**ACADEMIC ADVISING SYLLABUS**
University of Nebraska at Kearney
College of Business and Technology

Advisor:
Office:
Phone:
E-Mail:

**Office Hours for Advising:**

**DESCRIPTION OF DEVELOPMENTAL ACADEMIC ADVISING**

The CBT at UNK is committed to developmental advising. Developmental advising is an ongoing process that emphasizes a professional relationship between advisor and advisee in which the advisor and advisee meet on a regular basis to discuss academic goals, as well as, personal and career goals. The ongoing developmental process begins when an advisee is assigned to the advisor (i.e., either as a freshman or when the advisee declares the field as a major), builds on previous sessions, and continues until graduation (or changes to another major/advisor). Meetings between advisor and advisee should occur once a semester or more, and as often as either the advisor or advisee deems necessary to meet with one another (Adapted from NACADA Clearinghouse on Developmental Advising).

**ADVISING OBJECTIVES**

1) Empower students to take ownership of their academic and professional development.
2) Encourage the development of goals that are specific, measurable and realistic.
3) Provide effective and regular mentoring to students enrolled in CBT programs.
4) Provide accurate and timely information to students regarding academic programs, graduation requirements and professional development opportunities (i.e., internships, research projects, workshops, etc) as appropriate.

**ADVISEE RESPONSIBILITIES**

- Schedule and keep academic advising appointments in a timely manner throughout your academic career.
- Learn the requirements of your particular academic program, selecting courses that meet those requirements in an appropriate timeframe, and keeping a record of your progress toward graduation.
- Be prepared for advising sessions (i.e., by bringing a list of questions or concerns, having a tentative schedule in mind, and/or being prepared to discuss interests and goals).
- Continue to ask questions until all concerns are addressed.
- Accept personal responsibility for all decisions.
- Seek help when needed, not waiting until a crisis develops.
- Inform the advisor of important changes that directly affect academic performance.
- Discuss with the advisor any unsatisfactory academic performance and its implications in order to develop a program of action since the advising process is built on open and honest communication.
- Bring a current degree audit to each advising session.
ADVISOR RESPONSIBILITIES

- Assist the student in the development of their academic, professional, and personal goals.
- Provide accurate information about educational options, requirements, policies, and procedures.
- Maintain regular contact with students throughout the course of the student’s academic career.
- Active listening and shall be willing to help students engage in problem solving about such things as: study habits, academic progress or the personal goals previously established.
- Assist students in utilizing the services and expertise of both academic and student affairs professionals and other resource centers on campus.
- Act as an advocate for the student, in appropriate circumstances.
- Provide an advising delivery system that includes privacy, reasonable access, and appropriate record keeping.
- Refer students to appropriate campus resources to cope with personal problems beyond the scope of the advising relationship.
- Create a bi-directional, professional relationship between the advisor and advisee that promotes professional growth
- Stress positive strengths, abilities and skills of the advisee rather than focusing on the advisee’s limitations.

OUTCOMES

- Students will demonstrate the ability to make effective decisions regarding their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals/graduation. At the beginning of a student’s academic program he/she will assemble a written academic plan outlining personal and professional goals and a program of study for completing graduation requirements within four years of matriculation. This plan will be revised and updated as necessary throughout the student’s academic career.

CAMPUS RESOURCES

Academic & Career Services
Main Office: MSAB (Student Affairs) 140; Available M-F 8:00 a.m. – 5:00 p.m.
West Campus Office: WSTC (West Center) 131E; Available W,TH 10:00 a.m. – 2:00 p.m.
Phone: 308-865-8501
Web: http://www.unk.edu/ACS/academicadvising/;

Office of Financial Aid
Memorial Student Affairs Building
Email: finaid1@unk.edu
Phone: (308) 865-8520

Registrar’s Office
Founders Hall, M-F 8:00 a.m. – 5:00 p.m.
Phone: 308-865-8527
E-mail: UNKREGISTRAR@unk.edu

Counseling and Health Care – UNK Care Team
Phone: 308865-8248
Web: unk.edu/careteam

Disability Services
It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students with documented disabilities. To receive accommodation services, students must be registered with UNK Disabilities Services Coordinator, David Brandt, in the Academic Success Office, 163 Memorial Student Affairs Building, 308-865-8214 or by email brandtdl@unk.edu.

Additional Resources
For course and program descriptions and campus policies please review the Undergraduate Catalog. Available online at: http://www.unk.edu/academicaffairs.aspx?id=4052#UG
Advising Session Preparation

1. Why are you here at UNK? State your academic/professional goal: __________________________________________________________

2. Using your Undergraduate Catalog, outline your particular academic program’s courses in the following timeline table. Verify prerequisites/sequencing of courses.

3. Identify General Studies courses that interest you and align with your academic program and academic/profession goal. Schedule them in the timeline.

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<th>Year 1</th>
<th>Year 2</th>
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<tr>
<td>Fall 20__</td>
<td>Spring 20__</td>
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Key events to identify:

A. Which semester would be best to complete an internship?

B. Which semester would be best to study abroad?

C. Which semester would be best to attend the Career Fair as an observer?

D. Which semester would be best to attend the Career Fair as a job candidate?