

## ADVISING SYLLABUS

### CONTACT

- Email for quick questions: [advisor@honors.ufl.edu](mailto:advisor@honors.ufl.edu) (must send from UF email account)
- Express Hours for brief meetings: Find specific hours in your Honors Cohort in Canvas
- Appointments for broader conversations: Call 352-392-1519 to schedule

### OVERVIEW

#### University of Florida Definition of Advising:

*Advising is an intentional and collaborative process that helps the student develop and accomplish academic goals, acquire appropriate information and services, and make responsible choices reflective of their individual interests, abilities, and degree requirements. Academic advisors have formal authority from an academic unit to approve a student's program of study and progress towards their degree.*

#### Philosophy of Honors Advising (from Johnson, Walther, & Medley, 2018, p. 120-121):

*Honors advising takes a constructivist approach, where the advisor challenges students to tackle complex, real-world problems both in and out of the classroom; mentors students while connecting them to opportunities for tackling these problems; and supports students through engaging dialogues about their goals and interests.*

#### Honors advising directly supports the mission of the UF Honors Program by:

*Connecting students to resources and opportunities. Honors students often have multiple interests and abilities. Advisors help our students chart their paths by introducing them to possibilities that may be known or unknown to them.*

*Nurturing the growth and development of our pre-eminent undergraduates. Advisors foster this growth by helping our students find meaning, clarity, and congruity through ongoing conversations about their goals.*

*Engaging high achievers in academic planning from orientation through graduation. Advisors work with students to co-create a comprehensive plan that is ambitious, forward-thinking, and tailored to each student's unique story.*



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### REQUIRED MATERIALS

- UF email account that is checked frequently. Students should add honors@ufl.edu and @honors.ufl.edu to their address book so important announcements from Honors do not end up in a spam folder.
- Honors on Wednesday (HoW) email. The Honors Program's official e-news includes deadlines, reminders, and announcements. Students are held accountable for reviewing the HoW.
- Honors Cohort in Canvas. This is the official collection point for Honors Completion requirements, as well as the most up-to-date location for advising express hours and FAQ's.
- University of Florida Undergraduate Catalog. The Catalog provides the official university rules, policies, regulations, and degree requirements.
- One.UF. This website includes your transcript, degree audit, test scores, holds, and other critical information.

### POLICIES

#### Attendance:

*Students are responsible for arriving on time for appointments. Students who arrive later than 10 minutes may be asked to reschedule. Students who are sick are asked to reschedule. Cancellations within 24 hours of the scheduled appointment time are appreciated.*

*Throughout peak times in the semester (e.g. drop/add week, advanced registration), students who make an appointment and do not show up or cancel in advance may be restricted from making a future appointment through the duration of that period. Students will be directed to express hours if they need to speak with an advisor.*

*During express hours, students are asked to keep their meetings brief (5-10 minutes) in order to accommodate others who may be waiting. Students who need a more in-depth conversation with an advisor will be asked to make an appointment.*

#### Participation:

*Students should come prepared to their meetings with their advisor with a list of questions or a specific topic to discuss. Students should minimize distractions as much as possible to maximize the time spent with an advisor.*

*Advisors cannot share student record information with anyone other than the student. More information about FERPA is provided by the Office of the University Registrar.*



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### **EXPECTATIONS**

Students can expect their advisors to -

- serve as a specialized advocate, coach and mentor
- ask questions that encourage meaningful dialogue
- facilitate conversations unique to each individual
- suggest educational opportunities designed to maximize potential
- review strategies to assist with meeting personal and professional goals
- help identify any real or perceived barriers to student success
- foster an inclusive environment where all feel welcome, safe, supported and valued
- create meaningful opportunities for close interactions with the Honors Program inside and outside of the formal advising environment

Students are equal partners in the advising process and are expected to -

- come prepared to be active learners and participate fully in the process
- read the Honors on Wednesday and other important communications from the Honors Program
- check the Honors Cohort in Canvas and upload Honors Completion documentation on a regular basis
- review One.UF on a regular basis, including holds, announcements, and degree audits
- be aware of critical dates and deadlines each semester
- demonstrate an openness to learning opportunities, active engagement and reflection, and involvement opportunities
- exhibit professional behavior during interactions with advisors
- follow up on recommendations provided by the advisor
- accept final responsibility for all choices and decisions
- complete the advising assessment as described below

### **ASSESSMENT**

Following express hours or advising appointments, students will receive an email inviting them to complete a survey about their advising experience. These surveys are part of a university-wide initiative to better understand academic advising on campus. Internally, survey results are factored into promotion and merit decisions for honors advisors, as well as continual improvement efforts within honors advising operations.

