

## ***LEE BUSINESS SCHOOL ADVISING SYLLABUS***

Frank and Estella Beam Hall, BEH 100 (next to Student Union)  
Monday – Friday, 8:00 a.m. to 5:00 p.m.

<http://business.unlv.edu/advising/>  
(702) 895-3363; fax (702) 895-2483

*Appointments preferred – Best times of the year for scheduling advising appointments are: February, March, September, October*

### **Goals/Objectives of Advising**

1. To provide you with information and support that will enable you to be successful at UNLV.
2. To ensure that courses you take at UNLV (or other institutions) will be evaluated (and hopefully) accepted for credit toward your degree requirements.
3. To promote your involvement in on-campus, co-curricular experiences that may increase your satisfaction with the college experience and develop your interpersonal skills & leadership abilities.
4. To promote your involvement in off-campus, experiential learning experiences (i.e., volunteer services and internships) to help you explore and clarify your career options.
5. To help you "connect" your college experience with your plans and goals for life after college.
6. To promote your ability to think critically, solve problems, and make informed decisions about your future life plans.
7. To be a mentor to you by providing you with personal guidance, support, and advocacy.
8. To assist you in finding the campus professionals in support services who can best help you succeed academically and personally.

### **Advising References & Resource Materials**

#### Advisee Folder

Lee Business School Undergraduate Advising maintains your individual file in our office, which contains worksheets with courses satisfied to date (with grades), previous transfer work that has been applied to your degree program, evaluated course descriptions, official university paperwork you have submitted, and notes from advising sessions including academic plans. This will help you stay on course toward your academic goals.

#### Career and Academic Resources

Our advisors can provide career-related information and referral services to support your career development. Career-related resources include occupational information, career exploration, and employment research tools, all of which can be useful in helping you assess your personal skills and the educational requirements necessary to become a professional in specific career fields.

### **Advising Philosophy and Methods**

#### Your advisor's role:

Our academic advisors will do what we can to serve as a resource, helping you make the most of your college experience and connect it with your future plans (e.g., future education, major and/or career).

If you think you already know what you're going to do after graduation, our advisors can help you identify some activities and organizations for you participate in during college to develop your skills and gain experience.

If you're overwhelmed by the choices about a future major, college or career, then our advisors will try to help you identify some options that would match your personal interests, values and abilities.

We see advising and teaching as closely related because in the process of exploring options about your future, you will, also, be learning about yourself – gaining personal insight, refining goals, clarifying values, and developing critical-thinking and decision-making skills. Hopefully, these experiences will enable you to make decisions about your future that will improve the quality of your personal and professional life.

#### Your role as advisee:

Your role as a student is to be diligent and proactive in exploring your educational opportunities. In order for advisors to be effective, they need your help and cooperation to assist you. For you to make wise decisions about your education and career, you must seek out information and ask for clarification. In particular, you should:

- (a) Meet with your advisor at least annually and keep the appointments you have scheduled.
- (b) Be prepared for appointments, which will require you do some research that you can discuss with the advisor. This step will help you evaluate your options and make decisions for yourself about your education and career.
- (c) Make your advisor aware of your interests, goals, and personal and work priorities. The more information you feel comfortable sharing about yourself, the better advisors can get to know you. We can then make you aware of opportunities specific to your interests and goals.

### **Important Academic Dates for This Semester**

Last day to withdraw from a course: \_\_\_\_\_

Registration for next semester begins: \_\_\_\_\_