

## 2023-2024 ACADEMIC ADVISING SYLLABUS

### EXPLORATORY STUDENT ADVISEMENT - UNDECLARED

**Office Location:** Student Services Building, Room 179  
**Office Hours:** Monday – Friday 8:00am – 4:30pm  
(Advisor may be available virtually also)

**Email:** [exploratory@siu.edu](mailto:exploratory@siu.edu)  
**Telephone:** 618-453-4351  
**Website:** [exploratory.siu.edu](http://exploratory.siu.edu)

#### **Purpose and Advising Philosophy:**

Exploratory Student Advisement (ESA) is the academic home for students who are in the major exploration and decision-making stage of their college career. ESA offers students the opportunity to explore academic and career options while fulfilling core curriculum requirements. Academic advisors in ESA work with the Career Development Office staff to help students find careers that suit their interests and strengths and the majors that will get them there. Students in ESA engage with their academic advisors to develop plans that will enable them to achieve their goals and with mentors to help with adjustment to college life. Graduation starts today with ESA!

#### **Learning Objectives:**

*As a result of Exploratory Student Advisement - Undeclared, you will be able to...*

- 🐾 Utilize campus support services and resources to assist you in achieving your educational and personal goals.
- 🐾 Demonstrate an understanding of the purpose and value of the University Core Curriculum including course requirements and descriptions.
- 🐾 Identify an academic discipline by your sophomore year that matches your interests, skills, and abilities.
- 🐾 Articulate your interests, abilities, values and educational plan in connection with planning for career and life goals.
- 🐾 Demonstrate knowledge of relevant technologies such as SIU Online, Degree Works and SalukiNet.
- 🐾 Demonstrate knowledge of SIU policies and procedures.

#### **Advisor responsibilities:**

*To support EXPU students, advisors will...*

- 🐾 Provide intensive and intrusive academic advising with detailed follow up calls and emails.
- 🐾 Familiarize themselves with their individual students in order to build rapport.
- 🐾 Assist students in selecting courses and choosing an academic major.
- 🐾 Assist students in decision-making by addressing the integration of self-knowledge with educational and occupational information.
- 🐾 Provide an evaluation of students' progress toward established goals and educational plans.
- 🐾 Provide accurate information about Institutional policies, procedures, resources and programs.
- 🐾 Make referrals to resources within SIU as appropriate.
- 🐾 Encourage individual goals and decision making.
- 🐾 Recommend curricular and co-curricular activities and organizations in addition to applicable campus resources.
- 🐾 Provide academic department requirements and acceptance criteria.
- 🐾 Demonstrate relevant technologies such as SIU email, Degree Works and SalukiNet.

#### **Advisee responsibilities:**

*To achieve my ultimate academic goals, I will...*

- 🐾 Meet at least once a month with my academic advisor, more often if needed.
- 🐾 Attend all of my classes except for absences excused by my instructor.
- 🐾 Satisfactorily complete all course work on time. Aim for a B or better.
- 🐾 Keep academic advisor informed of problems, concerns or situations adversely affecting academic progress.
- 🐾 Be prompt for all required meetings and appointments with advisors.
- 🐾 Adhere to all University policies and procedures.
- 🐾 Accept responsibility for my own actions, decisions and academic progress.
- 🐾 Utilize technologies such as SIU email, Degree Works and SalukiNet.

### FRESHMAN YEAR First Semester

You will:	Advisors will:
<ul style="list-style-type: none"> <li>🐾 Set up an SIU email account and check it daily.</li> <li>🐾 Utilize the resources available in Career Services.</li> <li>🐾 Make monthly contact with my academic advisor via phone, email, or in person.</li> <li>🐾 Attend all of my classes except for absences excused by my instructor.</li> <li>🐾 Actively participate in curricular and co-curricular activities and organizations.</li> <li>🐾 Utilize tutoring and academic coaching in the Center for Learning Support Services.</li> </ul>	<ul style="list-style-type: none"> <li>🐾 Provide intensive and intrusive academic advising with detailed follow up calls and emails.</li> <li>🐾 Explain University Core Curriculum (UCC).</li> <li>🐾 Teach registration steps via SalukiNet.</li> <li>🐾 Provide accurate information about SIU policies, procedures, resources and programs.</li> <li>🐾 Recommend curricular and co-curricular activities and organizations in addition to applicable campus resources.</li> <li>🐾 Assist students in selecting courses and choosing an academic major.</li> </ul>

### FRESHMAN YEAR Second Semester

You will:	Advisors will:
<ul style="list-style-type: none"> <li>🐾 Explore connections between my interests, strengths and potential majors.</li> <li>🐾 Keep ESA staff informed of problems, concerns or situations adversely affecting academic progress.</li> <li>🐾 Know the University Core Curriculum, University policies, procedures and programs.</li> <li>🐾 Understand registration steps via SalukiNet.</li> <li>🐾 Know academic department requirements and acceptance criteria.</li> <li>🐾 Use Degree Works to determine progress toward degree.</li> </ul>	<ul style="list-style-type: none"> <li>🐾 Assist students in selecting courses and choosing an academic major.</li> <li>🐾 Assist students in decision-making by addressing the integration of self-knowledge with educational and occupational information.</li> <li>🐾 Provide an evaluation of student progress toward established goals and educational plans.</li> <li>🐾 Make referrals to resources within SIU as appropriate.</li> <li>🐾 Prepare student to transition into an academic college or major.</li> <li>🐾 Teach student how to use degree audit function of Degree Works.</li> </ul>

### SECOND YEAR Third Semester

You will:	Advisor will:
<ul style="list-style-type: none"> <li>🐾 Keep ESA staff informed of problems, concerns or situations adversely affecting academic progress.</li> <li>🐾 Know the University Core Curriculum, University policies, procedures and programs.</li> <li>🐾 Choose classes for spring term.</li> <li>🐾 Understand registration steps via SalukiNet.</li> <li>🐾 Know academic department requirements and acceptance criteria.</li> <li>🐾 Use Degree Works to determine progress toward degree.</li> </ul>	<ul style="list-style-type: none"> <li>🐾 Verify that student is choosing courses that fulfill major and Core Curriculum requirements.</li> <li>🐾 Assist students in decision-making by addressing the integration of self-knowledge with educational and occupational information.</li> <li>🐾 Provide an evaluation of student progress toward established goals and educational plans.</li> <li>🐾 Make referrals to resources within SIU as appropriate.</li> <li>🐾 Prepare student to transition into an academic college or major.</li> </ul>

*This list is not exhaustive and we recognize that no single academic advising interaction is sufficient to review all above topics. The primary purpose of an academic advising program is to assist students in the development of meaningful education plans that are compatible with their life goals (CAS, 2005, ESA 2015).*