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**Academic Advising Syllabus**

**[College/School Name]**

**Academic Advisor Name:**  **Email:**  **Phone:**

**Office Location:** Mason Building **Office Hours/Drop-In Advising:** Day/Time

**Academic Advising website: [**include link(s) here]

**How to schedule an advising appointment: [**Navigate PAL (Personal Advising Link)]

[List instructions for how to schedule an appointment]

**Looking for an advisor in a different major or minor? Use the Advisor Locator Tool:**   <https://advising.gmu.edu/advisor-locator/>

**What is Academic Advising?**

Academic advising at George Mason University is an ongoing, holistic, and authentic relationship between students and advisors that involves teaching, learning, and relationship building throughout the student’s entire time in the Mason community. Advisors form strong and humanistic relationships with students during which time they:

* educate students about degree planning, course registration, university policies and procedures
* promote engagement in high-impact opportunities
* assist in the exploration and discovery of university resources
* create open and engaging dialogue for decision-making, and,
* empower students to take ownership of their academic, career, and personal goals, as well as achievements.

**My Academic Advising Philosophy**

[INSERT YOUR OWN PHILOSOPHY HERE]

**College/School Information**

* Advising Structure and explanation (consistent on every syllabus based on structure: professional, shared, or faculty)—maybe link to video if one is available?
* Unit-based Student Services Offered
* Whatever else school/college/unit advising administration deems necessary, but limited to one page
* Academic performance information
* Academic warning
* Academic probation
* Academic suspension
* \*\*unit specific actions regarding these performance issues

**ADVISOR AND STUDENT EXPECTATIONS**

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| **Advisor’s Expectations** | **Student’s Expectations** |
| Create an open, respectful, and inclusive environment where all students feel a sense of belonging | Schedule and attend advising appointments at least once each semester |
| Answer student questions in a timely manner | Attending advising appointments on time and prepared with questions, relevant paperwork, and course and program ideas |
| Support and engage students in collaborative process of developing clear and attainable academic, career, and personal goals | Ask for clarification if advice is unclear or specific, stated concern is not addressed |
| Understand and effectively communicate George Mason University degree requirements, deadlines, policies, and procedures | Check and take responsibility for contents of their Mason email account on a regular basis with the understanding that this is the primary role of communication with students at the University |
| Refer students to appropriate campus resources and services as needed to facilitate academic, career, and personal development, | Read and understand university degree requirements, deadlines, policies, and procedures as outlined in the online University catalog, |
| Consult with other advisors or other university employees when student presents questions about which you are unsure of an accurate response | Review their academic progress utilizing the degree audit tool in Patriot Web on a regular basis |
| Maintain confidentiality in accordance with FERPA laws | Explore and familiarize themselves with campus resources, services, and opportunities that will assist in meeting their goals |
| Develop a holistic and transformative relationship with all student advisees | Participate in and assume full responsibility for all decisions and actions that may impact their academic, career, and personal goals |

**Student Learning Outcomes for Academic Advising**

Below is a set of outcomes each student should learn by engaging in academic advising. These outcomes are developmental and will take place over the course of the first year of advising.

Please review the learning outcomes and determine through self-assessment areas where you feel confident you achieved an outcome and areas where improvement is required for full understanding. Achieving these learning outcomes will assist you in progressing toward degree attainment indicated in your academic plan.

**Students will be able to…**

1. **Identify** major and/or honors Academic Advisor.
2. **Demonstrate** how to contact and/or make an appointment. with major Academic Advisor and/or honors Academic Advisor.
3. **Locate** academic information using Patriot Web (e.g., transcript, course schedule).
4. **Explain** the connection of the Mason Core requirements and/or Honors College curriculum to a liberal arts education.
5. **Articulate** the academic/experiential requirements for their major/minor.
6. **Use** the course registration system to add, drop, or withdraw from courses.
7. **Locate** campus student resources appropriate for their individual needs.
8. **Locate** the university academic calendar for important dates and timelines.
9. **Use** the university catalog to learn about university policies, procedures, and regulations.
10. **Explain** the Mason Academic Standing policy (if applicable).

