

Advising Syllabus: Prof. Rodrigues Fall 2017

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Office hours:
Monday, 2-4pm
Thursday, 1-3pm
& by appointment

Advising Philosophy

Grinnell College's approach to advising relies on mentoring relationships between faculty members and students initiated during the tutorial, developed further when students declare a major and begin working with their major advisors, and deepened in upper-level research and coursework, where students often find new mentors among their professors.

You and I will collaborate to develop a program of study recognizably liberal in both breadth and depth and adapted to your particular interests and long-term goals. I expect that you'll use as a starting point for our conversations about curricular planning the assertions developed in "The Elements of a Liberal Education" of the *Grinnell College Academic Catalog*. That, along with your ideas of who you are and who you are becoming, will shape the academic plan we develop for you.

My responsibilities as your adviser are:

1. to help you plan your program of study;
2. to model resourcefulness in answering questions and getting help;
3. to provide a sympathetic hearing and, as needed, advice or referral on academic and career-related matters;
4. to be available to you, giving you an opportunity to know a faculty member well and a sense that someone is personally interested in your welfare; and
5. to help you develop in the areas of making informed decisions, negotiating difficulties, and taking responsibility for and learning from the consequences of your actions and choices.

Your responsibilities as the student/advisee are:

1. to be an active participant in your educational planning, goal setting and execution;
2. to develop a program plan with characteristic liberal arts breadth and depth, that changes over your four years as you build new skills and discover new interests and passions, and that allows you to graduate in four years;
3. to pro-actively seek advice or referral on academic and career-related topics, both from me and from other sources on and off campus;
4. to develop resourcefulness – that is, the ability to identify and appropriately use college resources, beyond your adviser, for guidance;



5. to enhance your ability to make fully-informed choices and take responsibility for your decisions.

Schedule (Times We *Must* Meet)

- 👉 Sunday, August 20 – First Meeting with Tutorial, 1 pm
- 👉 Mon & Tues, Aug 21-22 – Individual Advising appointment (to be scheduled)
- 👉 Mon, Nov 6 – Thurs, Nov 16 – Preregistration for Spring 2018 semester
- 👉 Mon, Apr 16 – Thurs, Apr 26 – Preregistration for Fall 2018 semester

You are responsible for tracking “Dates to Remember 2017-2018” for other deadlines:
<http://www.grinnell.edu/about/offices-services/registrar/calendars/students>

Appointments and Office Hours

Our communication should not be limited to the times listed above. I hope that you will consult with me at other moments of academic concern.

- Office Hours – Please meet with me during office hours, or by making an appointment. I have both posted on my office door – both “open” times and times when you can schedule a set appointment. You are welcome to stop by at other times, as well, although I may be busy.
- To Schedule a Meeting:
 - Step 1: Log into your Grinnell email.
 - Step 2: Open the Calendar function.
 - Step 3: In the upper right corner, click on ‘?’ and select the Help feature.
 - Step 4: In the Help window, select ‘Creating Calendar Items.’
 - Step 5: **Read the instructions** in Help and follow them to send me an invitation to a meeting. Please note that I am available only during “normal business hours” (8 am to 5 pm, Monday-Friday). When you are selecting an appointment time, **be sure to click on the ‘Scheduling Assistant,’** as that will allow you to see the busy/free times on my calendar.
- Email – Grinnell expects that you will use your *grinnell.edu* email account on a regular basis for all official communication. I expect this too. I will make every effort to respond to your emails within 24 hours during the week, and I expect that you will check your email and respond in a reasonable time frame, at least once daily during the week. Other faculty and offices on campus will expect you to do this also.
- When in doubt, get in touch. Don’t worry alone.

Preparing for Appointments



Anytime we meet, come prepared. I'm here to support you, but I cannot get an education for you. When you come to my office come with an agenda – such as a set of courses that interest you and you want to discuss, or a specific question – and take notes.

Also, any time you seek advice it's also good to have thought through possible solutions before you bring it to your adviser, mentor (or work supervisor). Come prepared to talk about those.

