

# Advising Syllabus, 2009-2010

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(608) 265-5460 for appointments in all locations

[www.ccas.wisc.edu](http://www.ccas.wisc.edu)

## **Main office:**

10 Ingraham Hall, hours: 8:00a.m.–5:00 p.m. Monday–Friday

## **Residence Hall offices:**

Hours vary

Chadbourne Residential College, Room 101B

Witte Hall, Room 117/118

Ogg Hall, Room 1201A , also serving Smith Hall

Sellery Hall, Room 37

Bradley Hall, 1st floor, serving the Lakeshore area

## **The Exploration Center for Majors & Careers (EC):**

6 Ingraham Hall, hours: 9:00am-4:00pm, Monday–Friday, (608) 265-4497

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## **CCAS ADVISING PHILOSOPHY:**

At CCAS, our role is to help you find the information, self-knowledge, and experiences that will move your life in the directions you choose. CCAS advisors will not “prescribe” answers or programs to you. We encourage you to find academic areas that you enjoy and do well in. Extracurricular experiences are integral to career and academic development, and we encourage you to seek opportunities outside of the classroom. We believe academic advising is a collaborative process, and ultimately, you – the student – are responsible for your educational experience.

## **EXPECTATIONS OF STUDENTS:**

Your CCAS Advisor expects you to:

- schedule regular appointments and/or contacts during each semester
- come to appointments prepared with questions and/or topics to discuss
- accept responsibility for your decisions and actions
- be open to developing and clarifying your personal values and goals
- research college programs, policies, procedures, and opportunities as appropriate
- keep a record of your academic progress and goals
- be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary)

## **EXPECTATIONS OF ADVISORS:**

You can expect your CCAS Advisor to:

- understand UW-Madison degree requirements, and effectively communicate them
- provide a safe space in which to share your thoughts, aspirations, concerns, and interests
- provide resources and referrals
- listen carefully to your questions, concerns, and confusions
- maintain confidentiality
- encourage and support you as you gain the skills and knowledge necessary for success
- assist you in making course and major decisions

## **RECOMMENDED ADVISING RESOURCES TO REVIEW:**

Cross-College Advising Service online: [www.ccas.wisc.edu](http://www.ccas.wisc.edu)

UW-Madison's Advising Toolkit: [www.learning.wisc.edu/advising](http://www.learning.wisc.edu/advising)

## **ADDITIONAL RESOURCES RECOMMENDED TO YOU:**

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## **SAFE ZONE**

CCAS advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

## YOUR TWO-YEAR ADVISING CALENDAR

### Summer 2009

When	What
At SOAR	Meet your CCAS Advisor and plan for Fall semester

### Fall 2009

When	What
9/1	CCAS Freshman Orientation (required)
9/2 thru 9/9	Walk-in advising available for quick questions
9/9	<b>1<sup>st</sup> Drop Deadline (final drop deadline is 10/30)</b>
October	<b>October is Advising Month!</b> Make individual advising appointment for longer discussions and planning.
10/ 21	<b>MAJORS FAIR!</b> Meet & talk with 100+ depts. and programs. Free food! Great Hall, Memorial Union, 3:30-5:30
September- November	Begin to think about what you'd like to do after graduation. Visit the Exploration Center to meet with a career advisor, join a career workshop, explore your options!
10/30	<b>DROP DEADLINE</b>
Early November	<b>Required</b> Pre-Enrollment meetings for Freshman
November/December	Walk-in & group advising in Residence Halls
November/December	Enroll online

### Spring 2010

When	What
January	Consider your 1 <sup>st</sup> semester – Are your interests developing? Are you on the right path? Do you need to meet with an advisor to discuss/clarify?
1/19 thru 1/27	Walk-in advising available for quick questions
February – April	Meet with a career advisor in the Exploration Center, or participate in a workshop to explore your career interests and options.
1/28	<b>1<sup>st</sup> Drop Deadline (final drop deadline is 3/25)</b>
March	<b>March is Advising Month!</b> Make individual advising appt. to discuss areas of interest, strengths and goals.
3/25	<b>DROP DEADLINE</b>
March/April	<b>Spring Advising Fair!</b> Advisors from all across campus!
April	Walk-in & group advising in Residence Halls
	Withdraw deadline:
April/May	Enroll online

### Summer 2010

Research, experience, and explore: considering your first-year outcomes, what else do you need to know to move forward? Consider internships, employment, travel, reading, informational interviews, volunteering, and more to clarify your interests and goals.

### Fall 2010

When	What
9/2	Instruction begins
9/2 thru 9/15	Walk-in advising available for quick questions
September	Develop a tentative timeline for gathering information and making decisions. Start narrowing your options.
September - October	Attend career, job, and graduate/professional school fairs to network and conduct research.
Sept. - November	Visit the Exploration Center; continue your career planning.
October	<b>October is Advising Month!</b> Make individual advising appt. to discuss strengths, goals, and additional research needs. Develop a timeline for decisions.
November 5	<b>DROP DEADLINE</b>
November/December	Enroll online, Walk-in & group advising in Residence Halls

### Spring 2011

When	What
1/18 thru 1/26	Walk-in advising available for quick questions
March	<b>March is Advising Month!</b> Make an advising appt. to discuss timeline, strengths and goals. Narrowed to stay on four-year plan.
February – April	How do your interests match the world of work? Visit the Exploration Center to develop your career plans.
April	Enroll online; Walk-in and group advising in Residence Halls

## OBJECTIVES &

### EXPECTED STUDENT OUTCOMES of ADVISING RELATIONSHIPS

Below are broad issues students typically face during college. Discuss ways you can achieve these outcomes with your academic and/or career advisor.

#### First Year

- Explore your academic and career interests
- Explore interpersonal factors (interests, personality) related to academic and career goals
- Make sound decisions regarding campus choices
- Use multiple resources to maximize your undergrad experience - advisors, student orgs, study groups, volunteering, electives, etc.
- Clarify your personal values, especially as they relate to academic and career choices
- Assess your skills and strengths

#### Second Year

- Consider narrowing your interests or studying one of them in more depth
- Meet with an advisor in the major(s) that you're considering
- Continue assessing your skills, strengths, and interests
- Explore connections between your interests and strengths and potential careers
- Arrange for experiences that will help you clarify your goals and interests, including part-time employment, meeting with faculty and staff, shadowing a professional in a field of interest to you, studying abroad, volunteering, or internships

#### Third Year

- Make decisions – it's a lifelong skill!
- Discover how your interests and skills apply to the world of work
- Research multiple career options to find best fit
- Network with at least three people who work in a field of interest to you
- Identify education and/or additional skills you'll need to attain employment or training in your field (is grad school for you?)
- Be able to articulate what you're studying and why

#### Fourth Year

- Research employment or grad school options and start applying
- Understand skills employers and grad schools seek
- Be able to market your skills and education to employers
- Continue networking
- Continue assessing your options

