

Advising Syllabus & Web Resources

Advising Centre Vancouver Island University

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Advising Hours: Monday, Tuesday, Thursday, Friday 9:00 – 3:00 and Wednesday from 10:30 – 3:00

Advising Overview

Vancouver Island University makes professional advising services available to all prospective and admitted students. The primary purpose of the advising program is to assist students in the development, implementation and evaluation of meaningful education plans that are compatible with their life goals. The ultimate responsibility for decisions regarding educational plans and life goals rests with the individual student.

Advising services are a powerful component of student success, the fulfillment of student educational goals, and the empowerment of students' interests. The Advising relationship takes the full context of the student into account.

Expected Student Learning Outcomes for the Academic Advising Experience

Via a series of advising appointments the student will develop skills in the following areas:

1. **Communication, decision-making, problem-solving and planning skills:**
 - a. Define your short-term and long-term goals after reflecting on your values, interests, strengths, and challenges;
 - b. Articulate your goals during advising sessions;
 - c. Consider and assess the relationship between your goals and your values, interests, strengths, and challenges;
 - d. Discuss challenges you may face and be able to assess what caused them, what can be done to resolve them, and how to avoid them in the future.

2. **Personal balance and wellness:**
 - a. Understand your own needs in terms of balance and achieve that balance in the arenas of academics, family, work, recreation and social activities;
 - b. Become aware of and use advising services and other campus resources, and sources of information and support to make meaningful changes in your life.
 - c. Develop a circle of friends and support networks both within and outside campus life.

3. **Resource identification:**
 - a. Develop skills in locating and effectively using information and resources that can help you achieve your goals;
 - b. Identify on-line resources, campus services, and faculty or staff that are available to you that you may consult with questions;
 - c. Use information from university resources to assess progress towards achieving goals; know when and how to connect with Degree Advisors and chairs (for diploma and certificate programs).
(e.g., the GPS in your student record; degree check sheets, information and guidance from Degree Advisors);
 - d. Become knowledgeable regarding departmental and university processes and policies and their impact on you; seek clarification from an advisor when necessary.

4. **Curriculum integration: Understand the relationship between your classroom and campus experiences and your academic, career, and personal goals.**
 - a. Understand how course selections can help you explore and select a major;
 - b. Explain how your major or program curriculum helps you achieve your goals;
 - c. Describe how breadth and depth requirements help you achieve your goals;
 - d. Schedule courses so you graduate in a timely manner based on your educational plan;
 - e. Connect your educational plan to your career goals;
 - f. Know the employment and other opportunities associated a chosen major or program of studies;
 - g. Articulate personal strengths and weaknesses; be prepared for regular life outside university upon completion of your program;
 - h. Know how to access study abroad to explore its potential in assisting you in reaching your goals;
 - i. Discover the range of clubs and organizations which exist on campus and how to join in.

5. **Understand the importance of “Experiential Learning” in your educational plan:**
 - a. Understand the importance of developing your professional networks. To that end, try to introduce yourself and have a conversation with at least one faculty member each year you are enrolled;
 - b. Participate in undergraduate research, off-campus volunteering, study abroad, and/or community service;
 - c. Discuss how participating in these activities helps you achieve your goals;
 - d. Find the Campus Career Centre and discover how they can assist you in your career planning and job finding endeavors.

6. **Relational Development:**
 - a. Understand the importance of starting and continuing personal, collegial, and professional relationships with your professors and peers;
 - b. Seek clarification of the advising relationship regarding expectations of advisors and advisees as necessary;
 - c. Develop an awareness of yourself within your educational experiences;
 - d. Practice reflective and introspective thought to enhance your college experience;
 - e. Seek and value regular and continued advising;

- f. Clearly articulate your personal expectations of your VIU experience so you may better seek to meet your own expectations.

Advisor Responsibilities - What you can expect

You can expect me as your advisor to:

- Encourage and guide you as you define and develop realistic goals.
- Encourage and support you as you gain the skills to develop clear and attainable educational plans.
- Foster your development as a student by teaching you how to read and understand procedures, requirements and policies and encouraging you to act on the information that you have received.
- Be accessible for meeting with you via office hours for advising, telephone, e-mail, or web access.
- Assist you in gaining decision making skills as well as the skills to assume responsibility for your educational plans and achievements.
- Maintain confidentiality.
- Act as a resource to you in working through issues that you may have with institutional policies, procedures, practices and decisions, as well as brainstorm additional solutions to your educational issues, concerns or problems.
- Be cognizant of role boundaries; I will exercise professional judgment concerning when and to whom you will be referred to both on campus and wider community resources.
- Assist you in working closely with your professors.
- I, as a General Advisor am objective and not tied in with any particular department on campus; I am always guided by your best interests.

Advisors see students in appointments for a 30-minute block of time. An advisor will see a student on a drop-in basis for an initial 15-minute block of time. If further issues need to be explored or discussed, please book an appointment for follow-up work at a later date.

Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Schedule regular appointments or make regular contacts with an Advisor each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Complete all assignments or recommendations from your advisor.
- Become knowledgeable about university programs, policies, and procedures.
- Gather all relevant decision-making information.
- Organize official documents in a way that enables you to access them when needed.
- Keep a personal record of your progress toward meeting your goals.
- Accept responsibility for decisions.
- Cancel appointments in advance when you know you are unable to attend.

Note: Students may make additional appointments with their advisor until all educational plans are in place or until each issue that the student is working on is resolved.

Text/Materials/Links:

University Catalogue: www.viu.ca/calendar

Advising Website: www.viu.ca/advising

Career and Education Planning: <http://www.viu.ca/studentsuccess/careerpath.asp>

Career Cruising: [www.Career Cruising.com](http://www.CareerCruising.com) (user name: malaspina; pass word: malaspina)

Academic Success: <http://www.viu.ca/advising/academicsuccess/index.asp>

BC Transfer Guide: <http://www.bctransferguide.ca/>

Connect for Success: <http://www.mala.ca/studentsuccess/index.asp>

Counselling Centre: <http://www.mala.ca/counselling/>

Course Timetables: <http://records.viu.ca/reg/htbin/timetable>

Campus Career Center: <https://isweb.mala.bc.ca/CampusCareerCentre/index.asp>

Disability Services: <http://www.mala.ca/disabilityservices/index.asp>

Employee Directory: <https://isweb.mala.bc.ca/tds/search.asp>

First Nations Student Services: <http://www.mala.ca/fnss/>

Math Centre: <http://www.mala.ca/mathcentre/index.asp>

Probation: <http://www.viu.ca/advising/academicsuccess/index.asp>

Student Record login: <https://records.viu.ca/reg/htbin/weblogin>

Study Abroad: <http://www.mala.ca/studyabroad/index.asp>

Web Registration Tutorial: <http://www.viu.ca/registration/tutorial/Web%20Reg/Web%20Reg.htm>

Writing Centre: <http://www.mala.ca/writingcentre/index.asp>