

Advising Partnership Plan

Contact Information:

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Office Hours: [filled out for the given semester]

Office: Steiner 309

Phone / Voicemail: 269-4764

Note : Advisees are expected to check their e-mail regularly, as this will be our main way to contact each other. During the school week, you can expect a 24-hour response time to e-mails and voicemails and a slower response time during weekends, holiday breaks, and other announced time periods (e.g., leaves and travel to conferences, etc.) During the latter times, e-mail is more effective than voicemail.

Description of Advising Relationship

Advising at Grinnell College is more than simply determining which classes a student needs in order to graduate. Rather, it is a collaborative process through which we will navigate Grinnell's open curriculum and rich field of learning opportunities. Our goal is not to merely get you through this journey, but to make it as splendid, meaningful, and transforming as possible. For this process to be successful, you must accept responsibility for your own education by setting goals and making your own choices. I cannot do these for you. However, I will be a sounding board, provide you with alternatives, and offer advice at your request.

Advising Goals and Objectives

We will work together as a team to meet the following goals and objectives:

- Plan a program of study that provides you with a strong liberal arts foundation to support your current and future academic, professional, and personal goals.
- Be reflective about our roles and responsibilities in our local and broader communities and cultures.
- Identify opportunities to help you meet your academic and professional goals.

Office Hour Protocol

It is important to me that I am able to give you my full, undivided attention during advising sessions and that you are able to get a timely appointment when you need to meet with me. The following protocol will ensure both:

- If the listed office hours of a given semester conflict with your *weekly* schedule, it is *your responsibility* to let me know during the *first two weeks* of the semester. I will make every effort to adjust my office hours so that there will always be at least one time period during our regular weekly schedules that we can meet as needed. I will send out the office hours during the first few days of each semester via e-mail.

- However, if you need to meet with me at another time (because of an urgent matter or a conflict in your schedule that particular week) don't hesitate to make an appointment with me.
- An office hour sign-up sheet is posted outside of my door (dividing the available times into 20 minute time-slots)
- To ensure a meeting at a given time, fill in your name
- You do not *need* a prior appointment to meet with me during office hours. However, it is on a first come-first serve basis. Signing up before-hand is the only way to *guarantee* a time. This is especially important during particularly busy times of the year (e.g., pre-registration, midterms, etc.)
- Additional office hours will be posted as needed to accommodate these particularly busy times.
- *Do not show up to my office outside of office hours without an appointment (unless it is a true emergency, then please don't hesitate!)* I (like all of your professors) work in my office preparing for classes, grading student work, doing committee work, working on my own research and meeting with other students and advisees. I set aside specific times to do these tasks (a practice I recommend for students as well.) I ask that you respect these time commitments as I will respect yours.

Resources: [these will be links on my website]

- Grinnell College and a Liberal Arts Education
- Philosophy: The Subject and Profession
- Neuroscience: The Subject and Profession
- After Grinnell: Your Partnership with the Career Development Office
- After Grinnell: Opportunities of Interest to Philosophy Majors
- After Grinnell: Opportunities of Interest to Neuroscience Concentrators