

CAS Faculty Training Guidelines

Initial sessions with Tykeson Hall advisors will be scheduled for 90 minutes. We will be sending out a sign-up sheet shortly. Please keep in mind that professional advisors will have copies of your department major maps in advance of your training)

- Overview of Discipline
 - Description of your discipline using everyday language
 - How does your discipline see the world?
 - How do the “lens” in which your scholars see the world differ from other closely related areas (e.g. Biology, Chemistry; WGSS, Ethnic Studies; English, CompLit)?
 - What are the emerging research areas in the field?
- Curriculum:
 - Brief explanation of your department/program’s intended outcomes
 - Detailed review of all majors/minors in the department/program
 - Walkthrough of program sequencing (e.g. four-year roadmaps)
 - Identification of key student success markers for the major (what are the critical courses students must complete by a certain time in order to graduate in a timely fashion?)
- Review of roles/processes for which Tykeson Hall can take responsibility:
 - At what point(s) will it be appropriate for professional advisors to refer to faculty?
- How can advisors talk about the following to help promote the major:
 - High Impact Practices in the Department/Program such as:
 - Undergraduate Research
 - Collaborative Learning
 - Experiential Learning/Service Learning
 - Internships
 - Capstones
 - Study Abroad
 - “Common” careers and graduate/professional school
 - Student organizations related to the major
 - Examples of students’ accomplishments to inspire and validate that academic and professional success in their discipline is real and possible for them

Follow-up:

- What kind of communication would you like to see between faculty advisors/head and professional advisors?
- Would you like professional advisors to attend department meetings as appropriate?
- Would you like professional advisors to sit in on key lower-division and/or upper-division course to get a taste of pedagogy in the discipline (helps advisors relate to the classroom experiences of the students they advise)?