

# Academic Advising Syllabus – Fall 2019

<b>Advisor:</b> Jon Jump, Ph.D. Associate Dean of the College and Registrar	<b>Office:</b> Center Hall 115 <b>Hours:</b> By appointment, or anytime my door is open. I am either in my office or in a meeting most days M-F from 8:00 – noon and 1:00 – 4:30.
<b>Phone:</b> 765-361-6206 (direct) For appointments: 765-361-6224	<b>E-Mail:</b> jumpj@wabash.edu

## Academic Advising Mission Statement and Definition

The mission of advising at Wabash College is to promote intellectual, personal, and career development so that students can identify, pursue effectively, and achieve realistic academic, personal, and career goals. As such, advising is a teaching and learning process that involves meaningful relationships between advisors and students.

## Advisee Responsibilities – What I Expect from Advisees

The advisee has clear responsibilities in the advising partnership in order to be successful:

- Schedule regular appointments and make regular contacts with me during each semester
- Come prepared to each appointment with questions or material for discussion
- Be an active learner (of the curriculum, of your interests, etc.) by participating fully in the advising experience.
- Ask questions if he does not understand an issue or have a specific concern
- Keep a personal record of his progress toward meeting goals.
- Organize documents in a way that enables him to access them when needed.
- Clarify values and goals and provide accurate information about interests/abilities.
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions
- Be prepared for registration at the appointed time, i.e. make sure your account is free of obligations that will cause registration to be blocked

## Advisor Responsibilities – What Advisees Can Expect from Me

You can expect me as your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures
- Encourage and guide students as they define and develop realistic goals
- Encourage and support students as they gain the skills to develop clear and attainable educational plans
- Provide students with information about and strategies for utilizing the available resources and services on campus
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
- Monitor and accurately document students' progress toward meeting their goals.
- Be available for meetings via office hours for advising, telephone, or e-mail
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality
- Assist students in working closely with their instructors

# Academic Centers for Excellence

Academic Centers for Excellence endeavor to provide students with individual and small group instruction and assistance in their coursework, along with facilitating necessary and appropriate learning accommodations. Recognizing that our students' intellectual growth and personal development occur concomitantly and are often intertwined, the directors of the Writing Center, the Quantitative Skills Center, and Disability Services work collectively to encourage student success.

Academic Centers for Excellence includes:

## 1. The Writing Center

*Director - Zachery Koppelman, Lilly Library 2<sup>nd</sup> floor, x6024, [koppelmz@wabash.edu](mailto:koppelmz@wabash.edu)*

Do you have questions about how to start a paper? Are you struggling to get all of your ideas to fit? Do you have a draft but want someone to review it? Did you get a lower grade than expected on your last paper and want to do better?

Then you need to visit the Writing Center!

No matter what your writing questions or needs, the Wabash Writing Center Consultants are eager and able to help you! Located on the second floor of the Lilly Library, the Wabash Writing Center is open to all students, faculty, and staff.

To make an appointment, go to <https://www.wabash.edu/ace/writing>, select the button labeled "Click HERE to make an appointment," and register in the scheduling system.

If you have any questions, please email the director, Prof. Koppelman, at [koppelmz@wabash.edu](mailto:koppelmz@wabash.edu).

All writing consultants and QSC tutors are faculty-recommended and receive training in the art of tutoring.

## 2. Quantitative Skills Center (QSC)

*Director - Zachery Koppelman, Lilly Library 2<sup>nd</sup> floor, x6024, [koppelmz@wabash.edu](mailto:koppelmz@wabash.edu)*

Are you in O-Chem and have questions? Is your calculus homework giving you issues? Did you last bio exam not quite meet your expectations? How is that physics course going? What about econ?

If you have any questions about biology, chemistry, economics, mathematics, or physics, come to the Quantitative Skills Center (QSC) on the second floor of Lilly Library. Our department-selected tutors will work with you to answer your questions and deepen your understanding of each subject.

Please check out the QSC website—<https://www.wabash.edu/ace/qsc>—for the hours and tutors. All writing consultants and QSC tutors are faculty-recommended and receive training in the art of tutoring.

If you have any questions, please email Prof. Koppelman at [koppelmz@wabash.edu](mailto:koppelmz@wabash.edu).

### **3. Disabilities Support Services**

*Coordinator – Associate Dean Heather Thrush, Center Hall, 112B, x6347, thrushh@wabash.edu*

Students with disabilities (apparent or invisible) are invited to confidentially discuss their situation with the disability coordinator, Heather Thrush, Associate Dean for Student Engagement and Success. If a student wishes to receive an academic accommodation, it is required that his documentation of the disability be on file with Dean Thrush, who can, in confidence, provide information and guidance. Early notification helps us all work together in the most effective ways. Dean Thrush can be reached at her office (Center Hall 112A), by phone (x6347), or by email (thrushh@wabash.edu).

## **Other Important Resources**

### **Wabash Bookstore**

*X6095, bookstore@wabash.edu*

**Link for textbook purchasing: <https://bookstore.mbsdirect.net>**

### **The Office of Student Enrichment**

*Director - Zachery Koppelman, Lilly Library 2nd floor, x6024, koppelmz@wabash.edu*

Succeeding at Wabash College takes a great deal of effort and planning. Life is complex, assignments are time consuming, and staying involved keeps you running. When you have questions about how to make everything fit into your schedule, how to study more efficiently, how to take better notes, or any other question about developing your college skill, visit the Office of Student Enrichment (OSE).

Go to <https://www.wabash.edu/ace/office> and follow the “Make an Appointment” link to arrange a one-on-one, personalized meeting with Prof. Koppelman. No matter your questions, Prof. Koppelman will work with you to find a solution that helps you achieve your goals.

