

ACADEMIC ADVISING SYLLABUS

University of California Davis

Economics, History & East Asian Studies Advising Center

2216 Social Sciences and Humanities Building

Contact Information:

- (530) 752-9241
 - Economics: ecnuqadvisor@ucdavis.edu
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Goals and Objectives of Academic Advising

The goal of academic advising is to help you shape a meaningful educational experience. The elements of that education include your classes, your co-curricular activities, your work, and your personal experiences. Through ongoing reflection and discussion, with your interests and goals in mind, you will integrate all the elements of your college experience so you can make the most of your education. You need to be actively engaged in the process of defining your academic goals, and sharing those goals with your adviser in a series of conversations that extend over your entire undergraduate years.

Advisee Responsibilities

- Learn about program requirements, university resources and campus procedures.
- Have a computer and paper filing system for keeping track of advising related materials.
- Come prepared to advising meetings with your advising records and take notes.
- **Take ownership of your education.**
- Make use of campus resources.
- Ask questions that are important to you.
- Seek assistance when concerns arise.
- Identify current educational goals and connect those to actions.

Adviser Responsibilities

- Be knowledgeable about program requirements, university resources and campus procedures.
- Provide a safe and understanding space to listen to your concerns and respect your individual values.
- Provide support in defining academic, career and personal goals.
- Assist in creating an educational plan that is consistent with your goals.
- Provide referral to relevant campus resources.
- Think about you as a whole person.

Meeting with your Adviser

1. Appointments are scheduled by calling (530) 752-9241, emailing, or using the appointment system. Appointments are scheduled for 30 minutes. If you are unable to keep your appointment, please call (530) 752-9241 to cancel or reschedule as early as possible.
Mandatory Advising for 2nd year and 4th year students.
2. Drop-In Advising – If you need assistance with a quick question, you may drop by for a short meeting of 15 minutes or less.

Required Materials and Resources

- UC Davis General Catalog <https://ucdavis.pubs.curricunet.com/Catalog/>
- Academic Calendar <http://registrar.ucdavis.edu/calendar/>
- Final Exam Schedule <https://registrar.ucdavis.edu/regISTRATION/schedule/finals.cfm#FinalExams>

- Online Advising Student Information System (OASIS) <https://students.ucdavis.edu/home.aspx>
- Degree Requirement Checklists
- First Year as an Aggie Handbook
- UCD email account <http://email.ucdavis.edu/>
- Department Blog/Newsletters/Facebook

UC Davis Learning Outcomes

- Develop effective communication skills: Written, oral, interpersonal, group.
- Develop higher cognitive skills: Critical thinking, creativity, analytical ability.
- Cultivate the virtues: Ethics, responsibility, honor, tolerance, respect for others, empathy.
- Develop focus and depth in one or more disciplines.
- Develop leadership skills: Ability to stimulate and direct collaborative learning and collaborative action.
- Develop a global perspective: Broad intellectual and cultural experience through active engagement, an understanding of the interactions among the individual, society, and the natural world.
- Prepare for lifelong learning: Independent thinking and learning, learning to find information, asking the right questions.

Advising Outcomes

First Year Students

- Students understand advisor/advisee responsibilities.
- Students can explain the different purposes of GE and Major classes.
- Students know what campus resources are available.
- Students know who advises them on different requirements
- Students understand several ways that going to office hours and connecting with faculty can be useful.
- Students understand the importance of the course syllabus.
- Students will develop a plan for their first year (academic or goal based).

Second Year Students

- Students understand benefits of campus and departmental engagement (options like research, internships, independent study, and study abroad opportunities available in their program).
- Students know what support services are available on campus and can explain how they will use them to prepare for what happens after graduation.
- Students will understand coursework and co-curricular activities as ways to learn/improve skills as well as develop content specific knowledge. Students have assessed transferable skills and made plans for growth.
- Students will develop a resume.

Third Year Students

- Students know what support services are available on campus that will help them identify opportunities related to career interests or goals.
- Students know how to find internships, service or volunteer opportunities related to their career interests, or development goals.

Fourth Year Students

- Students have started planning for their transition out of college by engaging with campus resources.
- Optional - students will meet with an advisor when they have completed their engagements.