

Department of Psychology – Advising Syllabi

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Advising Office Hours: By appointment – sign-up on line at www.wsu.edu/psychology

Academic Advising Description/Definition

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2007)

At Washington State University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the WSU campus. Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at WSU. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Advisor Responsibilities – What You Can Expect

As your advisor you can expect to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and guide students as they define and develop realistic goals.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Provide students with information about and strategies for utilizing the available resources and services on campus.
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- Monitor and accurately document students' progress toward meeting their goals.
- Be accessible for meeting with advisees via office hours for advising, telephone, e-mail, or web access.
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.
- Maintain confidentiality.
- Assist students in working closely with their professors.

Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership.

You need to:

- Schedule regular appointments or make regular contacts during each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals.
- Organize school paperwork in a way that you can access them when needed.
- Complete all assignments or recommendations from your advisor.
- Gather all relevant decision-making information.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for decisions.

Expected Student Learning Outcomes for the Academic Advising Experience

- Demonstrate the ability to make decisions concerning their degree/career goals.
- Develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Demonstrate an understanding of the value of the general education requirements.
- Utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Make use of referrals to campus resources as needed.
- Be able to accurately read and effectively utilize a degree audit in their educational planning.
- Graduate in a timely manner based on their educational plan.

Demonstrating Your Achievement of Learning Outcomes

In order for you and your advisor to accurately measure and document that you have achieved the learning outcomes for academic advising, the two of you will develop an on-going portfolio of your advising work. This portfolio will consist of a variety of documents including your educational plan, your semester schedules, collaborative work done due to various referrals on campus, and a variety of documents that you and your advisor will develop together to demonstrate your achievement of these outcomes.

Assistance with Issues Involving Disabilities

Washington State University offers a variety of accommodations to students with disabilities based on appropriate documentation, nature of disability and academic need. In order to initiate services, students should meet with the Disability Resource Center – DRC (Ad. Annex 205) at the start of the semester to discuss reasonable accommodation. If a student does not request accommodation or provide documentation, the faculty or Professor is under no obligation to provide accommodations. You may contact the DRC at 335-3417. If you require modifications, it will be your responsibility to ask for them as needed.