

University of Wisconsin-Madison

Center for Academic Excellence

Advising Syllabus

Fostering Engagement & Lifelong Learning

Partnering with Students to Make the Wisconsin Experience a Reality.

The Center for Academic Excellence in the College of Letters & Science promotes the values of a liberal arts education and finds new ways for students to make a difference locally, nationally, and globally by partnering with students to make the Wisconsin Experience a reality.

The Center serves first-generation, low-income, and multicultural underrepresented students within the College of Letters & Science. CAE fosters an inclusive teaching and learning environment that helps students reach their academic potential, attain undergraduate degrees, and realize their human promise as they become citizens of a global community.

What is Academic Advising?

An educational process that, by intentionality and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

STUDENT LEARNING OUTCOMES

you will learn to

1. Access and utilize CAE advisor as a resource, advocate, and teacher
2. Demonstrate awareness, and understand value, of program requirements
3. Locate and navigate student info systems, including DARS
4. Explore and declare/apply to majors, certificates, and programs
5. Discover and participate in leadership development and civic engagement
6. Develop meaningful relationships with faculty members, academic staff, and peers
7. Engage in intercultural and integrative learning experiences
8. Connect with campus and academic support resources, including CAE academic mentoring

...Write your own story!

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Center for
Academic Excellence
COLLEGE OF LETTERS & SCIENCE
UNIVERSITY OF WISCONSIN-MADISON

ADVISOR EXPECTATIONS

your advisor will expect the following from you:

- Schedule a minimum of three meetings each semester with your CAE advisor
- Review and refer back to the CAE academic advising syllabus and engagement schedules
- Come prepared to each appointment with questions, interests, and/or materials for discussion
- Take notes during advising meetings
- Be courteous and silence cell phones during appointments
- Participate in the advising experience as an active learner, respect the collaborative process (i.e., ask questions for clarity or understanding)
- Follow through with your advisor's recommendations or action steps and keep in touch with your advisor between appointments
- Become knowledgeable about institutional and your respective school/college policies, procedures, requirements, and deadlines
- Reflect upon and communicate your educational, career, and life goals and be willing to explore plans
- Accept responsibility for your decisions and actions

ADVISEE EXPECTATIONS

you can expect the following from your advisor:

- Holistic, individualized advocacy and support in the exploration, definition, and achievement of your educational, career, and life goals
- Referrals to educational, institutional, and community resources, programs, and support services
- Provide accurate and timely information and interpret campus policies, procedures, and general education and major requirements
- A caring and inclusive space to ask questions, explore interests, values, & strengths, and discuss concerns
- Connections to respective school/college advisors to best support your academic plan
- Help understanding, navigating, and transitioning to life on campus at UW-Madison
- Guidance in the selection of courses and other educational experiences while reinforcing your personal and social responsibilities
- Promote development of intellectual and practical skills through high-impact, integrative learning experiences
- Facilitate leadership development and co-curricular engagement in the campus community
- Monitor your academic progress and re-evaluate your plans and goals with you as necessary

requirements.

The CAE is guided by the values of academic engagement, empowerment, and community. Center staff seek to create an inclusive learning environment that honors and respects diversity, community-building, and academic excellence.

CAE requirements in the first year include:

- Successfully complete the Summer Collegiate Experience (SCE), including CAE Orientation and Student Orientation, Advising, and Registration (SOAR)
- Participate in high-impact learning experiences in fall/spring, such as:
 - Undergraduate Research Scholars program (URS), First-Year Interest Groups (FIGs), and/or Residential Learning Communities (RLCs)
- Schedule and meet with CAE academic advisor a minimum of **3** times per semester
- Enroll in and successfully complete the CAE First-Year Seminar (fall)
- Attend and participate in required events, meetings, workshops, and programs in spring, Thursdays 4-6pm. *Block this time in your spring schedules.*
- Schedule and meet with CAE faculty member, Larry Edgerton, a minimum of **1** time per semester
- Submit a midterm progress report to CAE advisor for review each semester, and when necessary, make adjustments to academic program
- Review and refer back to the CAE academic advising syllabus and engagement schedules

Building your Wisconsin Experience | Things to try in your first year:

- Participate in CAE academic and/or peer mentoring programs
- Get involved with one or more student organizations
- Initiate a study group in one of your courses
- Schedule a one-hour session with the Greater University Tutoring Service (GUTS) to learn study skills and tips on test-taking, study habits, time management, etc.
- Participate actively in any of the following learning centers each semester: Business, Chemistry, Mathematics, Physics, and Writing
- Attend workshops at the Career Exploration Center in Cross College Advising Service (CCAS)
- Apply for the Leadership Certificate in the Center for Leadership & Involvement (CfLI)
- Explore the Morgridge Center for Public Service (Volunteer and Service Learning Opportunities) and International Academic Programs (Study Abroad)

CAE requirements in the second year include:

- Schedule and meet with CAE academic advisor a minimum of **3** times per semester
- Attend and participate in required events, meetings, workshops, and programs, including, but not limited to: the Second Year Conference (fall) and the CAE Capstone Symposium & Celebration (spring)
- Complete CAE Capstone Project (spring), significant learning project on Wisconsin Experience
 - Students will present their projects at the CAE Capstone Symposium
- *Recommended:* Enroll in and successfully complete **Inter-LS 210: L&S Second Year Career Development: Taking Initiative!** (1) credit career-related course for sophomores
- Review and refer back to the CAE academic advising syllabus and engagement schedules

your advisor.

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educational background.

B.S. Business Administration • Integrated Marketing Communications | San Diego State University
Ed.M. Education and Organizational Leadership • Higher Education | University of Illinois at Urbana-Champaign

“Owning our story...is the bravest thing that we'll ever do...You either walk inside your story and own it or you stand outside your story and hustle for your worthiness.”

—Brené Brown

What is the Purpose of Academic Advising?

The primary purpose of an academic advising program is to assist students in the development of meaningful education plans that are reflective of their life goals (Council for the Advancement of Standards, 2005).

On Wisconsin!



...Write your own story!