

# Academic Advising and Learning Center Syllabus

## Western Oregon University

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**Mission:** The Academic Advising and Learning Center engages students in identifying and pursuing their educational, career, and life goals through personalized learning experiences. The AALC serves and supports students in developing collaborative relationships that foster student success.

*Academic Advisors work to strengthen the importance, dignity, potential, and unique nature of each individual served within the academic setting.*  
--National Academic Advising Association

### Learning Outcomes:

- ❖ Create and maintain a personal academic file to include: LACC Advising Guide, Online Degree Evaluations, degree plan, etc.
- ❖ View and use WOU email for official correspondence on a regular basis.
- ❖ Demonstrate the characteristics of a prepared advisee, by bringing updated LACC advising guide, class schedule, and questions or concerns to discuss.
- ❖ Know the LACC requirements and appreciate the values of a Liberal Arts education.
- ❖ Develop an educational plan for successfully achieving goals; select courses each term to progress toward completing your educational plan.
- ❖ Demonstrate decision making skills by gathering information, assessing alternatives, and examining consequences.
- ❖ Able to discuss challenges and assess what caused them, how to resolve them, and implement action plans to avoid them in the future.
- ❖ Create and document short-term and long-term goals; reflecting on academic values, interests, strengths, and challenges.
- ❖ Understand the relationship between classroom experiences and academic, career, and personal goals.
- ❖ Understand the importance of including experiences outside the classroom such as, internships, study abroad, and community service learning projects.

*The responsibilities below help ensure a successful college career. Academic advising is a learning process supported by a relationship of mutual respect and collaboration between advisor and advisee.*

### **Advisor Responsibilities:**

- Creates an environment where mutual respect and trust allows students to define and develop realistic goals.
- Assists students in gaining decision making skills and in assuming responsibility for their educational plans and achievements.
- Assists students in understanding the purpose and goals of a Liberal Arts education and its effect on their lives and personal goals.
- Understands and effectively communicates Liberal Arts Core Curriculum, B.A. or B.S. degree requirements, and academic policies and procedures.
- Guides students in identifying and pursuing resources in departments throughout campus.
- Maintains confidentiality following WOU and FERPA regulations.

### **Advisee Responsibilities:**

- Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings: bring necessary materials.
- Review your LACC's each term and track your progress toward completing your graduation requirements.
- Take primary and increasing responsibility for your educational plans and achievements.
- Be open and willing to consider recommendations from faculty, advisors, and other mentors.
- As soon as you are ready, commit to and pursue an academic plan directed toward the completion of a degree from WOU.
- Keep current on your academic progress in individual classes; knowing test and assignment dates and being prepared.
- Schedule and attend appointments with your advisor each term.

***Ultimately, the college experience you create is your responsibility!***

*Your advisor will assist you by providing information and resources, but you are responsible for planning your individual program and for meeting academic requirements and deadlines.*