

# Academic Advising Syllabus

## Cinema Studies Program

Regardless of your college or major, you (as a student) have an assigned advocate whose job it is to assist you with academic and career planning and to help you make sense of UO's academic policies and procedures. The Cinema Studies Program advisor can also provide you with information on internship opportunities, co-curricular resources, and other support services available on campus.

### WHEN SHOULD I CONTACT MY ADVISOR?

In general, **it is good practice to see your academic advisor at least once per year.** It is preferred to schedule an appointment in advance, although drop-ins are offered during the term for quick questions. If you're unable to make your appointment, be courteous - call to cancel!

#### See an advisor if you...

- have questions concerning your academic performance, progress, and/or learning
- are considering changing your major
- need advice about adding, dropping, changing grading to P/NP, or withdrawing from a course
- are struggling academically, and especially if you are on Academic Warning or Probation
- have questions about UO or departmental policies, requirements and procedures
- want to discuss career possibilities and/or internship opportunities
- are applying for graduation
- have any other questions, comments or concerns regarding your educational journey

### HOW DO I PREPARE FOR AN ACADEMIC ADVISING APPOINTMENT?

Whether you are meeting with your advisor in person or via some other medium, have materials that are applicable to the type of appointment you've scheduled.

For example, if you are meeting with an advisor to discuss course registration for an upcoming term, you should:

- Bring literature and materials provided during previous encounters with your advisor, such as an academic plan.
- Bring a list of concerns you have about your current classes.
- Bring a prepared list of classes you're considering for the subsequent term(s).
- Review your online degree audit through Duck-Web to view remaining requirements.

Finally, regardless of why you are meeting with your advisor, it is always wise to **bring a list of questions** you hope to have answered during the course of the appointment.

**Cinema Studies Academic Advisor**  
**cineadvising@uoregon.edu**  
**541-346-8613**

## HOW DO I MAKE MY CONVERSATION WITH MY ADVISOR A SUCCESS?

**Don't be afraid to ask questions!** Your academic advisor is there to answer them. Don't fear that your question is "dumb." Degree requirements and UO policies and procedures are often complex, and asking questions is an excellent way to make sense of them and make meaning of your education.

**Take an active role in your advising sessions.** Come to your appointment prepared and speak up if you are confused or have questions or concerns. Doing so could mean the difference between a seamless academic plan and finding out your last term that you are deficient on a requirement. This is your educational process, and you have the right to participate in shaping it!

**Get to know your academic advisor.** Remember, part of this person's job is to be your advocate. As you can tell from the information above, establishing a good relationship with him/her will give you a resource to help you with a wide range of issues. Also, students often seek letters of recommendation from their advisors. It is much easier for an advisor to draft an effective letter for a student he/she knows well.

**Follow through on what you have agreed upon.** If you and your advisor have agreed that you need to talk to an instructor, an advisor in another office or to do some homework related to learning more about a major or majors, make sure you do!

<u>Advisee Expectations and Responsibilities</u>	<u>Advisor Expectations and Responsibilities</u>
Understand and accept that <i>you</i> are ultimately responsible for your education and your own decisions.	Develop a purposeful relationship with and be an advocate for their advisees.
Be prepared when you come to advising sessions; be active in your advising session, and ask questions when you have them.	Inform students of the nature of the advisor/advisee relationship.
Understand and communicate personal values, abilities, and goals.	Assist students in defining and developing expressed educational, career, and life plans.
Provide accurate and truthful information when being advised.	Provide timely and accurate educational information.
Initiate a purposeful relationship with your advisor and make appointments when necessary or when in need of assistance.	Promote learning opportunities that will help students define or meet personal goals and plans.
Keep your local address and phone up to date in Duckweb; utilize and regularly check your degree audit.	Assist students in preparing a program that is consistent with their abilities and interests.
Call or email to cancel appointments that cannot be kept.	Monitor progress toward educational/career goals.
Learn and understand UO's policies, procedures, and requirements as they relate to your academic success and/or degree completion.	Interpret and provide rationale for institutional policies, procedures and requirements.
Follow through on plans-of-action identified during advising sessions.	Inform inquiring students of campus resources and special services available to them.