

ACADEMIC ADVISING SYLLABUS

Mission Statement:

The mission of academic advising at UNLV is to assist students by collaborating with them in identifying and pursuing their educational goals, providing accurate and timely information, and promoting student responsibility and accountability for their academic success.



Graduation Goal

UNLV 1st Semester: _____

Graduation Goal: _____

Academic Advising Description:

Advisors are a resource to serve as guides for navigating academic choices, policies, and requirements. Advisors are excited to meet with students and help them plan and achieve their goals. Academic advisors are well informed about the institution's resources available to students in order to provide appropriate referrals. Academic advisors assist students in the development of meaningful educational plans that are compatible with their personal and/or career goals.

Rebel Academic Advising Pledge:

As a UNLV student, I have the potential to achieve success and avoid failure. I can succeed if I have the will to succeed. I will accomplish my goals and fulfill my dreams. The only limits I face are the limits of my own efforts. To realize my full potential and accomplish all that I am capable of, I will: Use my time effectively; Ask for help when I need it; Accept responsibility for my own actions. I will succeed at UNLV because my future depends on it. Earning a university degree will enhance the quality of my life and enable me to improve the lives of others.

Academic Advisor Responsibilities:

- Create and maintain an interactive environment encouraging mutual trust and open communication.
- Provide students with information and resources to promote academic progress.
- Empower students to take responsibility for their academic success.

- Stay informed of current and changing rules, regulations and program requirements.
- Refer students to campus services relevant to their individual needs.
- Collaborate with peers by participating in the exchange of ideas, information and philosophies through professional development.

Advisee Responsibilities:

- Regularly schedule and keep academic advising appointments.
- Communicate openly and honestly with your academic advisor regarding issues that affect your educational goals and academic performance.
- Maintain a professional relationship with your academic advisor by arriving on time, being prepared for your appointments and calling if you need to reschedule.
- Take responsibility for your academic success by utilizing the tools provided. Examples include undergraduate catalogues, degree sheets, college and university websites, and academic calendars.
- Maintain a file with relevant academic materials and follow through with your academic advisor's recommendations.

YOUR FOUR-YEAR ADVISING CALENDAR

Year 1	
TAKE MATH and ENGLISH COURSES	<ul style="list-style-type: none"> <input type="checkbox"/> Have official SAT/ACT test scores sent to UNLV -or- take placement exam through ASC. http://academicsuccess.unlv.edu/ <input type="checkbox"/> Take ENG 101, 102, MATH 124.
TAKE YOUR FYS	<input type="checkbox"/> Complete TCA 103 within first year.
LEARN ABOUT YOUR MAJOR	<input type="checkbox"/> Learn the specifics about your major requirements. http://hotel.unlv.edu/programs/degree-offerings2012.html
FOUR-YEAR PLAN OF STUDY	<input type="checkbox"/> Review your Four-Year Plan of Study to see how to stay on track for graduation. http://www.unlv.edu/hotel/undergrad-studies/fall-2012
BE ADVISED FOR YOUR SECOND SEMESTER	<input type="checkbox"/> Spring registration starts in November – Fall registration starts in April. Make an appointment to see your advisor in September/February to beat the rush.
PREMAJOR	<input type="checkbox"/> Work on completing your premajor courses during your first year. You can't progress to upper division until you complete the Premajor.
WORK EXPERIENCE	<input type="checkbox"/> Review the work experience requirement so you understand what is required for your major. This work will appear on your resume and should reflect what you want to do after graduation.
Year 2	
TAKE YOUR SYS	<input type="checkbox"/> Complete ENG 231 or 232 within second year.
FINISH PREMAJOR	<input type="checkbox"/> Premajor courses completed by end of second year. Remember that you will not be allowed to progress until your Premajor is complete.
PREREQUISITES	<input type="checkbox"/> Identify courses that have prerequisites. Prerequisites are designed to prepare you for academic success. Remember that prerequisites must be completed before you can take the course – not at the same time you are taking the course.
HOTEL CAREER SERVICES	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with a career counselor to work on your resume. <input type="checkbox"/> Attend the Career Fair.
WORK EXPERIENCE	<input type="checkbox"/> Now is the time to start your work experience hours. Did you know that you can get 1,000 hours of work with two summers of full-time employment or 12 months of half-time employment? Consider working full-time during the summer and 20 hours a week during the school year. See an advisor before you take a job to be sure it will meet your major requirements.
Year 3	
INTERNSHIP	<ul style="list-style-type: none"> <input type="checkbox"/> You will take your internship and capstone classes in your senior year. Start thinking about how these requirements can enhance your ability to be hired after graduation. <input type="checkbox"/> Speak with an internship instructor about what to look for in an internship opportunity.
HOTEL CAREER SERVICES	<ul style="list-style-type: none"> <input type="checkbox"/> Make an appointment with a career counselor in the Hotel Career Services Center, to clarify your career goals and to maximize your work and internship experiences to become the 'right person for the job' you will be seeking after graduation. <ul style="list-style-type: none"> <input type="checkbox"/> Prepare your resume <input type="checkbox"/> Research potential employers <input type="checkbox"/> Sign up for workshops <input type="checkbox"/> Attend employer information sessions <input type="checkbox"/> Attend the Career Fair
Year 4	
PREPARE FOR GRADUATION	<p>In your first semester:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply for graduation. See the Office for Student Advising (OSA) for details on how to start the process. <input type="checkbox"/> Apply for graduate school.
CAREER SERVICES	<ul style="list-style-type: none"> <input type="checkbox"/> Attend the Career Fair. <input type="checkbox"/> Apply for Jobs.

Graduation Goal

Sem _____ Year _____

ADVISING OBJECTIVES & EXPECTED STUDENT OUTCOMES

Discuss ways you can achieve these outcomes with your academic advisor.

- Create a safe place for all academic records so that you can access them easily.
- Learn about your degree requirements and start using your worksheet to keep track of your own progress.
- Meet with an advisor each semester to be sure you understand what you need to do to stay on track for graduation.
- Complete all remedial course work before the end of your first year at UNLV.
- Meet with a career counselor early, to be sure you are in the right major.
- Learn to read your Academic Requirements in MyUNLV to be sure you are completing your requirements with the appropriate courses.
- Join a student organization that aligns with your personal or career goals.
- Work on your resume with a career counselor.
- Consider what you are going to do after graduation.
- Attend the career fair
- Sophomore – Explore Internships
- Junior – Apply for internship
- Senior – Apply for jobs
- Decide if you want to attend graduate school and start collecting information from the schools you may want to attend.
- Take the GRE/GMAT or other tests required to enter graduate school.
- Apply for graduate school.