

Advising Syllabus

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This syllabus was created to assist you with negotiating your transition to college and the escalating responsibilities of your academic career. You should refer to the calendars listed on One Stop (<http://onestop.uc.edu/calendars.html>) for important dates and deadlines each semester. Get in the habit of checking your student email account daily for valuable information from Lindner and UC.

Academic Advising at UC

Mission:

The UC Advising community engages and supports students through teaching and collaboration to achieve their academic, personal, and professional goals.

Vision:

The UC Advising community will advance a personalized educational environment in which:

- All students achieve their goals through exploration, reflection, and engagement.
- We are committed to inclusion, teaching, and lifelong learning.
- We are global leaders in advising practice, scholarship, and innovation.

PACE is what sets us apart

What does it take to have a meaningful career in business? In today’s connected world, success is primarily driven by who you are and how you act. Accordingly, we focus on the development of each student’s individual **Professionalism, Academics, Character** and **Engagement (PACE)** to ensure they can successfully pursue the personal and career goals they are passionate about.

- **Professionalism:** Students will acquire and refine the soft-skills necessary to effectively lead and perform in business and social situations.
- **Academics:** Students will gain a breadth and depth of knowledge of business functions and general education, developing and applying strong analytical and problem-solving skills.
- **Character:** Students will build a solid base of the mental and cultural competencies necessary to contribute to their organizations, professions, and the global community.
- **Engagement:** Students will understand the importance of commitment to and active participation in experiences valued to their professional fields and for personal growth and development.

As academic advising is a collaborative teaching relationship among academic advisors and students, it is important to understand the key responsibilities each has in the advising relationship.

Advising Specific Expectations	
What we expect from you:	What you can expect from us:
<ul style="list-style-type: none"> • Attend appointments and/or make email contact with your advisor each semester; • Come prepared to each appointment with questions or material for discussion; • Ask questions if you do not understand an issue or have a specific concern; • Complete all “to dos” or recommendations from your advisor; • Gather all relevant decision-making information; • Become knowledgeable about Lindner programs, policies and procedures; • Accept responsibility for your decisions. 	<ul style="list-style-type: none"> • Provide academic support to ensure successful progression to graduation; • Explain academic policies and procedures; • Encourage and support development of the skills necessary to attain educational plans; • Provide information and strategies for using University resources and services; • Monitor and accurately document progress; • Collaborate to ensure academic success; • Collaborate to facilitate comprehensive student support; • Maintain confidentiality pursuant to FERPA; • Support PACE tenets in each student’s development.

FRESHMAN YEAR

Your responsibilities as a student:	Our responsibilities as advisors:
<ul style="list-style-type: none"> • Register for appropriate courses, including math and English; • Develop an understanding of PACE — Lindner’s innovative, experiential and holistic approach to business education; • Build your portfolio of experiences through extra- and co-curricular opportunities; • Attend and participate in all of your courses; • Report all previously earned credit to UC and confirm awarding of Advanced Placement, International Baccalaureate or Post-Secondary credit with your advisor; • Approach faculty when you have questions and concerns; • Familiarize yourself with UC and Lindner policies; • Explore majors and minors of interest; • Enroll in BA1080 Career Success Strategies in Spring Semester and explore internship and co-op possibilities. 	<ul style="list-style-type: none"> • Teach student the basics of the registration system; • Introduce PACE and Lindner learning objectives; • Provide documents and resources regarding curriculum and requirements; • Introduce campus resources in and outside of Lindner; • Conduct group advising sessions through Business Pathways and meet individually with students; • Introduce degree audit report and curriculum guide; • Point out campus and other resources on academic integrity; • Inform student of the range and scope of experiences available; • Encourage student to emphasize professional development.

SOPHOMORE YEAR

Your responsibilities as a student:	Our responsibilities as advisors:
<ul style="list-style-type: none"> • Meet with Lindner International Programs to explore study abroad; • Develop your plan for Lindner Professional Experiences including internships or co-ops; • Come prepared to advising meetings—bring questions, concerns, projected schedule, and your degree audit; • Explore connections between your interests, strengths and potential career. • Finalize major and possible minor selections. 	<ul style="list-style-type: none"> • Connect student to appropriate resources (Lindner Career Services, International Programs); • Explain pre-requisite coursework and prioritization of upper core and major courses; • Assist student in understanding the ramifications of how current decisions affect future professional goals.

JUNIOR YEAR

Your responsibilities as a student:	Our responsibilities as advisors:
<ul style="list-style-type: none"> • Monitor your degree audit and create a graduation plan; • Follow prerequisite structure to register appropriately and maintain progress with major courses; • Research career options and graduate programs; • Network in your field; • Ensure faculty and professional references; • Enroll in BA 3080 Business Professionalism and Character and update the Handshake jobs portal. 	<ul style="list-style-type: none"> • Check student’s academic progress during meeting times; • Provide student with projected course offerings to ensure appropriate scheduling; • Make appropriate referrals to pre-professional advising, graduate programs, Lindner Career Services, etc.; • Discuss applicable elective choices within the major.

SENIOR YEAR

Your responsibilities as a student:	Our responsibilities as advisors:
<ul style="list-style-type: none"> • Meet with advisor to contract to graduate six months prior to planned graduation; • Complete online application for graduation in Catalyst; • Begin job search process six to eight months before graduation. 	<ul style="list-style-type: none"> • Complete graduation contract with student, ensuring timely certification.

Reminders:

- * Advising appointments are scheduled through Starfish Connect.
- * Balance your school commitments with your other commitments and extra-curricular activities.
- * Plan enough study time to do well in your classes. The average expectation is that you will spend two hours per week per credit hour outside of class engaged in the course content for every hour spent in class.