

ACADEMIC ADVISING SYLLABUS
Dickinson College
Academic Year 2011-2012

Advisor:
Office:
Phone:
E-Mail:

Office Hours:

Text / Materials: **College Bulletin**
 Advising Web Resources

Academic Advising

In a community of inquiry, 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.

At a liberal arts institution, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them.

Academic advising is a collaborative educational process whereby students and their faculty advisors are partners in meeting the essential learning outcomes and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/advisee partnership requires participation and involvement of both the advisor and the advisee as it is built over the student's entire educational experience at Dickinson. Both the advisee and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Advisor Responsibilities – What You Can Expect

As your advisor, you can expect me to:

- Understand and effectively communicate the curriculum, graduation requirements, and college policies and procedures
- Encourage and guide my advisees to define and develop realistic academic goals
- Encourage and support my advisees to gain the skills to develop clear and attainable educational plans
- Provide advisees with information and discuss strategies for utilizing available resources and services
- Assist my advisees in understanding the purposes and goals of higher education and the effects on their lives and personal goals
- Assist my advisees in understanding how study abroad can contribute to their academic and personal goals, and guide advisees in their early thinking about study abroad options
- Monitor my advisees' progress toward meeting their goals
- Be accessible for meeting with my advisees through office hours for advising, telephone, e-mail, or web access
- Assist my advisees in gaining decision-making skills and skills in assuming responsibility for their educational plans and achievements
- Assist my advisees in working closely with their other professors
- Maintain confidentiality

Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Become knowledgeable about College programs, policies, and procedures
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities
- Come prepared to each appointment with questions or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your academic goals and graduation
- Schedule regular appointments or make regular contacts with your advisor during each semester
- Organize official documents in a way that enable you to access them when needed
- Complete all assignments or recommendations from your advisor

Academic Resources

The Advising Office offers a wide range of academic services for enrolled students at Dickinson College including: Class Deans, Peer Advisors, Peer Tutors (for most language classes), and a Learning Specialist who provides instruction in skills and strategies for academic success. Additionally, a variety of support services and resources are available through the Writing Center, Health Center and Counseling Center.

Assistance for Students with Disabilities

Every one of your course syllabi will have the following statement about assistance for students with disabilities. If you have any questions about this statement, please discuss them with me during academic advising.

In compliance with Dickinson College policy and equal access laws, I am available to discuss requests for academic accommodations made by students with disabilities. Students requesting accommodations are required to register with Disability Services to verify their eligibility for reasonable and appropriate accommodations. Once documentation has been reviewed, Marni Jones, the Coordinator of Disability Services, will provide eligible students with a signed copy of an accommodation letter. This letter must be obtained each semester and presented in a meeting that you schedule with me prior to any accommodations being implemented. Requests for academic accommodations should be made during the first three weeks of the semester (except for unusual circumstances), and one week before any needed testing accommodations so that timely and appropriate arrangements can be made. Disability Services is located in Academic Advising, first floor of Biddle House. Appointments should be made with Marni Jones by calling 717-245-1080.