

Undergraduate Advising Syllabus 2013-2014



Computer Science Department

Student Services Office

Location: GOL (70), Room 3005; Monday – Friday; 8:30am – 4:30pm (Year Round)

(585) 475-2995

advising@cs.rit.edu

www.cs.rit.edu

Advisors:

Rebecca O'Connor	Mina Pulcini	Christina Rohr
Academic Advisor	Senior Academic Advisor	Senior Academic Advisor
A-F	G-M	N-Z; all BS/MS
rebecca@cs.rit.edu	mina@cs.rit.edu	christina@cs.rit.edu
		

Advising Model:

A professional academic advisor has been assigned to you based on the first letter of your last name. Please be sure to view your current advisor assignment via the RIT Student Information System (SIS). The CS advisors rotate open office hours during the week where you can swing by and get assistance without an appointment. If you would prefer an individual appointment, you can make one in advance by emailing your assigned academic advisor or by stopping by the CS Student Services Office. Please, no same day appointments.

Advising Walk-In Hours:

In addition to scheduling an appointment with an advisor, students have the option to attend Walk-In Advising Hours in the CS Student Services Office. Walk-in hours operate on a first come, first served basis and allow students to meet with an advisor to address quick advising matters such as schedule changes/planning, worksheet questions, change of program out of Computer Science, course withdrawal, concerns with a course and co-op. If the advisor on duty determines your needs are beyond the scope of walk-in hours, you may be asked to make an appointment so we can provide you with the time to fully answer your questions. Advisors rotate walk-in hours, and students are encouraged to meet with whoever is on duty, not necessarily their assigned advisor. Additionally, only one advisor is on duty during walk-in hours so please be patient as there may be a wait, especially during busy times of the semester (Add/Drop, Registration, Course Withdrawal deadline). We will make every effort to get through as many students as possible before walk-in hours end. There are no walk-in hours during final exams, break weeks, intersession, or during the summer. For a detailed schedule, please see the chart below:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:00 PM	Ugrad 1pm-3pm Mina	Ugrad 1pm-2pm Rebecca	Ugrad 1pm-2pm Rebecca	Ugrad 1pm-3pm Christina	
1:30 PM					
2:00 PM			BS/MS Program Christina 2pm-3pm		
2:30 PM					

No Walk-In Hours during Final Exams, Break Weeks, Intersession or during the summer.

Confidentiality:

- **Family Educational Rights and Privacy Act (FERPA):** FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. As a student at RIT, your education records are confidential, and details about your records will not be released without your permission.
- **Email:** Due to security issues related to email, your advisor may not be able to respond to certain questions via email, if doing so may inadvertently release confidential information. If you have questions related to your personal academic status or records, schedule an appointment to meet with your advisor in person.
- **Communication with Parents:** Your parents and other third parties do not have access to your records, and your advisor will not discuss details of your records without your permission. For this reason, your advisor will refer parents to communicate directly with you concerning academic issues. Therefore, we encourage you to be proactive by maintaining open communication with your parents or other third parties regarding your education. You should assume responsibility for your education and any transactions with the University.

Philosophy of Advising:

The Department of Computer Science academic advising program guides and empowers you to make decisions that enhance your educational, personal and professional growth and development. We share a unified vision of being at the forefront of emerging academic services and support the mission of Rochester Institute of Technology. Our approach is intentional and collaborative, focusing on supporting the individual and not the aggregate. Academic advising is teaching. While the outcomes of advising are not always tangible, together we will work to shift problems to possibilities, to focus on being proactive instead of reactive, and to celebrate your personal achievements.

Both advisor and advisees share responsibility for making the advising relationship succeed. It is important that you, the student, are aware of my responsibilities as your advisor and my expectations of you as an advisee. The advising team has developed this agreement in hopes of better serving you and improving the advising relationship.

Advisor Responsibilities

- Be knowledgeable about and effectively communicate the curriculum, graduation requirements, and University and Department policies and procedures.
- Encourage you to assume responsibility for your educational plans and decision making.
- Assist you in clarifying your academic, career, and personal goals while providing guidance, support, and advocacy.
- Collaborate with you to create an appropriate response or recovery plan to address obstacles you may encounter as you progress toward degree completion.
- Be accessible to answer your questions through office hours, scheduled appointments, email, and phone.
- Offer a safe environment for you to ask questions and express concerns where your individual values and choices are respected.
- Provide you with information about and strategies for utilizing the available resources and services on and off campus.

Advisee Responsibilities

- Become knowledgeable about your degree requirements and University and Department policies and procedures.
- Take responsibility for your decisions, actions and inactions.
- Define and clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Be an active learner by participating fully in the advising experience and being proactive rather than reactive to obstacles you may encounter.
- Plan ahead and come prepared to office hours and an advising meeting with questions or issues for discussion.
- Be honest, open, and willing to receive and act upon recommendations from your advisor.
- Check email on a regular basis.
- Explore and utilize campus and community resources.

Academic Milestones / Learning Outcomes



First Year

- Meet with your academic advisor at least twice during your 1st year.
- Learn the name and location of your assigned advisor and know how to schedule an advising appointment.
- **Define** short and long term goals.
- Acquire an understanding of the requirements worksheet for a BS degree in Computer Science.
- Make a tentative plan of classes term by term, year by year.
- Learn how to calculate your GPA.
- Based on credit and readiness, begin preparing for Co-Op opportunities.

Second Year

- Meet with your academic advisor at least once during your 2nd year.
- Assess your strengths and explore the connections between your interests and potential careers.
- **Review** short and long term goals.
- Explore Concentrations and/or Minors and declare your selection.
- Attend the fall career fair to familiarize yourself with how career fairs work.
- Prepare a formal resume and cover letter. Work with the Co-op office to have your documents reviewed.
- Attend a co-op orientation and familiarize yourself with JobZone.
- Begin applying for Co-op positions.
- Consider Study Abroad opportunities.
- Explore BS/MS options.

Third Year

- Meet with your academic advisor at least once during your 3rd year.
- **Clarify** short and long term goals.
- Explore possibilities of minors and/or courses to fill elective requirements in the CS program.
- Finalize decision regarding BS/MS options.
- Explore options for CS and cluster electives, including graduate level courses.
- Continue to refine your professional documents and apply for co-op positions.
- Invest in professional interview attire.
- Attend fall and spring career fairs.
- Begin to create a professional network. Attend lecture series and professional talks offered across campus.
- Be active in extra-curricular activities related to your academic and professional goals.

Fourth Year

- Meet with your academic advisor at least once during your 4th year.
- **Evaluate** short and long term goals. Revise as necessary.
- Respond to advisor outreach regarding unofficial audits that help confirm progress toward degree.
- Confirm that any minors you are pursuing have been properly declared.
- Further refine resume and cover letter and complete co-op requirements.
- Network with at least three people who work in an area of computer science that you are interested in.
- File all application for graduation materials.
- Strive to complete a total of 96 semester hours by the end of the 4th year.

Fifth Year

- Meet with your academic advisor at least twice during your 5th year.
- Discuss future plans (employment, graduate school, etc.) with your academic advisor and identify any steps remaining to help realize your goals.
- Review degree audit (again) prior to final term of classes to verify completion of all degree requirements.
- Attend University graduation fair.
- Verify your address is correct in SIS – so your diploma reaches you!