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
Iowa State University's academic advisers are dedicated to enhancing each student's academic and career aspirations. https://www.registrar.iastate.edu/advisers/mission

Academic advisers at Iowa State are:
• Interested in the personal and professional development of students
• Knowledgeable about University, College and departmental policies & procedures
• Accessible to their advisees via office hours, phone & e-mail
• Skilled listeners
• Referral agents
• Life-long learners
• Problem-solvers
• Available to assist prospective students and alumni
• Academic advisers also may assume the roles of mentor, teacher & scholar

Academic advisers encourage their advisees to:
• Be serious about their studies and learning
• Be responsible for their decisions and actions
• Be knowledgeable about Iowa State policies and procedures and the graduation requirements for their individual program
• Be conscientious about integrating degree requirements with out-of-class, leadership, and career opportunities.

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:

<table>
<thead>
<tr>
<th>Anne Oldham, MS, RD, LD</th>
<th>Amber Kargol, M.Ed.</th>
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<tbody>
<tr>
<td><a href="mailto:aoldham@iastate.edu">aoldham@iastate.edu</a></td>
<td><a href="mailto:akargol@iastate.edu">akargol@iastate.edu</a></td>
</tr>
<tr>
<td>515-294-6414</td>
<td>515-294-2553</td>
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<td>• First-year students in dietetics and pre-diet and exercise</td>
<td>• First-year students in culinary food science, food science, and nutritional science</td>
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<td>• Students with a degree who are completing the Didactic Program in Dietetics (DPD) courses for a verification statement</td>
<td>• Transfer students and students changing their major into the department; reinstated and reentry students</td>
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Meeting with Your Adviser:
Students interact with their academic adviser during the FS HN 110 classes and meet individually at least once during the semester in order to obtain a registration code for the following semester.

You are encouraged to connect with your adviser throughout the academic year, since your relationship with your academic adviser is what you make it!
Academic Advising Syllabus (continued)

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

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

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<thead>
<tr>
<th>Your discussions with your initial academic adviser will most likely focus on:</th>
<th>Your discussion with your faculty adviser will most likely focus on:</th>
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<tbody>
<tr>
<td>• Getting to know resources at ISU</td>
<td>• Referrals to resources at ISU as questions arise</td>
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<td>• Introduction to policies and procedures</td>
<td>• Relevant resources when you initiate questions</td>
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<tr>
<td>• Creating your initial plan of study</td>
<td>• Revising plan of study and meeting remaining graduation requirements</td>
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<td>• More notification of opportunities and deadlines</td>
<td>• Expectations for you to take initiative to seek opportunities and plan ahead to meet deadlines</td>
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<tr>
<td>• Exploring ways to get involved at ISU</td>
<td>• Exploring career opportunities and career path</td>
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<tr>
<td>• Goals for your experience at ISU</td>
<td>• Goals for professional positions and career development</td>
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<td>• Reference person for experiences during the time when serving as adviser</td>
<td>• Reference person for future jobs/internships</td>
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Scheduling Appointments with your Academic Adviser:
Ask your adviser about the best way to schedule appointments, such as using the ISU Appointments link in Access Plus. If scheduling an appointment by email, please provide several days and times that you are available, so that we can easily compare with our availability to schedule the 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.