

General advising goals for sophomores, juniors, and seniors

- Confirm students are meeting curriculum requirements.
- Help students tailor their coursework and experiences (internships, research, study abroad, student organizations, etc.) to achieve their academic and professional goals. This may include helping students evaluate changing their major.
- Provide students with career advice.
- Address academic procedural questions.

General steps to advising

*Enter notes in Undergrad Records with pertinent information from meetings and e-mail communications. This will help you, NRES Student Services, and the College of ACES advise students over time. See more information in #5.

1. Invite students to make an advising appointment as registration for the next semester approaches (and be open to meeting at other times during the semester).
2. Remind students to bring a copy of their current degree audit report and a tentative list of courses they would like to take in the next semester. Upperclassmen should also have a tentative plan to finish their degree. Confirm that students are planning to take courses when offered, since some courses are offered only once a year or every other year.
3. Inquire about plans for internships (or volunteering to gain field skills), undergraduate research, and study abroad. Encourage the pursuit of these opportunities and direct students to resources for further investigation.
4. For upperclassmen, also inquire about interest in graduate school and career search for their area of interest. Remind students of prep events offered by the department (graduate school prep in fall semester, career search prep in spring semester).
5. Enter notes in Undergrad Records with pertinent information from meetings and e-mail communications.
 - a. Emails can be summarized or a complete copy of the message may be included. Note: forwarding the message from the sent folder creates a version that includes the date and to whom it was sent.
 - b. Meetings may be summarized, or, if you send an e-mail summary to the student after the meeting, copy and paste the e-mail.
 - c. Pertinent information to include for all communications is the date and time, course number(s) discussed, your recommendations to the student, any action required by the student, and any other information that will be helpful to refer to in future meetings.

Example:

11/01/2015, 11am

I met with Chris today. In the current semester, IB 104 and CHEM 104/105 are very challenging. He sees the professors for assistance. Chris is not as fond of science courses; he finds the application of science more interesting. He would like to change his concentration to Human Dimensions of the Environment. The next ICT period when he can make it official is January 11-29, 2016.

In SP16, we discussed him taking NRES 108, NRES 287, IB 103, STAT 100, and GEOG 103. He will take NRES 201 in FA16.

Chris is still interested in a possible communications minor and/or study abroad. He's been focused on his courses recently.

Chris would like to learn more about career options in environmental science. Taking NRES 108 will help, and I showed him the NRES Career Information Blog with recordings he can watch, as well as the careers page on the NRES website.