Pre-registration

We will meet for pre-registration every semester until you declare a major. When you come to talk, I expect you to have four top choices, and at least two alternatives. Prior to that conversation, I want you to write one paragraph about what you hope to accomplish next semester and a list of the courses you are considering. **Please write down questions you have so we can make sure you find out what you need to know.**

Milestones in the First Year

By the first registration in August ...

- ☐ Know how to read and use the *Academic Catalog* and the *Schedule of Courses*
- ☐ Create a set of courses reflective of the liberal arts
- ☐ Register for courses in a manner that keeps open several different possible majors
- ☐ Know the drop/add dates and how to drop or add a course
- ☐ Know the basic requirements for graduation
- ☐ Identify one or two places to engage on campus beyond your classes

By pre-registration in November for Spring semester ...

- ☐ Be a more sophisticated user of the *Catalog* and the *Schedule of Courses*
- ☐ Be familiar with the location and layout of your Academic Evaluation, accessible through the WebAdvisor Self-Service Portal.
- ☐ Consider courses that will constitute a good liberal arts program that keeps open several different possible majors.
- ☐ Consider what skills you want to further develop while at Grinnell and work those into your next set of courses
- ☐ Have an individual meeting with your CLS adviser
- ☐ Write a (very tentative!) four-year plan, so you are aware of how a choice of major impacts other course choices and how a Grinnell major maps out over eight semesters.
- ☐ Be able to articulate what your next summer could look like. What experiences do you want to have? What can you do to gain experience that builds on your interests? (internships, job shadowing, informational interviews, job shadowing, volunteering, etc.)
- ☐ Consider a semester of off-campus study as part of your plan and determine how you might fit that into your four-year plan
- ☐ Know how to look up your grades online, accessible through WebAdvisor
- ☐ Know how to request a letter of recommendation from me or another faculty member

By pre-registration in April for Fall of second year ...

- ☐ Each semester get to know at least one faculty or staff member well. You should cultivate these relationships. You'll learn a lot from them, and they may eventually serve as references for you.
- ☐ Consider areas to explore that will help you continue to solidify a choice of major.
- ☐ Consider what skills you want to further develop while at Grinnell and work those into your next set of classes.
- ☐ Write (or re-write) your four-year plan using the "Elements of a Liberal Arts Education."
- ☐ Consider a semester of off-campus study as part of your plan and determine how you might fit that into your four-year plan.
- ☐ Begin earnest conversations about choosing a major (and other "big" questions). Students frequently make the leap from a particular major choice to "What will I do for the rest of my life?", but may not share that fear openly. Any choice of major allows plenty of opportunities upon graduation, but you should explore those by talking with me, with other faculty, with alumni, and getting assistance at the CLS.
- ☐ Visit the CLS a few times. Your CLS adviser can be very helpful thinking through many of the challenges above. In addition, you can learn about shadowing opportunities, externships, volunteer experiences, jobs and/or internships next summer. Write or update your resume, and learn how to research opportunities. Then apply!
- ☐ Realize that things will change during your second year: academics, social life, and extracurricular involvements can be very different. Students often don't realize how quickly and profoundly things will change. For example, academic rigor will ramp up, so get a firm grasp now of good time management and study habits. Significant decisions will soon be upon you, too: choosing a major, forming an academic plan, off-campus study, internships. All of these take a significant amount of time to plan.

[Supporting Personal Challenges](#)

Whether you are a student who has a disability, a health condition, a difficult family situation, or someone who must work many hours in order to support yourself, you may have particular challenges you need to negotiate at Grinnell in addition to your classes. I will work with you to determine which offices on campus can best support you. You should become familiar with the Academic Advising Office, Student Health and Counseling Services, disAbility resources, your RLC, and the Chaplains at the Center for Religion, Spirituality, and Social Justice. Please talk with me if you want to better understand the advantages of using these resources and services.

[Acknowledgments](#)

This advising syllabus is adapted from the work of Grinnell faculty & academic advising.

