

## **Academic Advising**

Advising is provided to assist students in the development of meaningful educational plans that are compatible with their professional goals. On admission, each student is assigned both a faculty advisor and a plan of study advisor. Depending on the student's program the same advisors may serve for the entirety of the student's enrollment.

**The academic advising system at the School of Social Work is guided by the following principles:**

1. Each student will have a plan of study advisor and a faculty advisor.
2. Student advising offers a continuing relationship between the advisors and the student. This relationship is based on knowledge both of the MSW program and of the student's educational needs, career goals, personal strengths, areas of potential difficulty, and preferred learning patterns.
3. Each student engaged in field education will also have a field advisor. This role is reviewed in the previous section of this *Manual*.

The academic advising system is based on the following roles and responsibilities:

### **Faculty Advisor Responsibilities**

1. The faculty advisor should guide the academic and professional development of advisees.
2. The faculty advisor should orient advisees to the School's mission and curriculum.
3. The faculty advisor should assist advisees in integrating field and class work and decision making about concentration and course selection.
4. The faculty advisor should review and discuss advisees' leadership self-assessment with them, helping advisees identify opportunities for leadership development
5. The faculty advisor should review and approve the plan of study for each advisee.
6. The faculty advisor should meet with each advisee at least once per semester, remain abreast of the advisee's progress, work the with advisee to revise the Plan of Study as needed, and be available to counsel advisees regarding any concerns.

### **Plan of Study Advisor Responsibilities**

1. The plan of study advisor should communicate with students regarding MSW curriculum policies and procedures.
2. The plan of study advisor should review and approve the plan of study for each student to ensure it is consistent with curriculum requirements.
3. The plan of study advisor clears students for registration each semester.

### **Student Responsibilities**

1. Students should initiate contact with their advisors as needs arise, and bring to their attention issues and circumstances in which they need information,

assistance, or clarification. Students should identify areas of concern regarding any aspect of the educational experience.

2. Students should view their advisors as resources who can make appropriate referrals to other services as needed.
3. Students should consult with their faculty advisor to design the Educational Plan of Study and their plan of study advisor to ensure its accuracy. However, the ultimate responsibility for assuring completion of course and field work in the proper sequence and in a timely manner lies with students.
4. Students should consult with their faculty advisor regarding the leadership self-assessment and discuss leadership and professional development opportunities.
5. Students should register for classes in accordance with their approved Educational Plan of Study, or notify their advisors if revisions to the Plan are needed.

### **Reassignment**

Students frequently develop relationships with faculty who serve as informal mentors and advisors for curricular, field, career, and personal needs and may wish to change faculty advisors to strengthen and maintain these relationships. To change faculty advisors, students should complete a change of advisor form that is available from the plan of study advisor or the SSW web site. Prior to reassignment, students must obtain written agreement from the original faculty advisor as well as the new faculty advisor.