

CISE Academic Advising & Engaged Learning Syllabus

About the Department of Computer & Info Sciences & Engineering

Computer Science, the core of all four of our majors, is fundamentally about applying mathematic concepts to solve problems. As a department, CISE is concerned with the theory, design, development and application of computer systems and information-processing techniques. The mission of CISE is to educate students in the fundamental concepts of the computing discipline; to create and disseminate computing knowledge and technology; and to use expertise in computing to help society solve problems.

CISE Student Services Office

Campus location: 405 CSE

Email: ugadvisors@cise.ufl.edu (general inquiry)

Phone: 352-392-1090

Office hours: M-F 8:30-11:30am and 1:15-4:30pm, subject to change

- Walk-in advising during open office hours; no appointments
- We have three advisors – students will be directed to first available
- Email for *quick questions*: ugadvisors@cise.ufl.edu (please include your UFID#)
- **UF Online students** please contact Matt Williams at mwilliams@eng.ufl.edu with any advising questions or to set up a virtual appointment.

CISE Advising Canvas Site

<https://ufl.instructure.com/courses/351105>

Advisor Communications

In general, we do not handle phone advising. Face to face is the preferred method of communication. Quick questions can be addressed by email at ugadvisors@cise.ufl.edu, or can be submitted to the CISE Advising Canvas page. Allow at least two business days for response. During peak periods, response time may be longer.

*Please note: students should check their ufl email every day. It is the **ONLY** way we have to officially communicate to our students. If we send a message that the student fails to read and that failure negatively affects the student in some way, it is the student's responsibility.

*More detailed phone and virtual (Zoom) advising is available for UF Online students.

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Who is my advisor?

CISE Academic Advising is staffed by three professional advisors. We do not assign individual advisors to students. Rather, the three advisors share in the advising for all CISE students. Students are seen on a first -available basis.

Current CISE Academic Advisors:

- Andrew Appling
- Jessica McCarty
- Martha Pennock Schaub

Required Materials

- [UFL email address](#)
 - A Gatorlink email account that is checked frequently. Important information is sent to students by email. This is the official means of communication between the university and you. You are accountable for reading all official email messages and being familiar with their content.
- [CISE Advising Canvas Site](#)
 - Access to the Canvas shell for [CISE Undergraduate Advising](#). Important announcements, assignments, dates, and deadlines are posted here. If you do not have access, please contact our office at ugadvisors@cise.ufl.edu.
- [UF Course Catalog](#)
 - Access to the online [University of Florida catalog](#), which contains all academic policies and major requirements. Students are responsible for becoming familiar with the catalog; advisors serve as a resource for clarifying and enforcing these policies.
- [One.UF Degree Audit](#)
 - Familiarity with your Degree Audit, which you can access through [One.UF](#). You should review your Degree Audit before meeting with your Advisor.

About Academic Advising in CISE

Our Advising Philosophy: Cultivating Engaged and Transformative Learning

Academic Advising is an extension of the educational mission of the University. Specifically, it is a component of the teaching function, whereby academic advisors serve as a ligament structure, helping students make connections between the various facets of their learning. Advising fundamentally involves guiding students in the navigation of their curriculum and helping them make the most of the educational experience; but we also seek to frame the undergraduate experience with a reflective and intentional approach to learning. Toward that goal, CISE advisors foster reflection and planning on the part of the student for the purpose of making connections between one's passions, the field of study, and the needs of society.

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Of course, part of advising involves discussing student course plans, troubleshooting registration problems, and assisting with administrative processes, but more than that, it involves helping students flourish as learners. In short, CISE advising seeks to cultivate students to be self-aware and reflective in their formation in the field of study, both now and beyond UF. This is what we refer to as engaged learning, and it is through engaged learning that we expect to see transformative experiences for students. So, successful advising leads to engaged learning which results in transformative outcomes.

To embark on engaged learning is to approach the educational process and pathway with intentional, thoughtful, self-reflexive, and outward-looking practices. Being engaged is to be on the pathway of self-discovery as one is openly learning the depths of the field and proactively exploring opportunities for professional development. This approach seeks to create space for deep engagement in the student's learning, allowing passions to emerge and to be explored, cultivating meaning-making experiences as a practitioner in the discipline, and eventually employing the student's work in the field for the betterment of society.

