

**Academic Advising Syllabus**  
**College of Business Academic Advising Office (AAO)**  
**M–F 9:00 AM–4:00 PM; BU 175 West**

|                              |  |
|------------------------------|--|
| <b>Manager:</b>              | Denise Sheen   |
| <b>Advisors:</b>             | Ellie Jessup<br>Ema Shenefelt<br>Karin Sybert  |
| <b>Office Associate:</b>     | David Fonda  |
| <b>Work Study Student:</b>   | Tyler Howley   |
| <b>Office:</b>               | Business Building, BU 175 West   |
| <b>Department phone:</b>     | (307) 766-2063   |
| <b>Fax number:</b>           | (307) 766-3074   |
| <b>Email address:</b>        | cobaao@uwyo.edu  |
| <b>Homepage:</b>             | <a href="http://www.uwyo.edu/aao/">http://www.uwyo.edu/aao/</a>  |
| <b>Drop in Office hours:</b> | M–F 9:00 AM –4:00 PM during the academic year and 8:30 AM–3:30 PM during the summer, others by appointment |

**Required Materials:**

- UW Email account
- Degree Evaluation
- Advanced Business Standing (ABS)
- Major Curriculum Guide
- 4 Year Academic Plan
- Student Handbook
- 2.500 University of Wyoming (UW), College of Business (COB) grade point average (GPA)

**Advising Description:**

In 1977, the College of Business employed a professional, centralized advising model for technical and curriculum advising. Implementation of this model was to provide accuracy and consistency for all undergraduate business students.

The Academic Advising Office strives for collaboration with students to build partnerships while providing diverse and equitable advising to ensure availability and consistency centered on student success.

The Academic Advising Office provides high quality, centralized advising to ensure all College of Business students have access to resources and support services while adhering to guidelines established by AACSB accreditation standards. Academic Advising strives for accessibility and consistency centered on student success by empowering students to be actively involved in achieving their academic goals. Recognizing a cooperative effort between the advisor and student through ongoing conversations.

**Academic Dishonesty:**

UW Regulation 6-802, defines academic dishonesty as “an action attempted or performed which misrepresents one’s involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor.” There is a well-defined procedure to judge such cases, and serious penalties may be assessed. The University of Wyoming and College of Business take this issue very seriously.

**Attendance:**

Keep your appointments and attend advising sessions during designated times in the fall and spring semesters. Watch your email for schedule advising times.

**Office Decorum:**

The College of Business Code of Professional Expectations will be followed. In addition, UW Regulation 8-30, sets forth both student rights as well as obligations and the University’s Student Code of Conduct discusses these issues as well. Refer to the student handbook.

**Professionalism:**

The College of Business expects the highest level of integrity from our administration, faculty, staff, students, and alumni. As students of the College of Business at the University of Wyoming, you are expected to conduct yourselves in a professional manner as described below and to adhere to the ethical principles of this College as well as the University’s Standards as outlined in the University Regulations.

The College of Business Code of Professional Expectations is built on the foundation of respect for others, personal responsibility, the creation and maintenance of trust, and honesty and truthfulness. The administration, faculty, staff, students, and alumni of the College of Business at the University of Wyoming should strive to set an example of ethical leadership and professional behavior as those traits are essential for good social and business interactions. Students should exhibit professional conduct,

**In the classroom by:**

- Turning off cell phones and other potentially disruptive electronic devices unless they are being used for class or emergencies, being on time, staying through the entire class, not reading outside materials, and refraining from disruptive conversations. (See UW Regulation 8-30)
- Showing respect for colleagues and instructors by listening to others’ points of view, staying attentive, offering one’s opinion in a courteous, respectful manner, and avoiding inappropriate body and verbal language.
- Being prepared (reading the assigned materials and doing the assigned homework on time), taking an active role in cooperative-learning activities, participating in class discussions, and understanding the importance and connectedness of course content.

**In all curricular and co-curricular activities by:**

- Dressing appropriately and being on time for club and professional meetings, appointments, recruiting events, and job interviews.
- Showing respect for faculty, staff, colleagues, and guests by using appropriate body and verbal language during club and professional meetings, appointments, recruiting events, and job interviews.

