

Sample
Fairfield University
Academic Advising Syllabus

Advisor:
Phone:

Office:
Office Hours:

Email:

Mission

Academic advising at Fairfield University is a key component of the teaching and learning relationship that is at the heart of educating the whole person. In conversations with your advisor, you should expect to develop an educational plan that allows you to explore curricular offerings, take advantage of co-curricular experiences and resources, and engage meaningfully with the Jesuit educational mission.

Goals for Advisees:

- To become familiar with the core curriculum, its relationship to major and minor courses of study, and its role in the Jesuit tradition of a liberal arts education.
- To be able to access and use resources for monitoring academic progress.
- To understand graduation requirements at the level of both the university and the major.
- To share academic successes, achievements, and challenges.
- To understand resources available for academic support, vocational exploration, personal well-being and spiritual development.
- To develop tools for individual reflection, informed decision-making and mutually-beneficial relationships.

Your Responsibilities as My Advisee:

- To remain current with all information pertaining to your academic standing (e.g. learn how to check your degree evaluation, keep your contact information up-to-date, read and respond to all university correspondence).
- To learn about the educational opportunities available to you and to be open to new experiences and ideas.

- To be prepared for any meetings that you schedule with me (by being prompt, arriving with materials, printing your degree evaluation, reviewing guidelines and requirements, etc.).
- To reflect on personal experiences, goals and progress.
- To seek help and advice when needed, as soon as it's needed.
- To follow-up personally with the on- and off-campus resources we discover and discuss in our advising interactions.
- To share with me your accomplishments, aspirations, achievements and challenges.

My Responsibilities as Your Advisor:

- To be accessible to discuss your educational goals and plans.
- To be informed of available resources and make appropriate referrals.
- To assist you in developing an individualized plan of study that integrates the core curriculum with major and minor areas of interest, co-curricular activities, and other opportunities for growth.
- To listen as you discuss your interests and assist you in defining specific academic areas that connect to your goals.
- To make you aware of the academic and co-curricular opportunities available at the University and make the appropriate program referrals.
- To assist you in developing a reflective way of proceeding as you progress through your educational experiences.

Learning Outcomes for Academic Advising:

- Students will be aware of the resources available to enhance their curricular and co-curricular experiences.
- Students will be aware of and involved in high impact educational practices (such as enhanced and writing-intensive courses, undergraduate research opportunities, residential learning communities, capstone experiences, and study abroad), and they will have information about the relationship of those practices to their curricular experiences.
- Students will be able to manage their own educational progress including the degree evaluation, reviewing the undergraduate course catalogue, navigating the course registration process, etc.
- Students will develop a mutually beneficial relationship with faculty member(s) outside of the classroom environment.

- Students will be able to define their goals and develop a curricular and co-curricular path to achieve them.
- Students will understand the Ignatian educational paradigm of context, experience, reflection, action, and evaluation.

A Few Important Dates:

Include dates for add/drop, course withdrawal, holidays and other changes to class schedules, advising and registration for the following semester, and last day of classes.

A Few Additional Items:

1. To learn how to access the degree evaluation, please navigate to stagweb.fairfield.edu. Click on the “Academics” tab, then on the “Faculty/Student Information Menu,” then on the “Instructions for Degree Evaluations” link.

2. Fairfield University Honor Code:

http://stagweb.fairfield.edu/misc/ffld/honorcode/honorcode_1.html

3. Non-discrimination Statement:

Fairfield University admits students of any sex, race, color, marital status, sexual orientation, religion, age, national origin or ancestry, disability or handicap to all the rights, privileges, programs, and activities generally accorded or made available to students of the University. It does not discriminate on the basis of sex, race, color, marital status, sexual orientation, religion, age, national origin or ancestry, disability or handicap in administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic programs, or other University-administered programs.

4. High-Impact Educational Practices Overview:

<http://www.aacu.org/LEAP/hip.cfm>

5. Family Education Rights and Privacy Act Overview:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

6. Fairfield University Dean of Students' Communications:
http://www.fairfield.edu/student/ds_communications.html

7. For more information about advising, academic support, or other high-impact educational activities at Fairfield University, please contact the Dean of the Office of Academic Engagement at dae@fairfield.edu.