



## ACADEMIC ADVISING SYLLABUS

### HUNTER COLLEGE

**AN ADVISING SYLLABUS** is a tool, which allows advisors to outline the advising relationship, process, and approach for students. Academic advising is an intentionally designed program that assists students in navigating between curricular, co-curricular and extra-curricular challenges and opportunities. In so doing, **an advising syllabus communicates to the student the set of learning outcomes they are expected to achieve through their educational experiences at Hunter College.**

### ADVISING MISSION STATEMENT

**ACADEMIC ADVISING** at Hunter College is a student-centered teaching and learning process dedicated to student success. Academic advising facilitates student development through plans created collaboratively among faculty, students, and professional staff to achieve educational and personal goals.

### ADVISING VALUES STATEMENT

**THE VALUES** associated with academic advising at Hunter College are closely aligned with the core values and commitments of the College.

<b>Diversity</b>	Advising practices and approaches will be shaped to fit the diverse backgrounds and varied developmental needs of our campus populations.
<b>Intellectual Innovation</b>	Advising creates capacity and growth in students' achievement of personal and educational goals. It fosters intellectual growth through deliberation of academic plans and opportunities.
<b>Service to the Community</b>	We foster a culture of independent thinking and global awareness so that students make informed, socially responsible choices consistent with their academic, career and life goals.
<b>Democratic Opportunity</b>	Defining one's values and core principles strengthens students' foundations to confront established elites and the status quo.
<b>Accountability</b>	We are committed to timely, accurate, and skilled advising. Advising units participate in campus-wide assessment efforts to assure this occurs.
<b>Inclusion</b>	Advising fosters in students a sense of belonging, community, and value and is a collaborative process among all faculty and campus personnel. It engages parents, community members, and all educational partners to maximize students' ability to function at full capacity.
<b>Openness</b>	Advising serves to keep all students fully informed and engaged in the academic and co-curricular opportunities of the college.

## ADVISING LEARNING OUTCOMES

**BELOW ARE THE LEARNING OUTCOMES** students are expected to achieve in areas of information and knowledge acquisition, skills development, and cognitive and affective changes as they progress through their education at Hunter College.

**1**

**APPRECIATE AND VALUE THE MEANING OF A LIBERAL ARTS EDUCATION** at Hunter (role of preparing educated, engaged citizens in a democratic society, life enrichment, lifelong learning, appreciation of multiculturalism and diverse perspectives).

**2**

**DEVELOP AN EDUCATIONAL PLAN** for successfully achieving your goals, including the selection of a major that aligns with your values, interests, and abilities, the ability to select courses that contribute toward degree progression, and timely graduation.

**3**

**LOCATE HUNTER'S ACADEMIC POLICIES AND PROCEDURES** and explain how they impact educational progress. (Hunter Catalog, Hunter Senate, Advising Website, Academic Calendar).

**4**

**EFFECTIVELY USE A RANGE OF TECHNOLOGICAL TOOLS** to assist in educational planning and course registration (including, CUNYfirst, Navigate, Hunter Catalog, DegreeWorks, FACTS, and Blackboard).

**5**

**IDENTIFY AND ACCESS RESOURCES AVAILABLE TO SUPPORT OVERALL SUCCESS** (including accessibility, counseling and wellness, tutoring, learning centers, financial aid, scholarships, student support services).

**6**

**APPRECIATE AND ENGAGE IN CO-CURRICULAR OPPORTUNITIES** that extend learning outside the classroom and connect you to the larger community within Hunter and beyond (internships, study abroad, research assistantships, student leadership roles, special projects, service learning).

**7**

**DEMONSTRATE INCREASING PERSONAL RESPONSIBILITY AND ACCOUNTABILITY** for your education (goal setting, creating realistic plans with contingencies, learn from mistakes, develop grit/resilience, demonstrate preparedness for advising, time management)

**ACADEMIC ADVISING** is a learning process supported by a relationship of mutual respect and collaboration between **advisor** and **advisee**. The responsibilities below help ensure a successful college career.

## ADVISOR RESPONSIBILITIES

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**BE ACCESSIBLE** for meeting with advisees- either via appointment (Office of Advising) or office hours (faculty and academic units); including in-person, virtual (e.g. Zoom or Teams), or telephone.

**DEVELOP** purposeful relationships with advisees and inform advisees of the nature of the advising relationship.

**CREATE** an environment where mutual respect and trust allows students to define and develop realistic goals.

**ASSIST** students in gaining decision-making skills and in assuming responsibility for their educational plans and achievements.

**ASSIST** students in understanding the purpose and goals of a Liberal Arts education and its effect on their lives and personal goals.

**UNDERSTAND** and effectively communicate the curriculum, including Hunter Core Requirement, Degree requirements, and College policies and procedures.

**ENCOURAGE AND GUIDE** students in identifying and pursuing resources to support academic success and holistic development as a student.

**ASSIST** students in gaining decision-making, problem-solving, self-assessment and evaluation skills.

**MAINTAIN** confidentiality following FERPA regulations.

## ADVISEE RESPONSIBILITIES

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**INITIATE** a purposeful relationship with your advisor and make appointments when necessary or when in need of assistance.

**BE INVOLVED** in the advising process by being prepared to discuss your goals and educational plans during meetings: bring necessary materials.

**REVIEW** DegreeWorks, Degree Maps and Catalog each term and track your progress toward completing your graduation requirements.

**TAKE PRIMARY AND INCREASING RESPONSIBILITY** for your educational plans and achievements. Understand and accept that you are ultimately responsible for your education and your own decisions.

**BE OPEN AND WILLING** to consider recommendations from peer advisors, primary professional advisors, faculty advisors, and other mentors.

**ACTIVELY ENGAGE**, commit and pursue an academic plan directed toward the completion of a degree from Hunter. Follow through on action plans developed in advising sessions.

**KEEP CURRENT** on your academic progress in individual classes; knowing test and assignment dates and implement effective study strategies.

**SCHEDULE AND ATTEND** appointments with your advisor each term; cancel appointments ahead of time if you cannot make them.