**Suggested Professional Etiquette for Academic Advising**

Often, your initial interaction with advisors and instructors is via email. These tips will help ensure you make a strong first impression.

* **Use your Mason email address for all communications.** An email coming from your official Mason account is marked as legitimate and much less likely to end up in a spam or junk folder. *It’s more professional than a message coming from ‘dragonslayer2000@mail.com’ or ‘princessbuttercupforever@mail.com’*.

* **Always include a descriptive subject line.**A brief explanation of the nature of the email is best: “Registration Questions”, “Advising Appointment”, etc.

* **Include a proper greeting.**“Dear Professor Williams”, “Hello Dr. Jones”, etc.

* **Use complete sentences, proper grammar, and spell check.** Don’t use texting abbreviations or type in ALL CAPITAL LETTERS.  Proofread your message.

* **Be polite.**

* **Be specific and succinct.**Include relevant, clear information, and keep your message short and sweet.

* **Signoffs and signatures matter.** Always end your message with a closing (“Sincerely”, “Regards”, “Best wishes”, “Thank you”, etc.) and your first and last name, as well as G Number.

* **Email goes where it’s told**. Check – and double check – to ensure you’ve used the correct email address.

**Other Professional Tips**

* Check your Mason email **daily** and respond to emails in a timely manner.
* Schedule your advising appointment(s) early. Don’t wait until the last minute!
* Take advantage of the advising and academic resources that George Mason has to offer.
* Come prepared to your advising meeting with questions.
* A simple “thank-you” goes a long way.
* Register for classes as soon as you can, as classes fill up quickly.
* Take advantage of office hours and walk-in hours.
* Always ask questions – if you aren’t asking questions, you aren’t learning.

**University Pledge to Diversity Statement**

Mason's goal is to build and sustain an inclusive campus community and to foster a welcoming climate that values and respects all members of the community. True diversity is defined not only as differences in individual backgrounds, personal identities, intellectual approaches, and demographics; it is also the removal of barriers and the creation of space that allow individuals to fully engage in the life of the university. As individuals of our own unique identities — faith, race, sexuality, gender, abilities, socioeconomic class — we each offer an irreplaceable opportunity to examine issues from new and innovate perspectives. The commitment to providing these opportunities equally to every member of our community is the force behind creating a diverse, ideal George Mason University. (<https://diversity.gmu.edu/diversity>)

**Title IX**

The University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The University complies with Title IX of the Education Amendments of 1972 (“Title IX”); 34 CFR Part 106 (“Title IX Regulations”); Title VII of the Civil Rights Act of 1964 (“Title VII”); the Virginia Human Rights Act; Violence Against Women Act (“VAWA”); and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate Mason resources here: <https://diversity.gmu.edu/title-ix>

**Notice of mandatory reporting of sexual assault, sexual harassment, interpersonal violence, and stalking:**  As an academic advisor, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to Mason’s Title IX Coordinator per [University Policy 1202](https://universitypolicy.gmu.edu/policies/sexual-harassment-policy/). If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason’s Title IX Coordinator by calling 703-993-8730 or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

**Campus Resources Lists:**

<https://advising.gmu.edu/resources/>

<https://learningservices.gmu.edu/campus-resources/>

* Advisor Locator: <https://advising.gmu.edu/advisor-locator/>
* Majors and Minors: <https://advising.gmu.edu/explore/>
* Academic Calendars: <https://registrar.gmu.edu/calendars/>
* Academic Planning and Registration: <https://advising.gmu.edu/academic-planning/>
* Course Registration Info and Tutorials: <https://registrar.gmu.edu/students/patriot-web-tutorials/>
* Appeals/Exception Requests: <https://advising.gmu.edu/appeals/>
* Degree Works: <https://registrar.gmu.edu/students/degree-evaluation/degree-works/>
* Satisfactory Academic Progress (SAP): <https://www2.gmu.edu/financial-aid/eligibility/satisfactory-academic-progress-sap-policy>