

Undergraduate Advising Syllabus – 2012-2013



Computer Science Department
www.cs.rit.edu/advising

Student Services Office:

Location: GOL (70), Room 3005
Quarters: Fall – Summer
Days: Monday – Friday
Times: 8:30am – 4:30pm

Advising Office Hours:

Location: GOL (70), Room 3005
Quarters: Fall – Spring
Monday & Thursday, 1:00pm – 3:00pm
Tuesday & Wednesday, 1:00pm – 2:00pm

To make an individual appointment, please call (585) 475-2995 or email advising@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 advising@cs.rit.edu or by stopping by the CS Student Services Office. Please, no same day appointments.

People:

Liane Fitzgerald	Mina Pulcini	Christina Rohr
Manager of Student Services	Senior Academic Advisor	Senior Academic Advisor
 liane@cs.rit.edu	 mina@cs.rit.edu	 christin@cs.rit.edu

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.

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. You should assume responsibility for your education and any transactions with the Institute.

E-mail:

Due to security issues related to e-mail, your advisor may not be able to respond to certain questions via e-mail, 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.

Definition and Philosophy of Advising:

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004).

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.

Advisor Responsibilities:

As your advisor, you can expect me to:

- 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:

As an advisee, you are expected to:

- 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 Checklist:



First Year

- Meet with your professional 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 quarter by quarter, year by year.
- Learn how to calculate your GPA.

Second Year

- Meet with your professional 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.
- If course and credit requirements will be met, begin applying for co-op positions to begin in summer quarter.

Third Year

- Meet with your professional 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.
- 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 professional 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 143 quarter hours by the end of the 4th year.

Fifth Year

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