Advising Syllabus for School of Communication Transfer Students

In the School of Communication, students and advisors collaborate to create individual educational plans. Our academic advisors are here to provide students with the information they need to plan for their personal, educational and professional goals. This is a partnership that requires participation and involvement from both the advisor and the student. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful. The purpose of this syllabus is to show you how to participate in the advising process at each step along the way.

School of Communication Advisement Center Contact Information:

Office: Fell Hall 450
Phone: (309) 438-7080
Email: com_advisement@ilstu.edu
Website: www.communication.illinoisstate.edu/

Appointments: Advisors in the School of Communication are dedicated to advising students on a face-to-face basis. Therefore, we avoid email and phone advisement. Also, all advisement is by appointment only. Call the phone number listed above to schedule a face-to-face appointment with your advisor.

Note: The SoC only advises Communication majors that have earned more than 24 credit hours. If you have less than 24 credit hours, you are advised in University College.

ISU Advising Mission Statement:

Academic Advising at Illinois State University is an integral part of the educational process. Working in partnership with advisors, students not only learn about their curriculum, but also, academic policies, procedures, and university resources that help them to pursue their individual educational goals.

Expected Learning Outcomes:

Through the academic advising experience from the School of Communication, you will:

- demonstrate the ability to make effective decisions concerning your degree and career goals
- develop an educational plan for successfully achieving your goals
- select courses each semester that fulfill your educational plan
- use the resources and services on campus to assist you in achieving your academic, personal, and career goals
- graduate in a timely manner based on your educational plan and personal goals
SoC Advisor and Advisee Roles and Responsibilities:

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<tr>
<th>SoC Advisors (What you can expect):</th>
<th>SoC Students (What you are expected to do):</th>
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<tbody>
<tr>
<td>• Understand and effectively communicate the curriculum, graduation requirements, and the SoC policies and procedures</td>
<td>• Schedule regular and timely appointments with your advisor and be punctual for all appointments</td>
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<td>• Encourage and guide you to define and develop realistic goals</td>
<td>• Determine and be able to articulate personal values and goals to your advisor with accurate information regarding your interests and abilities</td>
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<td>• Encourage and support you in gaining the skills to develop a clear and attainable educational plan</td>
<td>• Keep a personal record of progress toward meeting goals by maintaining a personal academic planner and portfolio</td>
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<td>• Provide you with strategies for using the resources and services on campus</td>
<td>• Check the &quot;Progress Towards My Degree&quot; section on iCampus each semester to verify progress toward graduation (i.e., Gen. Ed. classes, major/minor classes, BA or BS requirements, foreign language requirement, etc.) and assume responsibility for meeting academic requirements</td>
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<td>• Monitor and document progress toward meeting academic goals</td>
<td>• Come prepared to each appointment with questions and materials (i.e., Course Catalog, Plan of Study, etc.)</td>
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<td>• Assist you in gaining decision-making skills and tools to assume responsibility for your educational plans and achievements</td>
<td>• Make every effort to register on your designated registration date</td>
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<td>• Provide an encouraging and supportive environment for you to share your goals, concerns, and interests</td>
<td>• Seek advisement when having academic difficulty in your major, with general education courses, or when there is an anticipated disruption to academic plans</td>
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<tr>
<td>• Maintain confidentiality</td>
<td>• Become knowledgeable about the School of Communication programs, policies, and procedures</td>
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<td>• Uphold the values, policies, and procedures of the School of Communication, the College of Arts and Sciences, and Illinois State University</td>
<td>• Read all University and SoC communication and respond when required</td>
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<td>• Assume responsibility for all decisions and actions which may impact academic and career options</td>
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Disability Concerns:
Any student needing to arrange a reasonable accommodation for a documented disability should contact Disability Concerns at 350 Fell Hall, 438-5853 (voice), 438-8620 (TTY).
Use the following checklists to help guide you through your time at ISU:

**First Semester at Illinois State:**
- Utilize Illinois State's [Transfer Student Resources](#) for a smoother transition
- Understand the SoC student and advisor roles and responsibilities (see above) and the advising and academic policies and procedures
- Understand your overall graduation requirements (including [Illinois Articulation Initiative/IAI general education](#), major requirements, and, where appropriate, [teacher education](#) requirements)
- Learn to use print and electronic academic resources such as the [undergraduate catalog](#) and [iCampus](#) (including [Course Registration](#) and [Progress Toward My Degree](#))
- Read through the SoC [Advising FAQs](#) to find answers to common questions
- Get to know your advisor through the SoC [Advisor Profiles](#)
- Develop/refine your plan of study with regard to degree program continuance, general education, and other graduation requirements using the Major Planning Tools available for Communication majors
- Discuss your on-going academic performance with your instructors and advisors
- Explore academic and non-academic support resources such as [University College](#), the [Office of Disability Concerns](#), [Milner Library](#), [Julia N. Visor Academic Center](#), [Financial Aid](#), [Student Counseling Services](#), and [Student Health Services](#)
- Understand classroom technologies such as [Blackboard](#) and [Clicker](#) usage
- If you are undecided about your major, explore major and sequence options at [Find Your Major](#)
- Understand how the [75 Hour Policy](#) impacts you
- Check out participation options at the [Registered Student Organization (RSO) website](#) and the Student Involvement Center office
- Get involved in the SoC by participating in our [Student Organizations](#)
- Get involved on campus through participating in an RSO, volunteering in the community, and/or attending performances, lectures, or other campus events
- Explore opportunities for [Study Abroad and National Student Exchange](#), and the [Honors Program](#)
- Recognize how academic and personal choices and actions can impact your future

