

University of Wyoming
College of Engineering & Applied Science
Academic Advising Plan for Undergraduate Students

A. Philosophy and Purpose of Undergraduate Academic Advising

Professional Advisors (PAs) in the College of Engineering & Applied Science help students navigate successfully through their academic careers while exploring their educational and career options. Advisors will have knowledge about the institution, the *University Catalog*, UW and CEAS policies and procedures, degree requirements, and campus resources, and will be able to communicate accurate and timely information to students in a mentoring environment, sometimes through prescriptive methods. Advisors will challenge students to reflect on their interests, skills, and aptitudes, and to think critically about their goals and objectives. A one-to-one relationship between advisor and advisee is critical to the advising process. PAs will work with students, faculty mentors, and department, college and university partners to help students select courses and majors, create a graduation plan, and to consider career options.

B. Measurable Goals and Student Outcomes

Goals:

Provide consistent advising and information to all students within the college.

Cultivate one-on-one advising relationships with students, to provide support for students' academic and career goals.

Student Outcomes

Students understand and are able to navigate the advising process.

Students understand curriculum, degree requirements, and prerequisite structures.

Students are introduced to academic and career plans, and the available tools that help them execute their plans.

C. College Advising Model

All CEAS students will be assigned to a Professional Advisor as they enter the college. PAs will have program areas of expertise, but will be cross-trained to assist students across the college. PAs will provide accurate and consistent information to students regarding:

- Course Selection
- Graduation plans
- Resources
- Tools
- Expectations of students

PAs will serve as the academic advisor to students throughout their undergraduate academic career in CEAS.

Whenever possible, students will be encouraged to attend a UW orientation session, where they will work with their PA in a group setting. However, advisors will also work with students via email (primarily) and phone if the student is unable to attend an orientation session. PAs will also work with transfer students via email/phone *prior* to the orientation session, for maximum efficiency.

Once students are on campus, they will primarily meet with PAs in person, but will also have access to PAs via email and phone.

Students will also be assigned to a faculty mentor within their program area. Faculty mentors will assist students with curricular options, internship and career options and information, research opportunities, ethics, and professionalism. Mentors will work with the PAs to provide a collaborative support system with open communication for students. A faculty mentor plan is also being developed.

The full staff of Professional Advisors will be hired throughout the spring 2018 semester, to be in place for orientation sessions, beginning in June. Hiring should be completed by late April, so that staff are in place by May 15. Faculty advisors/mentors will continue to assist with orientation, and will continue to advise their junior and senior students to avoid disruption.

D. Staffing

The CEAS Advising Office will have a Student Advising Manager, three Senior Student Advising Coordinators, and three Student Advising Coordinators (see attached organizational chart). Each advisor will have significant expertise in specific programs, but will have broad knowledge of all undergraduate programs in the college. Advising Coordinators will routinely advise students from a single program, while the Senior Coordinators and Manager will advise students from multiple programs, and develop other areas of expertise with unique student populations (eg. international, transfer, honors, athletes).

Advising Caseloads should not exceed 250 students.

Advising Office is open and staffed on all days when UW is open.

Each PA will have a private office, to provide students with confidentiality. A central reception area will serve as a waiting space for students, with administrative support staff available to direct students, and provide basic information. While the space allocation is not yet confirmed, EN 2085 should function as the central reception area, with office space in close proximity. The office should be visible, accessible, and welcoming to students.

PAs will achieve all levels of ACES training within 4 months of hire, and shall complete all ACES refresher training opportunities. A calendar will be established to allow all PAs to attend professional development conferences (NACADA or other) on a yearly basis. NACADA and other relevant webinars, tutorials, or on-campus opportunities will also be available. PAs are expected to participate in training, professional development, networking, and ACES events. The Student Advising Manager will work with PAs to develop individual professional development plans.

E. Student Responsibilities

Advising is a shared responsibility between advisors and students. The ultimate responsibility for successful degree completion, however, rests with the student.

Students will be expected to meet with Advisor at least once per semester, but can meet more frequently.

An Advising Center Website will be created to provide information to students on student responsibilities, timelines for appointments, how to identify their advisor and make appointments, and faculty mentors. Bios on each advisor, including specialization areas and training, will be available on the website.

Advisors will work to implement the faculty mentor plan for each department and will ensure that all advisees have had the opportunity to work with their faculty mentors.

F. Assessment

Assessment tools, such as advisor satisfaction surveys, will be developed.

Advising staff will meet weekly to continually assess and improve processes.

The CEAS Advising Office will participate in university-wide advising assessment initiatives.

CEAS Advising Center Organizational Chart