**In the academic environment by:**

- Upholding academic integrity by avoiding intellectual theft of any kind. Students will adhere to requirements for academic honesty as set forth in UW Regulation 6-802. Under no circumstances will violations to this regulation be tolerated.
- Avoiding cheating in any form: plagiarism (if you didn't write it, cite it), falsification, unauthorized use of educational materials (for example, using a solution manual without permission), and facilitation of another student's intellectual theft and other violations set forth in UW Regulation 6-802.

**Student Services:**

The AAO staff and advisors assist on-campus and distance undergraduate College of Business students with the following services:

- Planning next semester's schedule and to obtain a PERC (Personal Electronic Registration Code) number during assigned times.
- Help with understanding university, college and major requirements to guide students through the degree evaluation to develop an academic plan.
- Assistance with resources on campus through supplemental advising and student support.
- To obtain an advisor's signature on forms and petitions.
- Assistance with declaring/changing a major or applying for minors.
- Assistance with academic problems.
- Assist non-business majors with registering for business courses, adding business minors, and course prerequisites.
- Assistance with understanding UW and COB grade point averages.
- Assist students on probation, suspended and reinstated.
- Provide assistance with study abroad.

**Homework:**

- Check your uwyo.edu email account on a daily basis.
- Develop a long term plan in collaboration with the academic advisors.
- Know the degree requirements by utilizing your degree evaluation in WyoRecords, the 4-year academic plans and curriculum guides.
- Utilize the Plan Ahead feature in WyoRecords each semester.
- Bring questions to your advising sessions and inform your advisor of your academic plans and concerns as well as career and life goals.
- Be prepared for your advising appointment by understanding course requirements and selecting some tentative courses.

**Advisor Duties:**

The Academic Advising Office embraces a centralized model of advising by assigning a team of advisors to each business student. Each semester, students meet with AAO to plan their coming semester schedule. This ensures students are selecting degree-tracking courses, meeting grade point average requirements, university studies, advanced business standing, common body of knowledge and major/minor requirements.

AAO is responsible for helping you select classes to meet degree requirements, providing a PERC number for registration, informing you of campus resources and making referrals for academic help.

We will strive to be on time, prepared, enthusiastic, and ready to ask and answer questions.

**Student Duties:**

You are responsible for studying the assigned material and participating in the advising discussion. It is your responsibility to utilize the opportunities provided to learn. You should be on time, prepared, enthusiastic, and ready to ask and answer questions.

- Know university catalog, policies and procedures
- Know university, college and major requirements
- Know how to access degree plans to utilize semester planning
- Take responsibility for meeting academic requirements
- Initiate communication with advisors by seeking them out
- Know prerequisites for courses by utilizing the catalog and looking up courses in WyoRecords
- Know the Academic Advising syllabus and student handbook
- Seek advice from their career mentors and Johnson Career Center

**Philosophy of teaching/learning:**

Advising is Teaching.

The Academic Advising Office strives for collaboration with students to build partnerships while providing diverse and equitable advising to ensure availability and consistency centered on student success.

The Academic Advising Office provides high quality, centralized advising to ensure all College of Business students have access to resources and support services while adhering to guidelines established by AACSB International—The Association to Advance Collegiate Schools of Business (AACSB) accreditation standards. Academic Advising strives for accessibility and consistency centered on student success by empowering students to be actively involved in achieving their academic goals. Recognizing a cooperative effort between the advisor and student through ongoing conversations.

People learn from three sources—themselves, their peers, and their instructors. Each of these valuable sources is used throughout the semester to enhance the learning process. Failure to take advantage of these sources places a greater learning risk on you.

**ETS Exam:**

College of Business students are required to complete a comprehensive assessment during their senior capstone course, MGT 4800. This test, known as the Major Field Test in Business is developed by the Educational Testing Service and is given locally in a computer-based format. The Major Field test covers basic business knowledge and skills in eight areas: accounting, economics, finance, international issues, legal and social environment, management, marketing, and quantitative business analysis (decision science). The purpose of this test is to assess the student's mastery and retention of basic business concepts. A minimum score is required as a condition for passing MGT 4800. Failure to obtain this minimum score will require remedial work on your part. Therefore, you are strongly encouraged to keep your materials from these courses to help you prepare for this examination.