

## Advising Syllabus

### Animals and Imagination, Fall 2010



Advisor:

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Office: ARH 231D

Office Hours: Mondays 11-noon, Tuesdays and Wednesdays 10-11, and by appointment

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#### ***Goals of the Advising Relationship***

Advising is the shared commitment between the advisor and advisee to construct the best possible liberal arts experience for the advisee. While each advisee and each advisor are unique individuals, we should share some common understandings about the basic goals of advising. These goals include:

1. ensuring that you succeed academically;
2. that you are informed about academic policies and procedures at Grinnell;
3. that you are aware of the many opportunities that await you, both curricularly and extra-curricularly;
4. that you learn how to communicate effectively with your professors, your fellow students, administrators, staff members, and others whom you will come to know at Grinnell.
5. that you have the resources to resolve problems that may affect your studies at Grinnell;
6. that you find a way to develop your ideals and aspirations while navigating the realities of the college experience.

## ***Roles of Advisor and Advisee***

In order to achieve these goals, we both have responsibilities to one another.

| <i>Advisor</i>  | <i>Advisee</i>   |
|---|--|
| <ul style="list-style-type: none"><li>- I will be available to you, within the limits of reasonable expectations.</li><li>- I will keep appointments with you.</li><li>- I will be as well informed as I can be about resources for you, deadlines you must meet, requirements you must fulfill, opportunities you should explore.</li><li>- I will provide a rationale for my advice that you can understand.</li><li>- I will be attentive to your unique interests, needs, goals, and commitments.</li></ul> | <ul style="list-style-type: none"><li>- You will seek advice when you need it and respond to my inquiries.</li><li>- You will respect my schedule and keep your appointments with me.</li><li>- You will be as well informed as you can be about resources for you, deadlines you must meet, requirements you must fulfill, opportunities you should explore.</li><li>- You will take responsibility for communicating your goals to me.</li><li>- You will be mindful of my limitations as a human being confined to linear time and 3-dimensional space.</li></ul> |

### ***Specific Learning Outcomes of Advising***

If we have both lived up to our commitments, then you can expect to know the following as a result of our interactions:

You will know how to register for courses.

You will know how to get a letter of recommendation.

You will be familiar with the many administrative offices at Grinnell and understand their functions. These include:

the Registrar (academic requirements, credits, registration)

Student Affairs (academic difficulty, student life issues)

the Career Development Office (career counseling, internships)

the Office of Off-Campus Studies (study abroad)

You will know how to come to advising sessions well-prepared.

### ***General Learning Outcomes of Advising***

You will have an understanding about liberal arts education.

You will be prepared to declare a major (or 2, and/or a concentration).

You will know how best to answer questions or resolve problems that affect your studies at Grinnell.

### ***Advising Schedule***

During the Tutorial and over the course of your first 2 years, we will discuss topics related to academic advising, sometimes in class, sometimes during individual meetings. These topics will include:

- Pre-registration
- Writing Lab and Reading Lab
- Time Management
- Using the Library
- Sophomore Retreat
- Major declaration
- Study Abroad
- Concentrations
- Graduate School
- Career planning
- Internships
- MAPs and Independent Studies
- Scholarships and Awards

A schedule of topics raised in class follows below.

### ***Advising Requirements***

#### ***Attendance:***

We will schedule appointments routinely, but I welcome unscheduled contact with you during office hours, or if I'm in my office and you see my door open. If one of us needs to cancel an appointment, we must try to give at least 24 hours notice.

#### ***Participation:***

You should seek as many advising opportunities as possible, and with as many advisors as possible. Never be afraid to ask if there is something you need help with or something you'd like to understand better.

#### ***Homework:***

Come to advising sessions prepared. If we are meeting to discuss course selections, know the course schedule. If we are meeting to discuss internships, scholarships, or other opportunities, familiarize yourself with the deadlines and requirements. Provide me with necessary forms and information for recommendations.

#### ***Illness:***

If illness interferes with your classes and other obligations, you should visit the Health Center. Even if you have excused absences from the Health Center, you are responsible for keeping up with your classes. Take responsibility for your health, both physical and mental. And don't skimp on sleep.

#### ***Communication:***

The best way to reach me is by email. If an urgent matter arises, you can call my office or knock on my door. In any case, never wait until the last minute.

| <b>DAY</b> | <b>DATE</b> | <b>Advising Topics</b>  |
|------------|-------------|---|
| SUN        | 8/22        | Intro<br>Liberal Arts   |
| TH         | 8/26        | Classroom Etiquette – listening and speaking  |
| SAT        | 8/29        | Diversity pt. 1 – Race, Ethnicity, Class, Gender, Sexuality, Nationality...                         |
| SUN        | 8/30        |   |
| TUE        | 8/31        | Academic Honesty  |
| TH         | 9/2         | Academic Honesty  |
| TUE        | 9/07        | Academic Honesty  |
| TH         | 9/09        | Talking to Profs pt. 1 - Forms of Address, Effective Communication, Making and Keeping Appointments |
| TUE        | 9/14        | Talking to Profs pt. 2 - Grades and Managing Feedback   |
| TH         | 9/16        | Visit to Library  |
| TUE        | 9/21        | Res Life – Dorm life, self-governance   |
| TH         | 9/23        | Wellness pt. 1 - Managing Personal Difficulties   |
| TUE        | 9/28        | Diversity pt. 2 – Politics and Values   |
| TH         | 9/30        |   |
| TUE        | 10/5        | Wellness pt. 2 – mens sana in corpore sano  |
| TH         | 10/7        |   |
| TUE        | 10/12       | Wellness pt. 3– Time Management   |
| TH         | 10/14       |   |

|     |       |   |
|-----|-------|---|
| TUE | 10/26 | Study Abroad  |
| TH  | 10/28 | Majors and Concentrations                           |
| TUE | 11/2  | Pre-registration                                    |
| TH  | 11/4  |   |
| TUE | 11/9  | Pre-registration – course selection                 |
| TH  | 11/11 | Talking to Profs. pt. 3 - Letters of Recommendation |
| TUE | 11/16 | The Future pt. 1 - Career Development               |
| TH  | 11/18 | The Future pt. 2 - Grad School                      |
| TUE | 11/23 |   |
| TUE | 11/30 |   |
| TH  | 12/2  | Individual meetings to discuss paper                |