

Advising Syllabus, 2006-2007

(608) 265-5460 for appointments in all locations

www.ccas.wisc.edu

Main office:

10 Ingraham Hall, hours: 8:00a.m. – 5:00 p.m. Monday – Friday

Residence Hall offices:

Hours vary

Chadbourne Residential College, Room 103

Witte Hall, Room 109

Sellery Hall, Room 37

Lakeshore area/ Bradley Hall, Res Life Office

The Exploration Center for Majors & Careers (EC):

6 Ingraham Hall, hours: 9:00am-4:00pm, Monday – Friday, (608) 265-4497

CCAS ADVISING PHILOSOPHY:

At CCAS, our role is to help you find the information, self-knowledge, and experiences that will move your life in the directions you choose. CCAS advisors will not “prescribe” answers or programs to you. We encourage you to find academic areas that you enjoy and do well in. Extracurricular experiences are integral to career and academic development, and we encourage you to seek opportunities outside of the classroom. We believe academic advising is a collaborative process, and ultimately, you – the student – are responsible for your educational experience.

EXPECTATIONS OF STUDENTS:

Your CCAS Advisor expects you to:

- schedule regular appointments and/or contacts during each semester
- come to appointments prepared with questions and/or topics to discuss
- accept responsibility for your decisions and actions
- be open to developing and clarifying your personal values and goals
- research college programs, policies, procedures, and opportunities as appropriate
- keep a record of your academic progress and goals
- be courteous & plan ahead (schedule appointments early and cancel or reschedule if necessary)

EXPECTATIONS OF ADVISORS:

You can expect your CCAS Advisor to:

- understand UW-Madison degree requirements, and effectively communicate them
- provide a safe space in which to share your thoughts, aspirations, concerns, and interests
- provide resources and referrals
- listen carefully to your questions, concerns, and confusions
- maintain confidentiality
- encourage and support you as you gain the skills and knowledge necessary for success
- assist you in making course and major decisions

RECOMMENDED ADVISING RESOURCES TO REVIEW:

Cross-College Advising Service online: www.ccas.wisc.edu

UW-Madison's Advising Toolkit: www.wisc.edu/advise

ADDITIONAL RESOURCES RECOMMENDED TO YOU:

SAFE ZONE

CCAS advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

YOUR TWO-YEAR ADVISING CALENDAR

Summer 2006

When	What
At SOAR	Meet your CCAS Advisor and plan for Fall semester

Fall 2006

When	What
9/1	CCAS Freshman Orientation (required)
9/4 thru 9/13	Walk-in advising available for quick questions
October	October is Advising Month! Make individual advising appt. for longer discussions and planning.
10/25	MAJORS FAIR! Meet & talk with 70+ depts. and programs. Free food! Great Hall, Memorial Union, 3:30-5:30
Sept-Nov.	Begin to think about what you'd like to do after graduation. Visit the Exploration Center to meet with career advisor, join a career workshop, explore your options!
Early November	Required Pre-Registration meetings for Freshman
November/December	Walk-in & group advising in Residence Halls
November/December	Register online

Spring 2007

When	What
January	Consider your first semester--how are your interests developing? Are you still on the right path? Do you need to meet with an advisor to discuss/clarify?
1/16 thru 1/24	Walk-in advising available for quick questions
February – April	Meet with a career advisor in the Exploration Center, or participate in a workshop to explore your career interests and options.
March	March is Advising Month! Make individual advising appt. to discuss areas of interest, strengths and goals.
April	Walk-in & group advising in Residence Halls
April/May	Register online

Summer 2007

Research, experience, and explore: considering your first year outcomes, what else do you need to know to move forward? Consider internships, employment, travel, reading, informational interviews, volunteering, and more to clarify your interests and goals. For a handout of ideas, visit www.ccas.wisc.edu.

Fall 2007

When	What
9/4 thru 9/12	Walk-in advising available for quick questions
September	Develop a tentative timeline for gathering information and making decisions. Start narrowing your options.
September - October	Attend career, job, and graduate/professional school fairs to network and conduct research
Sept. – November	Visit the Exploration Center--continue your career planning
October	October is Advising Month! Make individual advising appt. to discuss strengths, goals, and additional research needs. Come up with a timeline for decisions.
Early November	Walk-in & group advising in Residence Halls
November/December	Register online

Spring 2008

When	What
1/22 thru 1/30	Walk-in advising available for quick questions
March	March is Advising Month! Make individual advising appt. to discuss timeline, strengths and goals. Options should be narrowed to stay on four-year plan.
February – April	How do your interests match the world of work? Visit the Exploration Center to develop your career plans.
April	Walk-in and group advising in Residence Halls
April	Register online

OBJECTIVES &

EXPECTED STUDENT OUTCOMES of ADVISING RELATIONSHIPS

Below are broad issues each student will grapple with during college. Discuss ways you can achieve these outcomes with your academic and/or career advisor.

First Year

- Explore your academic and career interests
- Explore interpersonal factors (interests, personality) related to academic and career goals
- Make sound decisions regarding campus choices
- Use multiple resources to maximize your undergraduate experience (advisors, student orgs, study groups, volunteering, electives, etc.)
- Clarify your personal values, especially as they relate to academic and career choices
- Assess your skills and strengths

Second Year

- Consider narrowing your interests or studying one of them in more depth
- Meet with an advisor in the major(s) that you're considering
- Continue assessing your skills, strengths, and interests
- Explore connections between your interests and strengths and potential careers
- Arrange for experiences that will help you clarify your goals and interests, including part-time employment, meeting with faculty and staff, shadowing a professional in a field of interest to you, studying abroad, volunteering, or applying for internships

Third Year

- Make decisions – it's a lifelong skill!
- Discover how your interests and skills apply to the world of work
- Research multiple career options to find best fit
- Network with at least three people who work in a field of interest to you
- Identify education and/or additional skills you'll need to attain employment or training in your field (is grad school for you?)
- Be able to articulate what you're studying and why

Fourth Year

- Research employment or grad school options and start applying
- Understand skills employers and grad schools seek
- Be able to market your skills and education to employers
- Continue networking
- Continue assessing your options