

Parts of an Advising Syllabus

Compiled for Faculty Advising Workshop Aug. 16, 2012 at Berea College

Based on: Academic Advising: A Comprehensive Handbook. 2nd Ed. Gordon VN, Habley WR, Grites TJ, and Associates. 2008. John Wiley & Sons, Inc. San Francisco, California. Pp.94-99.

Title Page with Basic Identifying Information – institution, time period, course title

(Table of Contents) – This is in parentheses because it is listed in the book, but really? This thing is long enough to need a TOC? Seemed overkill to everyone at the longer advising workshop session.

Advisor's Name and Contact Information – office location, hours, etc.

Letter to Advisees – can be used to develop rapport and set tone of interactions. Could include introduction to you, goals, values, etc. (as well as other components of the syllabus integrated)

Definition of Advising – think of this as the course description. This is your opportunity to define advising as you see it.

Advising Resources – provide information regarding important resources (may be books, electronic links, people on campus, etc.)

Expectations and Responsibilities of Advisors and Advisees – This will help your advisee understand what you expect of them and what they can expect of you.

Student Learning Outcomes of the Advising Process – Ideally these outcomes can be measured in meaningful ways, rather than being broad, abstract outcomes that are difficult to measure.

Advising Calendar – Important dates your advisee should be aware of.

How to Prepare for an Advising Session – Specific directions for how your advisee should prepare prior to meeting with you.

Caveats – This is a section that you can use to put responsibility for an advisee's choices back on them- it can protect you from accusations of bad advice (that cost the student time in taking classes they "don't need"). The example given in the book (as written) is:

Please understand that I will not make decisions for you during our advising sessions. I will provide you with the most accurate information available to me, and we will work together to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility for knowing and fulfilling degree requirements rests with you.

Examples of Advising Syllabi: <http://www.nacada.ksu.edu/Clearinghouse/Links/syllabi.htm>