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## **Advisors in the Classroom**

**Issue:** Promoting the philosophy of advising as teaching can be facilitated by moving key components of the advising/teaching process into the formal classroom. The first-year course, offered on many campuses, is the perfect venue for delivery of such important information. This Action Plan outlines a prototype for such a model that could have broad-reaching applicability at many institutions.

**Goal:** To provide an intentional structure for students to interact with and learn from a supplemental academic advisor in a classroom setting and help facilitate a series of out of class meetings advisor meetings.

**Plan of Action:** To schedule 3-4 Academic Orientation Class sessions and related activities where a Supplemental Academic Advisor who is assigned to all learners in that section can provide instruction and distributed related assignments.

**Resources:** This will require the development of an advising syllabus (see attached), checklist for preparation for the 3 required out-of-class meetings (see Checklist: Meeting One) and a checklist of contents to be included in the academic advising portfolio (see attached draft).

**Evaluation:** The outcomes of this process will be evaluated at the end of the semester by the supplemental advisor. A rubric will be developed to measure dimensions such as following directions, preparation, engagement and follow-through for each student based on the 3 meetings.

In addition, class evaluations will include a sections related to the advisors effectiveness in the classroom and during out- of-class meetings.

The orientation class will include a graded component (50 pts.) for each of the 3 meetings. Students who arrive more than 10 minutes late, fail to show without prior notification or arrive unprepared will loose 10 points and be required to reschedule.

## **NOVA Advising Portfolio DRAFT**

- NOVA Advising Syllabus
- GSO 100 Syllabus
- Syllabus Essentials Worksheet
- Checklist: Preparing for NOVA Advisor Meeting 1
- LASSI Results
- Understanding How Your Financial Aid is Applied to Your Bill Assignment and related printoffs
- Academic Success Action Plan (ASAP)
- ECU Tutoring Schedules
- Tuesdays with the Counseling Center Workshops
- Creating Your Own Success worksheets
- Campus Involvement Assignment
- How Much Are You Paying For Your Education?
- Learning Strategies & Styles
- Test-taking strategies
- Mid-term grades
- Instructor Contact Assignment
- Checklist: Preparing for NOVA Advisor Meeting 2
- CARES Report
- Major Advisor's Office Location, Hours, and Advising Policy
- Curriculum Guide for selected major (if available)
- Preparing for Next Semester and Beyond
- NOVA Course Registration Form
- Important dates Add/Drop and Withdraw Dates for the Next Semester
- How a major is constructed
- GPA Calculation
- Advising Essentials handout
- Spring schedule of classes
- Checklist Preparing for NOVA Advisor Meeting 3

## NOVA Advising Syllabus Fall 2007

### NOVA ADVISOR CONTACT INFORMATION:

Lisa Cox, M.S.  
Turley 2  
(859)622-1047  
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**ACADEMIC ADVISING DEFINED:** Academic Advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. It fosters intellectual and personal development toward academic success and lifelong learning (NACDA, 2004).

**ROLE OF NOVA SUPPLEMENTAL ADVISORS:** NOVA supplemental advisors are responsible for tracking and monitoring your academic progress, while serving as a support person during your entire EKU experience. We are readily available to promote your academic success. Our comprehensive services include academic advising, financial aid consulting, personal, career and graduate school consulting, and knowledgeable referrals to appropriate campus resources.

**ADVISING PHILOSOPHY:** I believe our advising relationship should be one of mutual respect and trust where we work together to achieve your personal and academic successes. I am committed to fostering an environment which reflects, supports, and celebrates individual differences and builds upon your own unique strengths.

### REQUIRED MATERIALS:

- Advising Portfolio: This will be developed throughout the semester from assignments completed in your GSO 100 class.
- EKU Student E-mail Account: This is how I will communicate important information with you. Please check it regularly.

**ADDITIONAL ADVISING RESOURCES:** You can find the links different advising resources (including the **EKU Undergraduate Catalog** and **Colonel's Compass**) and additional academic policies and procedures on the Academic Advising and Retention website: <http://www.advising.eku.edu/firstyear/>

### GOALS OF NOVA ADVISING:

- To develop students who can access and utilize the tools and resources necessary to become advocates of their own educational experience.
- To develop students who come appropriately prepared for and actively participate in meetings with their advisor.
- To develop students who understand and appreciate the collaborative nature of the advising experience.

**DEMONSTRATING STUDENT LEARNING:** Your progress towards meeting the learning objectives will be evaluated through periodic meetings with your NOVA advisor and through your advising portfolio. Expectations and standards will be conveyed to you during your GSO 100 class and feedback about you progress will be given both verbally and in writing.

### ADVISOR EXPECTATIONS:

*Your NOVA supplemental advisor will make reasonable efforts to:*

- Demonstrate a genuine interest in your success as a student.
- Be accessible and responsive.
- Be knowledgeable and update regarding university policies, procedures and resources.
- Track and monitor your academic progress, intervening as necessary.
- Communicate learning and research opportunities, special assistance and support programming and campus events applicable to NOVA's diverse community of learners.
- Inform you of your responsibilities in the advising relationship and how to fulfill them.