### **Wabash College Counseling Center**

*Staff Counselors -- Kevin Swaim '83, MA, NCC, LMFT, LCSW, LMHC and Jamie Sweet Douglas, MA, NCC, LMHC, LCAC, LMFTA. Located on the Garden (Lower) Level of the Pioneer Chapel.*

Our counseling is **free** and it's **confidential**, and this guarantee is taken seriously. Your contact with the counseling center is confidential between you and the counselor to the fullest extent of the law (confidentiality laws allow disclosure when there is imminent danger to someone or a report of abuse of a child or elder). Wabash students come to the counseling center for differing reasons, including personal and academic questions, stress of school and sports, anger, grief and loss, conflicts with family or friends or guys in their living units, alcohol and other drugs, feeling edgy and anxious, relationships, motivation problems, sexuality, concerns about friends, and just wanting someone neutral to talk to.

When you contact us, we will offer an appointment to fit your schedule. We have many times on differing days and daytime or evening hours. We can usually get students in within a day or two. We respond best to an email request for an appointment, at [counseling@wabash.edu](mailto:counseling@wabash.edu). This address sends a message to both counselors and will usually receive responses from both with a variety of appointment times. We also respond to acute situations, up to and including a knock on our door. If there is no one in the office when you stop by, our contact information is in the hall to reach us.

Kevin Swaim  
765-361-6252 Ofc  
[Swaimk@wabash.edu](mailto:Swaimk@wabash.edu)  
(Phones forward to us when we are not in the office)

Jamie Sweet Douglas  
765-361-5592 Ofc  
[Douglasj@wabash.edu](mailto:Douglasj@wabash.edu)

## **Schroeder Center for Career Development**

*Roland Morin '91 -- Director, Professional Development and Center for Innovation, Business & Entrepreneurship, x6096, [morinr@wabash.edu](mailto:morinr@wabash.edu)*

*Emily Hall -- Associate Director of Professional Development, x6249, [halle@wabash.edu](mailto:halle@wabash.edu)*

*Cassie Hagan -- Associate Director of Career Services, x5594, [haganc@wabash.edu](mailto:haganc@wabash.edu)*

Wabash prepares its students to meet their futures with confidence and clarity. The Schroeder Center for Career Development helps students to identify, develop, and experience civic and career leadership before they graduate. Through professional immersion trips and vibrant internships, students explore opportunities to reach individual career goals of employment, graduate school, or service opportunities. Whatever he can dream, we offer individualized programs and resources to help Wabash men get there.

## **Student Health Center**

*Christine Amidon, RN, BSN, NCSN – College Nurse, x6265, [amidonc@wabash.edu](mailto:amidonc@wabash.edu)*

*Dr. John Roberts '83, M.D. and Dr. Scott Douglas '84, M.D. – College Physicians*

*Hours: 8:30 a.m. to 2:00 p.m. Monday through Friday every day that school is in session*

**Link for many health-related resources:**

**<https://www.wabash.edu/studentlife/health>**

# Some Important Dates, Fall 2019

Date(s)	Event
August 18 (Sunday)	6:30 – 9:00 Student dinner, advising and discussion El Charro 113 E Pike St, Crawfordsville, IN 47933
August 18 (Sunday, 2:30-5:00 pm), August 19 (Monday, 8:30-11:00am), August 20 (Tuesday, 8:30-11:00am)	Individual Advising Appointments with Dean Jump
August 20 (Tuesday, 3:15 – 4:15pm)	Registration Changes (if needed) Hays 003
August 21 (Wednesday, 8:00-11:30am)	Community Service: Bethel AME Church 213 North St W, Crawfordsville, IN 47933 <i>Wear clothes for painting!</i>
August 22 (Thursday)	<b>First Day of Classes</b>
August 30 (Friday, 4:30pm)	<b>Last Day to Add a Course</b>
September 3-4 (Tuesday – Wednesday)	<b>Student Census (Don't Miss Class!)</b>
September 6 (Friday, 4:30pm)	<b>Last Day to Drop a 1<sup>st</sup> half semester (1/2 credit) course</b>
September 20 (Friday, 4:30pm)	<b>Last Day to Drop a full semester (1 credit) course</b>
September 23-25 (Monday – Wednesday); September 30 (Monday)	<b>"First Month Done" meetings with Dean Jump -- scheduled individually (look for email the week of September 16<sup>th</sup>)</b>
September 27 (Friday, 4:30pm)	<b>Last Day to Withdraw from a 1<sup>st</sup> half semester (1/2 credit) course</b>
October 9 (Wednesday)	Midsemester
October 10-13 (Thursday – Sunday)	Fall Break
October 15 (Tuesday, 4:00pm)	All midterm grades due
October 18 (Friday, 4:30pm)	<b>Last Day to Add a 2<sup>nd</sup> half semester (1/2 credit) course</b>
October 21 – November 1	<b>Advising Meetings with Dean Jump to choose Spring 2020 schedules</b>
October 25 (Friday, 4:30pm)	<b>Last Day to Drop a 2<sup>nd</sup> half semester (1/2 credit) course</b>
November 3 – 7 (Monday – Friday)	<b>Pre-registration for Spring 2020</b>
November 15 (Friday)	<b>Last Day to Withdraw from a 2<sup>nd</sup> half semester (1/2 credit) course OR a full semester (full credit) course</b>
November 23 – December 1	<b>Thanksgiving Recess</b>
December 6 (Friday)	<b>Last Day of Fall 2019 classes</b>
December 9 -14 (Monday – Saturday)	<b>Final Exams</b>
December 16 (Monday)	<b>Fall 2019 grades due</b>

**May 14, 2023: Graduation Day for Class of 2023**

# Notes

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