

# **Academic Advising Syllabus**

Department of Food Science and Human Nutrition

## **What is an Academic Advising Syllabus?**

An academic advising syllabus outlines expectations and responsibilities for a successful advising relationship, just as a course syllabus outlines expectations and responsibilities for successful completion of a course.

## **Academic Advising at Iowa State University**

Detailed information regarding adviser/advisee responsibilities can be found in the course catalog: <http://catalog.iastate.edu/academiclife/>

## **Advising Mission Statement**

Academic advising is an intentional, collaborative relationship based on trust and mutual respect that promotes the student's development of competence, autonomy, and sound decision making skills. Adviser-student interactions are grounded in teaching and learning and are vital in promoting student growth and personal development through learning, discovery, and engagement.

## **Student Responsibilities**

- Gather all relevant decision-making information
- Clarify personal values and goals
- Become knowledgeable about college programs, policies, and procedures
- Be an active learning by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a concern
- Accept responsibility for decisions

## **Adviser Responsibilities**

- Communicate university policies and procedures
- Help students define and develop realistic goals
- Match students' needs with available resources; make appropriate referrals
- Assist students with planning programs consistent with their abilities and interests
- Monitor students' progress
- Discuss linkage between academic preparation and the world of work

## **Academic Advising in the Food Science and Human Nutrition (FSHN) Department:**

All incoming students are assigned a professional adviser located in 220 MacKay Hall. The advising assignments are as follows:

<b>Anne Oldham, M.S., R.D., L.D.</b> aoldham@iastate.edu 515-294-6414	<b>Mickie Deaton</b> mjdeaton@iastate.edu 515-294-4465	<b>Amber Kargol, M.Ed.</b> akargol@iastate.edu 515-294-2553
<ul style="list-style-type: none"><li>• First-year (freshmen) students in dietetics and pre-diet and exercise</li></ul>	<ul style="list-style-type: none"><li>• First-year (freshman) students in culinary science, food science, and nutritional science</li></ul>	<ul style="list-style-type: none"><li>• Transfer students in culinary science, dietetics, food science, nutritional science, and pre-diet and exercise</li></ul>
<ul style="list-style-type: none"><li>• Students with a degree who are completing <i>only</i> the Didactic Program in Dietetics (DPD) checklist of courses for a verification statement</li></ul>	<ul style="list-style-type: none"><li>• Major change students; Students declaring a double major in culinary science, dietetics, food science, or nutritional science</li></ul>	<ul style="list-style-type: none"><li>• Students completing a second degree in culinary science, dietetics, food science, or nutritional science; Reinstated or reentry students</li></ul>

Upper-level students will then be transitioned to a faculty adviser when they begin the junior year of coursework. The advising relationship and expectations will change as you progress through college.

### Meeting with Your Adviser:

At minimum, students in the Food Science and Human Nutrition Department are required to meet with their assigned adviser at least once during the semester in order to obtain a registration code for the following semester. However, your relationship with your academic adviser is what you make it!

The ability to develop positive relationships with others is valuable preparation for future interactions with supervisors/employers.

<b>Your discussions with your initial academic adviser will most likely focus on:</b>	<b>Your discussion with your faculty adviser will most likely focus on:</b>
• Getting to know resources at ISU	• Referrals to resources at ISU, if questions arise
• Introduction to policies and procedures	• Resource person when student initiates questions
• Creating your initial plan of study	• Revising plan of study and meeting remaining graduation requirements
• More notification of opportunities and deadlines	• Expectation for students to take initiative to seek opportunities and plan ahead to meet deadlines
• Exploring ways to get involved at ISU	• Exploring career opportunities and career path
• Goals for your experience at ISU	• Goals for professional positions/career development
• Reference person for experiences during the time when serving as adviser	• Reference person for future jobs/internships

### Scheduling Appointments with an Academic Adviser:

Students may schedule appointments via phone, email, or by signing up for an available time on the schedules posted on our office doors in 220 MacKay. To schedule an appointment via phone or email, please provide several days and time ranges that you are available in your inquiry so that we may compare with our availability to schedule the appointment.

*Note: During registration periods, schedules may be changing rather rapidly in which case we may ask all students to sign up on the schedules posted on our doors rather than via phone or email.*

### Scheduling Appointments with Faculty Advisers:

When you transition to a faculty adviser, you will need to have a discussion with that faculty member about the best way to schedule an appointment.

### Email Communications:

Email with all faculty and staff members should be treated as a professional means of communication. Professional email communication follows these guidelines:

- 1) Address the recipient using appropriate titles unless you have been told otherwise.
- 2) Always sign your full name to your emails.
- 3) Provide background information to help the reader answer any questions that you have or identify the context of your email.
- 4) When replying to emails, please keep previous email conversations in the body of the email so that the recipient knows the topics to which you are responding.
- 5) Provide adequate time for responses. Email is not an instant form of communication so expect that it may take time to respond especially if it is a particularly busy time of year, the adviser is out of the office, or your inquiry requires the acquisition of additional information. Therefore, it is important to plan ahead and contact advisers in advance of dates/deadlines.