Academic Advising is a partnership that requires both the student and advisor to be actively engaged in the process. Student and advisor expectations and responsibilities are outlined below. Students in the College of Engineering are required to meet with their Academic Advisors at least once each semester, and to complete the assignments on the CISE Advising Canvas site prior to their academic planning meetings. (This is recommended, though not required, for College of Liberal Arts and Sciences students.)

Advising Goals

CISE students will be able to –

- Understand the academic planning and advising process in CISE and the College.
- Curate and execute in an ongoing way an academic and professional development plan including curricular and co-curricular elements.
- Locate and utilize resources that promote personal, professional, and academic development.

Academic Advisors will assist you in reviewing your academic plan to help you achieve your academic, personal and professional goals.

What you can expect from your advisors:

- Knowledge of academic programs and policies
- Informed recommendations for the development of an academic plan that leads to degree completion
- Thoughtful feedback regarding progress, and recommendations for alternate plans when appropriate
- Referrals to other campus resources when needed
- Encouragement to take responsibility for their own academic, professional and personal goals
- Respect

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What we expect from our students:

- Be actively engaged in the learning process as part of your formation as a whole person
- Pursue opportunities to make connections between your area of study and
 - Your passions
 - Other disciplines and fields
 - The needs of society
- Be prepared for advising meetings
- Develop and follow an academic plan constructed in consultation with Advisors
- Be aware of critical dates and deadlines for each semester
- Be familiar with and utilize university and other resources for academic success, professional development, and personal growth
- Become familiar with program requirements and the use of the degree audit to monitor progress
- Review academic progress regularly, and seek Advisor assistance when necessary
- Attend and participate in classes
- Take responsibility for and own your decisions

College of Engineering Advising Policies

- All students must meet with their Academic Advisor at least once per semester.
- Registration holds are placed on all students records prior to advance registration.
- Students are responsible for knowing when the student registration will open for them, and for meeting with their Advisor *in advance* of their assigned registration time.
- Students are responsible for information posted on the CISE Advising Canvas site and email messages sent by Advisors.
- For more College of Engineering policies, [see the Catalog](#).

Academic Planning

Curating an Academic Plan

We recommend students create a long-range semester by semester plan for degree completion based on the degree requirements, suggested sequencing of courses, and the degree audit. This plan should be solid but have flexibility based on progress and actual courses offered when a term arrives. As students prepare for selection of courses for the next term, they should review the next scheduled semester on the plan, consult the published Schedule of Courses for the upcoming term, and use the Advising Appointment Worksheet to develop a plan for desired courses with backup courses. The curated and adjusted academic plan will also help you to clarify your goals, strengths, and interests. The academic plan includes the courses you will take each semester, as well as personal and professional development activities that will help you to clarify your major and reach your goals.

As you build your plan, remember that it extends beyond knowing which classes to take. Your Academic Advisors can assist you in evaluating your plan. Below are some suggestions for tasks to include in your plan:

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Understand your degree audit
Semester by semester plan
Enrich your educational experience
(and document on resume)

- Leadership/involvement
- Undergraduate research
- Co-ops and internships
- Student organizations
- Volunteer service: community, state, nation

Pursuing a minor

Study abroad

Attend CISE Career Development Workshop

Attend Career Showcase

Internship or co-op

Research

Considering graduate school

- Combined bachelor/master's degrees
- Entrance exams
- Applications, letters of intent, references

Graduating with honors

Applying for graduation

Order of the Engineer

University of Florida Policies

FERPA and the Protection of Student Records: All student records including but not limited to academic records, counseling records, and disciplinary records are confidential and cannot be released without the student's consent except directory information that may be released without the consent of the student. FERPA Guidelines can be found on the [Registrar's Office website](#).

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the [Dean of Students Office](#). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the [UF Student Honor Code](#).

Netiquette: Communication Courtesy: All members of the First Year Engineering Canvas site are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Refer to the [Netiquette Guidelines](#) for guidance.

For other important University policies, [see the Catalog](#).