



## ENGINEERING UNDERGRADUATE STUDIES ACADEMIC ADVISING SYLLABUS

### MISSION STATEMENT

We are committed to facilitating student success by promoting positive learning inside and outside of the classroom. We strive to connect students to resources while assisting them in clarifying educational, career, and life goals. Through these efforts we aspire to enhance the educational experience of students.

*Where are you going?  
What do you want to do?  
And how can we help you  
to get there?*

### STUDENT LEARNING OUTCOMES FROM THE ADVISING EXPERIENCE

- Students will understand their degree program requirements and university policies for graduation.
- Students will understand how to navigate through and use available resources.
- Students will explore extracurricular and experiential (out of classroom) activities to enhance their education and overall college experience.

### REQUIRED MATERIALS

- [Handbook for Engineering Students](#)
- [MSU Email account](#)
- [Curriculum guide for degree program](#)
- [MSU Academic Programs](#)
- [Schedule of Courses \(web\)](#)
- [Description of Courses \(web\)](#)
- [Computer Enrollment \(web\)](#)
- [StudentEDMS \(web\)](#) / [Degree Navigator \(web\)](#)

### STUDENT RESPONSIBILITIES

- Take ownership of your education
- Follow through with tasks
- Learn policies, procedures and requirements
- Read your MSU email often
- Make an appointment to meet with your adviser at least once a semester
- Manage your time and workload appropriately
- Be on time and prepared for your appointment – if you arrive more than 10 minutes late, you may not be able to meet with your adviser and may need to reschedule

### ADVISER RESPONSIBILITIES

- Help you define your academic and career goals
- Provide you with accurate academic and curriculum information (curriculums change often!)
- Help guide you in making life decisions
- Assist you in the career development process
- Teach you how to identify and use campus and Engineering resources

## CONTACT INFORMATION FOR ENGINEERING ADVISING CENTER

Office: 1410 Engineering Building, East Lansing, MI 48824-1226

Phone: (517) 355-6616 ext. 1 Fax: (517) 432-1356

Website: <http://www.egr.msu.edu/undergraduate/advising>

Office Hours: 8am – 5pm, Monday through Friday, except on official University Holidays

## ACADEMIC ADVISERS

Major	Class / Name / Honors	Academic Adviser	To Make An Appointment
Applied Engineering Science	Freshmen - Seniors	Amanda Idema	(517) 355-6616 ext. 1
Biosystems Engineering	Freshmen - Seniors	Colleen McDonough	517) 355-6616 ext. 1
Chemical Engineering	Freshmen - Seniors	Cynthia Sarver	(517) 355-6616 ext. 1
Civil Engineering	Freshmen - Seniors	Dan King	<a href="https://ntweb11.ais.msu.edu/AAS">https://ntweb11.ais.msu.edu/AAS</a>
Computer Engineering	Freshmen	Monica Fochtman	(517) 355-6616 ext. 1
	Sophomores– Seniors	Sean Fochtman	(517) 355-5242
Computer Science	Freshmen - Seniors	Teresa VanderSloot	<a href="https://ntweb11.ais.msu.edu/AAS">https://ntweb11.ais.msu.edu/AAS</a>
Electrical Engineering	Freshmen	Monica Fochtman	(517) 355-6616 ext. 1
	Sophomores– Seniors	Sean Fochtman	(517) 355-5242
Engineering No-Preference	(Last names A – G)	Monica Fochtman	(517) 355-6616 ext. 1
	(Last names H – O)	Colleen McDonough	517) 355-6616 ext. 1
	(Last names P – Z)	Amanda Idema	(517) 355-6616 ext. 1
	Honors College	Bernadette Friedrich	(517) 355-5163
Materials Science and Engineering	Freshmen - Seniors	Cynthia Sarver	(517) 355-6616 ext. 1
Mechanical Engineering	Freshmen-Sophomores	Carmellia Davis-King	(517) 355-6616 ext. 1
	Juniors - Seniors	Gaile Griffore	(517) 355-3338

**NOTE:**  
**NO ADVISING APPOINTMENTS WILL BE MADE VIA EMAIL.**  
**YOU MUST USE THE PHONE / WEB ADDRESS ABOVE TO SCHEDULE AN APPOINTMENT.**

To assist you in preparing for your advising visit regarding course scheduling, please complete the worksheet found at [http://www.egr.msu.edu/files\\_egr/scheduleplanningworksheetSS08.pdf](http://www.egr.msu.edu/files_egr/scheduleplanningworksheetSS08.pdf), or something similar, noting the classes you plan to take. If your advising visit is regarding something other than scheduling, please prepare a list of questions and topics in advance of your meeting.

