



TEDU

Academic Advising Syllabus

ADVISOR DETAILS

Advisor:
Office:
Phone:
Email:

OVERVIEW

Academic advising is an essential element of the educational experience at TEDU and is intended to contribute to the academic success of students by focusing on their individual development and ensuring their academic work is monitored and supported. It is a partnership between you (advisee) and me (advisor) in which I will use my academic and professional experience, and knowledge of TEDU's programs, policies and procedures to enable you to plan and achieve your academic goals. However, it is your responsibility to complete all degree requirements.

ADVISOR ROLES AND RESPONSIBILITIES

As your academic advisor, here to academically guide you by:

- ✓ listening and helping you select elective courses that are in line with your academic background and strengths, your personal interests, and your academic and career goals,
- ✓ making every effort to answer your questions, regarding , curriculum, graduation requirements, and TEDU policies and procedures. If I cannot answer your questions about these points, I will refer you to someone who can,
- ✓ helping you assume increasing responsibility for your decisions and actions as your advisor NOT as your decision-maker,
- ✓ helping you explore connections between your career interests and your academic plans and skills,
- ✓ providing you with information about and strategies for using the available resources and services on campus,
- ✓ discussing your academic performance and its impact on your future goals,
- ✓ maintaining confidentiality,
- ✓ being available to work with you through individual appointments, telephone and email during regular business hours.

STUDENT ROLES AND RESPONSIBILITIES

As a student, you are advised to make the most of the advising process at TEDU by:

- ✓ regularly checking your TEDU email for important messages from the University. Use your TEDU email address to contact me and others at TEDU, to protect the confidentiality of your records,
- ✓ contacting me when you have an academic/professional question or concern,
- ✓ registering appropriately, knowing and meeting course prerequisites, meeting deadlines, and understanding and completing all degree requirements,
- ✓ coming prepared to each appointment by bringing any questions or materials you want to



- discuss,
- ✓ being responsible for making your own decisions,
 - ✓ locating and making use of resources and services on campus,
 - ✓ taking responsibility for your academic performance and accepting the challenges that courses provide,
 - ✓ being aware of your academic progress,
 - ✓ understanding that you are responsible for your educational plan and achievements.

YEARLY MEETING SCHEDULE

FALL SEMESTER

Introductory Meeting - 1 (Week 3-5 / In groups / Orientation)

Meeting - 2 (Week 10-14 / by appointment if requested by students/ Assessing academic progress and getting prepared for spring semester)

SPRING SEMESTER

Introductory Meeting - 1 (Week 3-5 / In groups / Going over the fall semester)

Meeting - 2 (Week 10-14 / by appointment if requested by students / Assessing academic progress and getting prepared for the upcoming academic year)

*Advisors are not appointed to students enrolled in ELS.