

ACADEMIC ADVISING SYLLABUS

FACULTY OF SOCIAL SCIENCE AND HUMANITIES

CONTACT INFORMATION

LOCATION

Bordessa Hall
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Room 403

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OFFICE HOURS

**Monday, Tuesday, Thursday
and Friday:**

9 a.m. to noon and 1 to 3 p.m.

Wednesday:

9 a.m. to noon

(closed all afternoon)



MISSION STATEMENT

The mission of the Academic Advising unit in the Faculty of Social Science and Humanities is to provide a high level of accessible support to students, on an ongoing basis, as they navigate the academic environment. Through meaningful multimodal communication, advisors will foster the learning and development of the whole student, empowering responsible and informed decision-making towards the achievement of their individual goals. Academic Advisors will maintain an environment of integrity, inclusion, and respect where all students feel supported based upon their individual set of needs.

PILLARS OF ACADEMIC ADVISING (ARRC)

Accountability

Academic advisors are accountable to the students they serve and the institution. We foster relationships based on mutual trust, and provide guidance in a transparent and respectful manner.

Referrals

We connect students with appropriate resources for support. When seeking academic assistance, we expect students will follow through on referrals given and take the appropriate action to support their education.

Recognition

We recognize each student as an individual with differing strengths, challenges and goals. We provide personalized advising based on individual needs and circumstances.

Confidentiality

Within the Academic Advising office we adhere to the Freedom of Information and Privacy Protection Act, meaning we respect and protect the privacy of students and student information. Notes will be kept on advisor/student meetings and information can and will be shared within the institution, when necessary, for the purpose of student support and referral.

WELCOME

The Academic Advising team is dedicated to student success. We provide students with the guidance, support and resources needed to make choices that will lead to their academic achievement. We provide personalized advising services in a welcoming and safe environment.



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WHAT IS ACADEMIC ADVISING?

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 achieving academic success and lifelong learning (NACADA, 2004).

At the university, academic advising provides students with the opportunity to gain assistance in planning their educational career and to learn how to capitalize on the variety of resources and services available to them by building a relationship with their advisor.

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

REQUIRED READINGS

- Academic Advising Syllabus
- UOIT Academic Calendar corresponding to your year of entry to the program
- Important Dates and Deadlines in current Academic Calendar—available at uoit.ca/academicschedule
- First-Year Survival Guide

LEARNING OUTCOMES

Through the academic advising process, you will:

- Develop an educational plan for successfully achieving your goals.
- Develop the ability to connect your learning across the curriculum.
- Strengthen your communication, decision-making, and problem-solving skills.
- Access university resources and services to assist you in achieving your academic, personal and career goals.
- Understand the relationship between your university experiences (both curricular and co-curricular) and your academic, career and personal goals.
- Develop the skills and commitment needed to seek out opportunities for lifelong learning.

Adapted from "Sample Academic Advising Syllabus," by Charlie Nutt, Kansas State University. NACADA 2005



ADVISOR AND STUDENT RESPONSIBILITIES

Advisors will...

- Listen respectfully to your questions and concerns.
- Be professional and respectful in all interactions.
- Maintain confidentiality and always communicate through your secure UOIT.net account.
- Advise you as an individual, based on your own set of personal and academic circumstances and goals.
- Encourage and guide you as you define and develop clear and realistic goals.
- Provide you with the tools you need to synthesize the various elements of your university policies and procedures.
- Provide information about university resources and services.
- Discuss your academic performance and its significance to your success and goals.
- Assist you in developing an academic plan which satisfies degree requirements.
- Be accessible (through phone, email, walk-ins and scheduled appointments).

You are expected to...

- Take the initiative to contact the Academic Advising team.
- Be proactive and seek help when needed.
- Approach your education with integrity and accountability.
- Be professional and respectful in all interactions with university staff and faculty.
- Come prepared to advising appointments with questions or topics for discussion.
- Be open and honest when seeking advice as recommendations are based on the context provided.
- Gather all relevant information before making decisions that affect your educational goals.
- Be realistic about your choices and goals.
- Follow through on agreed-upon suggestions and referrals made by your academic advisor.
- Familiarize yourself with specific degree requirements, policies and procedures.
- Educate yourself on the available resources and support services.
- Use your UOIT.net email account for university-related communication, and to stay informed on important faculty and university information.



PREPARING FOR YOUR APPOINTMENT

In order for you to get the most out of your advising appointment, it is important for you to arrive on time and prepared. You can prepare for your meeting in some of the following ways:

- **Prepare** a list of questions and/or topics of discussion so you do not forget anything.
- **Familiarize** yourself with your degree requirements in the Academic Calendar (referencing the calendar for your year of entry to the program).
- **Review** your mycampus transcript and degree progression.
- If this is not your first advising visit, **bring** with you any forms you received in previous meetings (e.g. program plans, degree audits, etc.).
- If you have course selection questions, **know** what courses you are currently registered in and prepare a list of courses (including course codes) in which you might be interested. Research course offerings on MyCampus to ensure the courses you are inquiring about are being offered and/or fit into your schedule.

MEETING WITH AN ACADEMIC ADVISOR

Drop-in visit vs. Appointment

Walk-in visits are welcome during our regular hours and are intended for:

- Questions pertaining to your current term (e.g. adjusting your schedule, etc.).
- General academic progression questions (e.g. appropriate course selection, etc.).
- Questions regarding academic policies and procedures.
- Submission of university accepted medical documentation (medical statement forms).
- Submission of academic forms.
- Questions regarding specializations/minors.
- Booking appointments with senior advisor.

Appointments are scheduled for 30 minutes and they are intended for:

- Degree progression and planning for transfer students and students going into fourth year.
- Strategic/long-term planning.
- Appeals, complaints and requests for special consideration.
- Academic difficulty or matters which require referrals.
- Circumstances of a personal or sensitive nature.
- Academic planning for students not in clear academic standing (e.g. probation, suspension, re-admits, etc.).

Late arrivals

Standard appointments are 30 minutes in length. If you feel you need more time, please indicate that at the time of booking. If you are more than 15 minutes late we cannot guarantee that you will be seen that day and you may need to reschedule. Repeated late arrivals may result in a hold on appointment bookings.

Cancellation policy/no show policy

If you are unable to attend a scheduled appointment, please contact the Academic Advising office as soon as possible to reschedule. Missed appointments without notice or valid reasoning will not be rescheduled for at least five business days.

For an alternative format of this information, contact marketing@uoit.ca.