

Academic Advising:

Advisor Expectations

Given that academic advising is a shared responsibility between advisor and advisee for a positive productive experience, there should be clear expectations. For advisors, these include:

1. Available/accessible
 - keep regular, predictable office hours and be available upon special request
 - communicate office hours and preferred means of being contacted clearly and consistently to advisees as well as to students in enrolled in their classes
 - communicate clearly and effectively and interact from time to time with students outside the classroom
2. Knowledgeable/helpful
 - consult effectively as a resource agent, interpreter, liaison, and educator
 - promote cognitive skills in problem solving, decision-making, and critical thinking with respect to present and future choices
 - communicate effectively the curriculum, graduation requirements, and college policies and procedures
3. Personable/approachable
 - demonstrate respect, civility, and courtesy in interactions with students
 - know advisees by name and take personal interest in their experiences, progress, and development
 - endeavor to help students to feel at ease and welcomed when meeting with the advisor
4. Counselor/mentor
 - mentor advisees who come for advice, counsel, and guidance
 - assist and coach advisees in working closely with their other professors
 - listen actively and empathically; respond in a non-judgmental manner
 - serve as a mature model of an educated person
 - maintain appropriate confidentiality, understanding that student's academic and personal information is not to be shared with parents and other non-college persons without the student's written permission

Advisee Expectations

The expectations of advisees demonstrate the shared nature and responsibility of a successful advising process:

1. Respectful/Positive
 - foster a meaningful, respectful, and positive relationship with the advisor
 - meet the advisor promptly at the appropriate times and arrive at the advising appointments prepared to assume significant responsibility for the session's purpose and outcome
2. Cooperative/Motivated
 - provide the advisor with accurate information regarding academic interests and abilities
 - clarify actively one's own personal qualities, skills, abilities, values, and goals that inform academic choices
3. Knowledgeable/Inquisitive
 - develop knowledge about the college's academic policies, systems, and procedures
 - utilize available resources and services
 - display an inquiring nature by asking thoughtful questions
4. Responsible/Conscientious
 - keep a personal record of progress toward meeting academic goals
 - accept responsibility for decisions and actions (or inactions) that affect educational progress and goals