

# A D V I S I N G   S Y L L A B U S

2012 – 2013

ADVISOR:      Dr. Tracy M. Hodge                              OFFICE              Science 112  
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OFFICE HOURS:      MWF 2:00 – 3:00  
                                    Th 9:00 – 11:00

*Or by appointment.*

## What is Academic Advising?

Advising is more than just registering for classes. By navigating your way through the Berea College experience, you will develop skills in problem solving, critical thinking, and decision-making. Along the way, you will clarify your educational, career, and personal goals and develop a plan for meeting those goals. As your advisor, it is my job to support and guide you through this journey.

The learning objectives of academic advising are to help the student

- Understand the purpose and objectives of a liberal arts education;
- Define and develop a clear and realistic educational plan based on your goals, interests, and abilities;
- Develop decision-making skills and assume responsibility for your educational plans and achievements.

### Student Responsibilities

- ✓ Recognize the importance of academic advising;
- ✓ Seek out your advisor and making contact on a regular basis;
- ✓ Know the requirements of labor program, general education, and your individual degree program;
- ✓ Provide constructive feedback to me as your advisor;
- ✓ Prepare in advance for advising sessions;
- ✓ Take final responsibility for making your own decisions based on the best information and advice available.

### Advisor Responsibilities

- ✓ Be knowledgeable of and communicate college policy and the requirements of the curriculum, General Education, and academic and labor programs;
- ✓ Monitor your progress towards successful degree completion;
- ✓ Be available to meet with you on a regular basis;
- ✓ Assist you in finding appropriate institutional resources to promote success and engagement;
- ✓ Involving you in the academic and career planning processes and in exploring of options and resources.