



# 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 in the 2012-2020 strategic plan.

<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, OneStop, Hunter Senate, Advising Website, Academic Calendar).

4

**EFFECTIVELY USE A RANGE OF TECHNOLOGICAL TOOLS** to assist in educational planning and course registration (including, CUNYfirst, MyHunter, CUNYPortal, 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.

## 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.

## 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, Skype, 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.