Academic Advising Syllabus
CLA Student Services

Purpose
The purpose of this advising syllabus is to begin our educational partnership between students and their advising team by outlining our mutual responsibilities and expectations. Students should expect assignments based on this syllabus as they make progress toward a degree.

Mission Statement
CLA Student Services assists undergraduates in the College of Liberal Arts in identifying meaningful academic and professional goals that reflect their strengths and interests and in developing informed educational and co-curricular plans to reach those goals.

Vision Statement
CLA Student Services develops educational partnerships with our undergraduates that help them transition to and succeed in college. We want our students to make active, effective decisions that shape their own learning. We build services and programs that help students develop sound educational plans linking their motivations for learning, their educational goals, and their life aspirations. Our goal is to assist students to develop their academic strengths by supporting their developmental needs, their academic progress, and the formation and pursuit of educational plans appropriate to their professional and personal goals.

Learning Goals for Students
CLA Student Services staff members are educators who teach students to identify and connect learning opportunities, both inside and outside the classroom, to their broader goals. By helping students to identify their strengths and interests, and by helping them discover pertinent resources, information, and options, we assist our undergraduates in making choices that will inform their education as a whole. The unit fosters four areas of learning for CLA students:

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<th>Responsibility and Initiative</th>
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<tr>
<td>Successful students will take responsibility for their educational experience by developing concrete academic and co-curricular plans, which incorporate opportunities that inform and enhance their educational experience while preparing them for life after graduation. Students should discuss and update these plans with CLA advisors and counselors on a regular basis.</td>
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<th>Liberal Arts</th>
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<td>Successful students will develop and articulate an understanding of the value of their liberal arts education by exploring and deepening their diverse strengths and interests. Students will make intentional choices about their liberal arts curriculum by seeking opportunities to think critically, independently, and creatively about the world and their place in it. The value of the undergraduate degree should be articulated, among other places, in graduation plan documents, creative and academic portfolios, and resumes and applications for post graduation opportunities.</td>
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<th>Creating and Achieving Goals</th>
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<td>Successful students will develop informed, flexible, and achievable academic and professional objectives with the assistance of the CLA Student Services team. Students will make curricular and co-curricular choices that will help them accomplish their goals through regular meetings with academic advisors and career counselors, and enrollment in major and career planning courses and workshops.</td>
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<th>Learning Outside the Classroom</th>
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<td>Successful students will connect knowledge and skills acquired in the classroom to the community and workplace by participating in co-curricular opportunities such as research, internships, service-learning, community involvement, learning abroad, off-campus study, meaningful part-time employment, and student groups. Students will develop relationships with mentors to enrich their educational experience.</td>
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Advisor and Student Responsibilities

The CLA Student Services advising team will:

Teach students to visualize, plan, and achieve a meaningful college experience.

1. Outline the nature and value of the liberal arts education so that students can make thoughtful and informed choices about class selection.
2. Consider student concerns and interests in the context of their individual values and choices.
3. Teach students to assess their academic performance and areas of strength to ensure that these are consistent with their plans.
4. Support and challenge students to achieve their goals.

Teach students how to successfully navigate the University of Minnesota.

5. Treat students in a professional manner.
6. Be available and respond promptly.
7. Provide accurate information regarding courses, requirements, and polices.
8. Understand and effectively communicate the curriculum.
9. Provide information and referrals about learning outside of the classroom.
10. Assist students in formulating academic plans to achieve a timely graduation.
11. Help students incorporate learning and developmental goals into their academic plan.

Students are expected to:

Learn to visualize and achieve a meaningful college experience.

1. Embrace the opportunity to create a unique and meaningful liberal arts curriculum as part of a coherent plan to prepare for opportunities after college.
2. Assess their strengths and relate them to their academic plans to achieve a timely graduation.
3. Test and challenge their assumptions while remaining open to growth.
4. Align their educational plan with the values and priorities they have identified.
5. Seek out and participate in meaningful experiences outside the classroom.

Learn to successfully navigate the University of Minnesota.

6. Communicate effectively and respectfully with members of the University community.
7. Schedule and attend advising appointments with their advisors at least once a year.
   a. Plan ahead and schedule their appointment well in advance of the registration period.
   b. Prepare for each advising appointment by considering courses, majors, career/professional interests, and co-curricular opportunities; be prepared to talk about what they are interested in and why.
8. Take primary responsibility for making their own decisions based on information and advice, and become knowledgeable about campus policies, procedures, and resources.
9. Take an active role in developing, planning, and accomplishing their educational goals.
10. Actively seek advice and information from advisors, faculty, and other mentors.
11. Register for courses on time each semester and take at least 15 credits each semester to ensure graduation within four years.

*Important Contact Information*

CLA Advising Web: www.class.umn.edu
CLA Career Services: www.clacareer.umn.edu
One Stop Student Services: http://onestop.umn.edu/onestop/index.html
MyU Portal: www.myu.umn.edu