

Advising Syllabus
Berea College 2012-2013 Academic Year

Instructor	Advising Meetings
Sarah L. Hall, PhD Ext. 3599 (cell 859-494-5789, no later than 10pm) Sarah_Hall@Berea.edu Office: 214 Ag Bldg Office Hours: M W 3:30-4:30pm / Th 1-3pm (or by appt)	At least once during the two weeks before class registration within the office hours posted to the left, and whenever else during the semester you are in need of a meeting (ie. you are thinking about changing majors or wondering about summer research or internship opportunities, etc.)

Dear advisee,

Welp, here we are on a new and exciting journey during your time at Berea College. I am excited to get to know you and to learn about who you are, and I hope that I am able to help make your educational and life experience here as enriching as it can be. As your advisor, one of my main goals is to provide information regarding the vast options and resources available to you here so that you can make informed decisions, and so the logistics of "the system" are as pain-free as possible. That being said, I am new to the system too (I know, I can hear the sarcastic "oh boy, this'll be great..." - I would've said the same thing as a student myself.) So we will learn together and grow together. I will most definitely learn things from you, and perhaps you will pick up a few things during our time together. The good news is that I'm a quick learner, I'm detailed and organized (as much as we professors can be anyway, while juggling too many balls in the air...), and I do genuinely care about you and your growth while at Berea. This is such an exciting time for you, whether you have a clear vision of where your road takes you from here or you are unsure what is around the bend. Your journey is and will continue to be uniquely your own, and I thank you for allowing me to sit in the passenger seat (and maybe look at the map sometimes to help navigate) for this time. So, enough of that sappy stuff, now on to your questions of just who is this Sarah Hall...

I grew up about 25 minutes from the college campus (over near Waco). I have two older sisters (who have two and three kids each) and all of my family lives in the area. I went to college at Appalachian State (in Boone, NC) and then did my M.S. and Ph.D. at the University of Kentucky. I started teaching at Berea in the fall of 2011 and hope to be here for many years to come. I have a husband who works for the U.S. Forest Service in London, KY. We have two dogs, and enjoy spending lots of time outdoors- gardening, hiking, fishing, etc. My research interests are in restoration ecology- managing landscapes that have been disturbed by human activity to restore their ecological integrity. Ecology involves the study of interactions of organisms with their biotic (living) and abiotic environment. In essence, I see advising as similar to ecology in that it involves understanding your role within the Berea College community and the campus environment, and doing what I can to support positive interactions and growth. I look forward to hearing about you and your background and interests when we meet. You should also feel free to shoot me an e-mail prior to our first meeting to introduce yourself to me. It is my hope that this document, the advising syllabus, will provide clear guidelines and expectations, and that by following those, we should be able to use our time together in the most efficient way so we are able to get the nuts and bolts taken care of, but can also spend some time on the stuff that matters when it's needed. I look forward to our time together!

Sincerely,

Sarah (or Dr. Hall, whichever you prefer)

Are there others that should be on my list for you? Let me know!

Goals/Objectives for myself as your advisor:

- To get to know you as an individual and whole person
- To provide knowledge regarding college and community resources available
- To provide suggestions regarding course selection* that will keep you on track for graduation as well as other opportunities outside of class to tailor your college experience
- To be accessible and to be present
- To be an advocate for you when needed (based on your demonstrated abilities and values)
- To challenge you to go outside your comfort zone and explore new experiences as you learn and grow (to introduce opportunities that might open up new horizons)

*selecting courses is one important area where I can make suggestions and recommendations, but you are ultimately responsible for the decisions you make when registering. When you stray from the selections we have discussed, you should understand the impacts and possible consequences it may have in your overall education plan (and more specifically your ability to graduate within the four year window).

Learning objectives for you as advisee:

- To better understand the resources and opportunities available at Berea College and outside of campus, especially as they relate to your career after college
- To gain confidence and experience in navigating the Berea College system in order to successfully enroll in and complete courses
- To see the value in interactions with other members of the Berea College community who are different than you
- To think about your role and contribution to the broader community within and outside of Berea College

My expectations of you, the advisee (in order to meet the above objectives):

- **Schedule a meeting within two weeks of registration**- this means sending an e-mail with either a day/time within office hours, or three alternative times outside of office hours (there is a schedule posted on my office door that shows the current semester and my teaching schedule- obviously days/times that I am teaching are unavailable- you can check this first if you like)
- **Prior to a registration meeting**, you should run a what-if analysis. You should also come up with *two alternate schedules for the semester* (two sets of classes that work with each other) and bring a copy of those to the meeting. Your alternate schedules should be made up of courses that are indicated as being needed in your what-if analysis. You can use your curriculum plan in helping you make your alternate schedules.
- **When at a registration meeting, be present and active.** This means you should bring specific questions you have from your pre-meeting steps above, take notes that you can easily interpret after the meeting, etc.
- **Communicate.** This involves responding to me when I contact you (I will do the same when you contact me). In our first meeting you should let me know how you prefer to communicate. Options are Berea e-mail, personal e-mail, text, or phone. I prefer to communicate by e-mail but

I understand that may not be your preference and I am fine with that (you are welcome to reach me via phone or text also). Communication is a two-way street, and it also involves you letting me know if you are having trouble. If you are struggling and feel yourself getting buried and overwhelmed, come see me. There may be strategies or resources available that can assist you, but I can't direct you to those if you don't let me know something's up (and I'd rather hear it from you when you drop by or pick up the phone than by receiving a performance check...)

- **Use other people and resources** as you can to address your question(s) or problem(s). Other students, especially those who have been around a bit longer and were in your shoes before, are especially helpful, but other faculty members, labor supervisors, and your collegium can also be helpful. Just talk to them.

Useful Advising Resources

- **College Catalog and Student Handbook:** <http://www.berea.edu/cataloghandbook/>

This page has many useful links, including the most up-to-date **course catalog** as well as **curriculum guides** which show all the classes that need to be taken for each major:

<http://www.berea.edu/cataloghandbook/dpc/cguides.asp>

- **MyBerea** is where you register for classes, look at an unofficial transcript, etc.

<https://my.berea.edu/cp/home/displaylogin>

- **The Learning Center:** <http://www.berea.edu/learningcenter/> 106 Draper, phone 859-985-3404

The Learning Center can provide tools and resources to help you succeed in your classes, including peer tutoring and workshops. This is also where career development resources can be found including internship procedures and opportunities.

- **What-If Analysis (Type of Degree Evaluation):** (I intend to add link or directions/tabs/etc. regarding how to do this)

This is a computer procedure that you can run to find out what courses you still need according to the college curriculum. This should not be used alone but is one tool that can be used along with the curriculum guide and your transcript to help schedule courses that are needed to complete your degree.

Important Dates

Sept. 19 – Last day to withdraw from a course without WP/WF showing up

Oct. 24 – Last day to withdraw from a course

Oct. 16 – Midterm Grades Due

Oct. 22 to Nov. 2 – Meet with me to discuss courses for Spring and Summer 2013 (see expectations above)

Nov. 5-14 – Registration for Spring and Summer 2013

Dec. 11-14 - Finals