculty, academic advisors, or staff members in person or via e-mail, be respectful, courteous and professional.

Student Responsibility (from the 2006-2008 Undergraduate Catalog)

While University faculty and staff members give students academic advice and assistance, each student is expected to take responsibility for his or her education and personal development. The student must know and abide by the academic and disciplinary policies given in [the Undergraduate] catalog and in [the General Information Catalog] including rules governing quantity of work, the standard of work required to continue in the University, scholastic probation and dismissal, and enforced withdrawal. The student must also know and meet the requirements of his or her degree program, including the University's basic education requirements; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other University policies when necessary.

Ultimately, the student is responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely progress toward a degree.

Advisor Responsibility

The academic advising professionals in the McCombs School of Business adhere to the guidelines established in three documents that champion the educational role of academic advising in a diverse world:

- The National Academic Advising Association (NACADA) Statement of Core Values.
- The Council for the Advancement of Standards in Higher Education – Standards and Guidelines for Academic Advising.
- The NACADA Concept of Academic Advising.

The Preamble to the NACADA Concept of Academic Advising states:

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution. Regardless of the diversity of our institutions, our students, our advisors, and our organizational structures, academic advising has three components: curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

The University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

