

Advising Syllabus

Advising Philosophy

At Carleton, academic advising is a collaborative process that involves students, advisers, instructors, class deans, and many other community members and resources. As your adviser, I am invested in supporting you throughout your academic journey. By fostering a welcoming space for you to explore new disciplines, to try new co-curricular endeavors, to set goals, and to express any concerns, my hope is that you will feel empowered to take risks and to embark on the adventure afforded by the liberal arts. As with every other collaborative experience, it is important to set some ground rules and expectations.

Learning Goals for Advising

- learn the value of the skills gained from a [liberal arts education](#)
- develop an understanding of the goals and purpose of Carleton's [Liberal Arts Requirements](#)
- develop academic, personal, and career goals and a plan for achieving them
- learn time management skills and effective study habits
- develop an awareness of and ability to plan an academic course of study using the academic planning worksheet

Ways to Take Ownership of Your Experience at Carleton

- take the initiative to seek advising when needed
- accept responsibility for your decisions and actions
- be your own advocate

I understand the following to be my duties as your adviser:

- provide a confidential space for you to ask questions and express concerns
- know Carleton's academic regulations and procedures and help you make informed decisions or direct you to get the answers that you need
- direct you to available academic resources and tools
- connect you with academic departments so that you can get any specific disciplinary questions answered
- answer communication from you in a timely manner
- publish my availability for you to schedule meetings throughout the term as needed
- set-up timely advising appointments for you to discuss your academic plans before your registration slot

My expectations for you as my advisee:

- schedule advising appointments in a timely manner
- respond to email
- show up for your appointments, be on time and prepared to converse about your academic plans
- follow-through on any plans you make and be accountable
- evaluate and follow-through on any suggestions and recommendations made by your many advisers on campus
- be curious and willing to explore the curriculum and any new opportunities
- communicate with me openly and respectfully
- be patient with the learning process
- be open-minded and flexible with career and life-goal exploration