**Second Semester at Illinois State:**
- Review your academic performance and determine whether you are on track for achieving your major and career goals
- As needed, engage in methods for improving your academic performance, such as meeting with your instructors, attend [Visor Center tutoring and workshops](#), and/or participate in [Project Success](#)
- Visit and explore career planning resources and activities available at ISU’s [Career Center](#)
- Get to know the [SoC faculty](#) and courses
- Explore the [SoC International Studies Programs](#) and decide if a Study Abroad would be right for you. Meet with your advisor to see how it would fit into your plan of study.
- Begin exploring options for [internships](#). Set up an appointment to meet with the SoC Internship Coordinator.
- Become an active citizen on campus and in your community by getting involved in [Civic Engagement and the Political Engagement Project](#)
- Look into [Summer School](#) courses if necessary
### Third Semester at Illinois State:
- Regularly review your Progress Toward My Degree on [iCampus](#) and meet with your advisor to refine your plan of study.
- Prepare for future goals by selecting and participating in appropriate outside of class experiences, including internships, research, volunteer work, and leadership positions and involvement in student organizations.
- Explore your options for [independent studies and undergraduate teaching assistantships](#).
- Relate academic coursework and experiences to your post-graduation plans by working with your department/school and the [Career Center](#) to develop a resume.

### Fourth Semester and Beyond at Illinois State:
- Regularly review your Progress Toward My Degree on [iCampus](#) and meet with your advisor to ensure you are on track to meet your graduation goal.
- Relate academic coursework and experiences to your post-graduation plans by working with your department/school and the [Career Center](#) to: 1) develop a resume, and 2) explore employment and/or [graduate school options](#).
- Clear any graduation deficiencies. Plan to meet with your advisor if you need assistance or have questions.
- Look into [Summer School](#) courses if necessary to get ahead or to catch up.
- If appropriate, complete applications for academic programs such as teacher education, and [Honors Program](#) designations.
- Apply for [graduation](#) in a timely way and plan in advance for [commencement](#).
- Explore the [SoC Alumni website](#) so you can stay in touch and keep up to date on advancements in the SoC.
- Join the [ISU Alumni Association](#) to keep up-to-date on exciting things happening at Illinois State!
Please complete this form and return it to the Advisement Center Assistant prior to your first appointment with your SoC Advisor.

This Advising Syllabus will act as a contract between you and the SoC Advising Team. This contract page is meant to ensure that you have read through the syllabus and understand the roles and responsibilities you must uphold in order to have a successful advising partnership with your SoC advisor.

After reading the above syllabus, read and initial each statement below to prepare yourself for advisement in the SoC:

_____ I am responsible for my graduation requirements, including my major and my minor. I must work in collaboration with my academic advisor to monitor my progress. I know that I am responsible for my success.

_____ I am responsible for checking the iCampus “Progress Towards My Degree” on a regular basis and identifying and researching any issues that may arise. I can also check my catalog year on iCampus.

_____ I am responsible for choosing a B.S. or B.A. degree. I understand for a B.S. degree, I must complete a class in Science, Math, or Technology from an approved list (this is a course beyond the Gen. Ed. requirements). For a B.A. degree, I must complete foreign language courses through LAN 115 (this is a course beyond the College of Arts and Sciences foreign language requirement).

_____ I must have 120 university hours and 42 senior hours (200/300 level) to graduate from ISU. I must also observe the senior level requirement for my major.

_____ I may transfer no more than 66 hours to ISU from other institutions. All community college transfer courses count as 100 level classes.

_____ Depending on my major and catalog year, I am responsible for declaring and completing a minor.

_____ I am responsible for talking to an advisor in my minor. My minor advisor is responsible for helping me with minor requirements, overrides, questions, etc.

_____ I am responsible for taking classes in the sequence that is provided in my catalog (prerequisites, etc.)

_____ Overrides are not given into courses that are fully enrolled without consent of the instructor

_____ I must attend and be punctual for all appointments with my academic advisor. If I miss my appointment during registration without giving ample notice to the Advisement Center staff, I understand I will not be able to make another appointment until the end of the registration period and I will be put on a “no show” list. If I am more than 10 minutes late, I will have to reschedule at the end of the semester.

I have read and understand the above syllabus and statements. I agree to the roles and responsibilities to uphold my end of the advising partnership.

____________________________________________________  ______________________________
Student Name (print)                                      UID Number

____________________________________________________  ______________________________
Student Signature                                       Date