### QUICK QUESTION?

Try the Frequently Asked Advising Questions at <http://www.egr.msu.edu/undergraduate/advising>

### YOU SHOULD *EMAIL* YOUR ADVISER IF:

- You are responding to a message sent from your adviser regarding opportunities or programs
- You are responding to an email from your adviser seeking a response or clarification
- You are away from MSU on an internship, study abroad, etc. and need information or advice

### YOU SHOULD *MEET WITH* YOUR ADVISER WHEN:

- You want advice about class scheduling, curriculum information, and procedures for taking summer classes elsewhere
- You think you may need to drop or repeat a class, or withdraw from school entirely
- You are considering changing your major
- You need help in defining and discussing your academic and career goals
- You need help identifying and using various engineering and campus resources
- You are struggling academically, socially, or emotionally and need someone to talk to
- You don't know where else to turn for help

## STUDENT LEARNING OBJECTIVES

BY THE END OF YOUR	YOU SHOULD KNOW	YOU SHOULD HAVE
First Year	<ul style="list-style-type: none"> <li>☞ How to find and meet with your adviser</li> <li>☞ There are college and university resources to support you</li> <li>☞ How to review course restrictions and prerequisites and enroll for classes</li> <li>☞ Engineering college admission requirements</li> <li>☞ How to find Study Abroad opportunities</li> </ul>	<ul style="list-style-type: none"> <li>☞ Completed final selection, or strongly leaning toward a specific major</li> <li>☞ Met with your adviser for your 2<sup>nd</sup>-year scheduling</li> <li>☞ Checked your MSU email account on a daily basis</li> </ul>
Second Year	<ul style="list-style-type: none"> <li>☞ How to explore career paths, graduate school and resources</li> <li>☞ How to find undergraduate research and experiential educational opportunities</li> <li>☞ How to access the degree audit system (EDMS or Degree Navigator)</li> <li>☞ How to assess your academic standing and progress toward graduation</li> </ul>	<ul style="list-style-type: none"> <li>☞ Met the entrance requirements for Engineering college admission</li> <li>☞ Met with your adviser for your 3<sup>rd</sup>-year scheduling</li> <li>☞ Explored experiential educational opportunities</li> </ul>
Upper Class	<ul style="list-style-type: none"> <li>☞ How to meet with a career counselor</li> <li>☞ How to continually develop your out-of-the-classroom experiences</li> <li>☞ Your clear coursework path through to graduation</li> </ul>	<ul style="list-style-type: none"> <li>☞ Met with a career counselor</li> <li>☞ Met with your adviser for your 4<sup>th</sup>-year scheduling</li> <li>☞ Sought opportunities to mentor freshmen and sophomore engineering students</li> <li>☞ Met with The Center in 1340 Engr Bldg to begin your job search</li> </ul>
Graduating	<ul style="list-style-type: none"> <li>☞ How to apply for graduation</li> <li>☞ How to finalize your post-graduation plans</li> <li>☞ How to maintain a connection to the College of Engineering after graduation</li> </ul>	<ul style="list-style-type: none"> <li>☞ Graduation degree check with academic adviser</li> <li>☞ Applied for graduation (can be done several terms in advance)</li> </ul>

## ACADEMIC CALENDAR

DATES ARE TENTATIVE

	Fall Semester 2009	Spring Semester 2010	Summer Semester 2010		
			Full Session	Session One	Session Two
<b>Classes Begin</b>	Wed, 9/2	Mon, 1/11	Mon, 5/17	Mon, 5/17	Tue, 7/6
<b>Martin Luther King Day University open, classes cancelled</b>		Mon, 1/18			
<b>Holiday-University Closed</b>	Mon, 9/7				
<b>End of Tuition Refund</b>	Mon, 9/28	Thu, 2/4			
<b>Holiday-University Closed</b>			Mon, 5/31	Mon, 5/31	
<b>Middle of Semester</b>	Wed, 10/21	Wed, 3/3	Fri, 7/2	Wed, 6/9	Wed, 7/28
<b>Spring Break</b>		Mon, 3/8-Fri, 3/12			
<b>Holiday-University Closed</b>	Thu, 11/26 Fri, 11/27		Mon, 7/5		
<b>Classes End</b>	Fri, 12/11	Fri, 4/30	Thu, 8/19	Thu, 7/1	Thu, 8/19
<b>Final Exams</b>	Mon, 12/14- Fri, 12/18	Mon, 5/3- Fri, 5/7	Last Class Day	Last Class Day	Last Class Day
<b>Commencements</b>	Fri, 12/11 Sat, 12/12	Fri, 5/7-Sun, 5/9			
<b>Holiday-University Closed</b>	Thu, 12/24 Fri, 12/25				
<b>Holiday-University Closed</b>	Thu, 12/31 Fri, 1/1				



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