



# ITU

**International Technological University**

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

[www.itu.edu](http://www.itu.edu)

## **Academic Advising Syllabus**

**Department of Academic Support Services**

<https://itu.edu/academic-services>

The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education. – **Martin Luther King Jr.**

**Email:** [advising@itu.edu](mailto:advising@itu.edu)

**Advising Hours:** Monday – Friday 10 am to 5 pm (4:30 pm, last appointment)

### **ITU Mission:**

ITU pioneers a modern, industry-focused educational model to deliver education globally. ITU's educational pedagogy cultivates innovative thinking, ethical leadership, and entrepreneurial spirit through practical, industry relevant curriculum that reflects Silicon Valley's culture. ITU closes the employment skills gap and empowers people to lead successful, enriching lives as meaningful contributors to the global community.

### **Advising Mission:**

Academic advisors at International Technological University (ITU) strive to provide opportunities and build quality professional guidance and academic advising to all students in order to develop a meaningful, safe and supportive learning atmosphere. We assist our students in being able to successfully transition and thrive in an academic environment, to identify, clarify and implement an academic plan for success in order to graduate and reach their academic and career goals.

We provide a safe and trusting environment with the necessary tools, strategies and resources for success. The advising/student partnership requires participation and involvement from both. The Academic Service department also serves as a liaison between faculty and staff.

### **Academic Advising Description/Definition:**

The Department of Academic Service is here to serve students and guide them toward educational success during their tenure at ITU. Students receive individual attention in the planning of their degree program and are provided important information regarding deadlines and university policies. Advising is an integral part in assisting students with their decision making when selecting courses toward their career goals and future plans.

### **Objective:**

- Assist and guide students through their educational program which aligns with their interests and abilities
- Aid students, help monitor and evaluate their academic progress
- Use campus resources and services to assist in achieving academic, personal and career goals
- Making appropriate recommendations when necessary
- To liaise between faculty and students

### **Required Text/Material:**

- Graduate Catalog (online) <https://itu.edu/university-life/student-handbook-course-catalog>
- Academic Calendar (online) <https://itu.edu/calendar>
- Current Transcript/Registration (online) <https://my.itu.edu/ics>
- Educational Management System (EMS) (Online) <https://ems.itu.edu/login>
- MyITU Student Portal (Online) <https://my.itu.edu/ics>

### **Policies & Procedures:**

- **Appointments**
  - Schedule for approximately 30 minutes (Monday – Friday, last appointment is 4:30 pm) (In-person or Skype)
  - It is important to be on time for your appointment. Reschedule if you will be more than 10 minutes late. Appointments will be cancelled if you do not arrive on time without notice.
  - To schedule an appointment please call (888) 488-4968 or email [advising@itu.edu](mailto:advising@itu.edu)
- **Email**
  - Advisors will use University email as a primary means of communication with advisees. Students should correspond with advisors using their ITU email account to ensure the security of their own academic record. (Always provide your student ID #)
- **Cell phones**
  - Please silence your cell phone and/or other electronic devices before your advising appointment.

### **Expectations for Advisors:**

- Encourage, guide and promote student responsibility for realistic educational plans and decisions
- Understand and communicate degree requirements, academic policies and procedures
- Assist students with working closely and effectively with their professors
- Providing information regarding campus resources and services
- Listen carefully to students' questions and concerns
- Maintain Confidentiality
- Be accessible via skype, email and by appointment in order to respond to students in a timely manner.
- Assist students in understanding the purposes and goals of higher education and its effects on their short and long term goals

### **Expectations for Advisees:**

- Prepare for the advising sessions and bring appropriate resources or materials
- Be on time and courteous for your scheduled appointment
- Seek advising help when issues first arise
- Keep track of grades in all classes on a regular basis
- Check university email account regularly
- Clarify their personal values, abilities, interests, and goals and seek resources as needed

- Make an appointment with the advisor when required or when in need of assistance
- Be knowledgeable about university policies, procedures, and requirements as explained at the new student orientation and outlined in the student handbook and/or catalog
- Be knowledgeable about your academic program requirements
- Understanding of University Calendar and important deadlines
- Follow through on actions identified during each advising session
- Be proactive in the decision-making process and accept final responsibility for all decisions and actions (or inaction) that affects educational progress. Understand that you have the ultimate responsibility for fulfilling requirements and meeting deadlines

### **Expected Learning Outcomes:**

- Students will know how to access accurate and up-to-date information regarding policies, procedures and university requirements
- Students are able to recognize and understand the academic rules of the university and can evaluate their individual actions in correlation to student rules
- Students will be able to identify and recognize participative opportunities in student and professional organizations on campus
- Students will be able to develop communications, decision-making and problem solving skills
- Develop skills in locating and effectively using information and resources that will help to achieve goals
- Students will be able to accurately read and effectively use their program-specific curriculum to determine their progress toward their degree
- Students will have develop an educational plan for achieving their goals, including selecting appropriate classes
- Students will be able to graduate in a timely manner based on their educational plan

### **NACADA guidelines for student learning outcomes of academic advising:**

The student learning outcomes of academic advising are guided by an institution's mission, goals, curriculum and co-curriculum. These outcomes, defined in an advising curriculum, articulate what students will demonstrate, know, value, and do as a result of participating in academic advising. Each institution must develop its own set of student learning outcomes and the methods to assess them. The following is a representative sample. Students will:

- Craft a coherent educational plan based on assessment of abilities, aspirations, interests, and values
- Use complex information from various sources to set goals, reach decisions, and achieve those goals
- Assume responsibility for meeting academic program requirements
- Articulate the meaning of higher education and the intent of the institution's curriculum
- Cultivate the intellectual habits that lead to a lifetime of learning
- Behave as citizens who engage in the wider world around them

National Academic Advising Association. (2006). NACADA concept of academic advising. Retrieved from <http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/Concept-Advising.htm>

Adapted from "Sample Academic Advising Syllabus," by Charlie Nutt, Kansas State University, NACADA 2005