#### **STUDENT EXPECTATIONS:**

*As a NOVA student you make reasonable efforts to:*

- Promptly respond to all communications from your advisor.
- Arrive on time and be prepared for advising appointments.
- Take personal responsibility for your learning, by giving careful consideration to realistic academic and personal goals and share those openly with your advisor.
- Follow through when referred to appropriate campus resources that will assist you in achieving your academic, personal, and career goals.

#### **IMPORTANT DATES:**

##### **August**

- 26** End of Add/Drop period: Last day to drop a course without a "W" appearing on the university transcript, last day to register for or add additional full-semester courses. Last day for full tuition refund.

##### **September**

- 21** Deadline for Meeting 1 with NOVA Advisor

##### **October**

- 13** Mid-term grades for all undergraduate students viewable online (EKUDirect/Student Services/Midterm Grades).
- 26** Last day to withdraw from full-semester classes or from the University.

##### **November**

- 6** Official academic advising begins for Spring 2008. Schedule to meet with your NOVA Advisor prior to scheduling with your Major Advisor.
- 20** Deadline for Meeting 2 with NOVA Advisor
- 26** Classes resume. Registration for continuing freshmen begins.
- 30** Official advising for registration ends for currently enrolled students.

##### **December**

- 12** Deadline for Meeting 3 with NOVA Advisor.

#### **NOVA ADVISING POLICIES & PROCEDURES:**

*Scheduling Policy:* The most effective and efficient way to schedule a meeting with any your NOVA advisor is by calling 622-1047 or stopping by the office located on the 2<sup>nd</sup> floor of the Turley House. In most cases we can arrange to see you within the next business day. If you feel that your situation needs immediate attention please inform the

clerical staff and we will make arrangement for you to meet with another NOVA professional as soon as possible.

**Cancellation Policy:** In the event **you** must cancel a meeting please call the NOVA office at 622-1047 as soon as possible! This ensures your advisor can be notified of the cancellation and the time can be made available for other students. If you are running late for your scheduled appointment please inform the office. If you are more than 10 minutes late you may be asked to reschedule.

In the event the **NOVA Advisor** must cancel a meeting, an attempt to give advance notice will be made, including a phone call and if no answer, an email sent to your ECU email account.

**Procedure Upon Arrival:** Upon arrival you should check in at our main office located at the top of the stairs on the second floor of the Turley House. Please inform the clerical staff of who you are coming to see and they will let your advisor know you are waiting.

### **IMPORTANT ACADEMIC POLICIES**

**FERPA:** *“The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended addresses the rights and restrictions regarding the maintenance, inspection, and release of student records.”*

- In other words it advises you of your rights related to the accuracy and privacy of your academic records. You can find the entire policy in the ECU Undergraduate Catalog or by following the link below:

[http://www.undergradstudies.eku.edu/catalog/20062007/notifications\\_federal.pdf](http://www.undergradstudies.eku.edu/catalog/20062007/notifications_federal.pdf)

**ACADEMIC INTEGRITY POLICY:** *“Students are advised that ECU’s Academic Integrity policy will strictly be enforced in all of your courses. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.”*

- It is **your** personal responsibility to be aware of and adhere to these policies.

**STUDENTS WITH DISABILITIES STATEMENT:** *“If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternate forms.”*

- If you feel that you may qualify for these services **please discuss this with your NOVA advisor.**

## Checklist: Preparing for NOVA Advisor Meeting One

One of the requirements of GSO 100 is to meet at least three times with your NOVA advisor. Each session will be worth a maximum of 50 points. The first meeting is an opportunity for you and your advisor to become acquainted with each other. In order to make this first meeting go as smoothly as possible you are being asked to complete some items in advance.

You may elect to complete these on your own or choose to complete them with the assistance of your Peer Leader. Below you will find a list of the items, along with instructions for completion and due dates:

- Complete the on-line Learning and Study Strategies Inventory (LASSI).** The instructions for accessing and completing this were provided in class. Your Peer Leader also has a copy.
  - <http://www.hhpubco.com/lassi/>
  - Make sure that you only complete it one time!
  - **After** submitting, print out your results.
  - You will be taking this assessment again near the end of the semester so please keep the LASSI instructions.
  - Due date: Monday August 27<sup>th</sup> or Tuesday August 28<sup>th</sup>.
  
- Complete the Transition to Campus Questionnaire (TCQ).**
  - <http://www.zoomerang.com/survey.zqi?p=WEB226M9YJMT9X>
  - **Before** submitting, print out your results.
  - Due Date: Monday August 27<sup>th</sup> or Tuesday August 28<sup>th</sup>.
  
- Complete the Understanding How Your Financial Aid is Applied to your Bill assignment (Financial Aid assignment one).**
  - This will be discussed and assigned next class period.
  - Due Date: Wednesday August 29<sup>th</sup> or Thursday August 30<sup>th</sup>.
  
- Once the above assignments have been returned, place the assignments in your Advising Portfolio.**
  - Bring the portfolio to your first NOVA Advisor meeting.
  - **Note:** Failure to bring any of the above materials to the meeting may result in having to reschedule the meeting and a loss of 10 pts. for the session.