

## **GENERAL ACADEMIC ADVISING SYLLABUS**

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**WEBSITE:** [http://www.soest.hawaii.edu/soest\\_web/soest.academics.htm](http://www.soest.hawaii.edu/soest_web/soest.academics.htm)

**OFFICE HOURS:** By appointment

**TEXT/MATERIALS:**

- University of Hawaii Catalog (online)
- University of Hawaii Registration Guide (online)
- SOEST Student Academic Services and Advising:  
[http://www.soest.hawaii.edu/soest\\_web/soest.academics.htm](http://www.soest.hawaii.edu/soest_web/soest.academics.htm)
- Advising Sheet for your major
- Planning Sheet

### **SOEST ADVISING MISSION**

SOEST values and promotes collaborative relationships between academic advisors, faculty advisors, and students to implement a personal education plan that is consistent with the student's goals.

### **DESCRIPTION**

Academic advising is a collaborative educational process between students and their advisors. Students and their advisors are partners in meeting essential learning outcomes, ensuring student academic success, and they collaborate to develop and achieve the students' personal, academic, and career goals. No circumstance is too great or too minor to investigate or discuss. We all learn from each other each and every day.

### **EXPECTATIONS**

#### **Advisor Responsibilities – What You Can Expect**

- Serve as your "Guide" while you're in SOEST.
- Understand and effectively communicate the curriculum, graduation requirements, 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 available resources and services on campus.
- Assist student with 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 through office hours for advising, telephone, email 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 to work closely with their professors/instructors.

#### **Student Responsibilities – What You Are Expected To Do**

- Check @hawaii.edu email regularly.

- Schedule regular appointments or make regular contacts with advisor during each semester.
- Complete all assignments or recommendations your from your advisor.
- Come prepared to each appointment with questions or material for discussion.
- Have your Advising Sheet and Planning Sheet completed to the best of your ability.
- Be a proactive learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Articulate your goals during advising sessions.
- Clarify personal values and goals and provide accurate information regarding your interests and abilities.
- Define short-term and long-term goals after reflecting on your values, interests, strengths, and challenges.
- Describe the connection between your goals and your values, interests, strengths, and challenges.
- Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future.
- Keep a personal record of your progress toward meeting your goals.
- Become knowledgeable about resources, policies, procedures and SOEST programs.
- Prepare, prepare, and prepare—YOU are accountable for your actions.

### **Advising Learning Outcomes for Students**

- Develop communication, decision-making, and problem-solving skills.
- Develop skills in locating and effectively using information and resources to help you achieve your goals.
- Understand the relationship between your classroom experiences and your academic, career, and personal goals.
- Understand the importance of including outside experiences outside of the classroom in your educational plan.