Advising Matters: Communication Studies Major Syllabus

Contacting My Academic Advisor:
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Office of Academic Advising
102 Gilchrist
319-273-3406
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The purpose of Academic Advising
Advising is a personalized educational experience, empowering you to explore, articulate, and achieve your academic, career, and life goals.

Academic Advising Objectives
By working with your academic advisor during your first year at UNI, you will:

1. Discover your strengths.
2. Based on your strengths, understand where you are heading in life, school, career and why. (your purpose)
3. Combine your strengths and purpose to create an action plan to guide you through to graduation.

Advising Themes for Your First Year

1. Discover: Identify your strengths, skills and abilities
2. Dream: Develop an attitude of possibility
3. Design: Create an action plan
4. Deliver: Act on your plan to accomplish your goal
5. Don’t Settle: What’s next on your dream list?

Making It Happen: What you need to do

1. Transitions
   - Attend your advisor’s Meet & Greet
   - Make a time management plan (168 hours/week)
     - 24-30 study hours/week needed
   - Evaluate your personal study habits; identify and practice effective study skills
   - Identify and use academic resources to establish study habits

2. Connections
   - Make an appointment to meet individually with your advisor
   - Introduce yourself to your professor, don’t be afraid to ask a question
   - Participate in activities (residence hall, student organization, intramurals, Volunteer UNI, the UNI Traditions Challenge, etc.)
   - Explore the Cedar Valley community (Main Street, Hartman Reserve, George Wyth Park, Waterloo Black Hawks hockey, etc.)

3. Resources
   - MapWorks: Complete early for a chance to win $1000 tuition scholarship
   - Career Cruising Workshop: Identify your interests and career possibilities
   - Majors in Minutes: A fun speed-dating approach to learning about majors
   - Learn how to use your advisement report for academic planning and course registration.
   - Use the UNI Online Catalog and departmental websites to explore majors and four-year plans of study.
# Important Advising Dates/Events

**Date:**

**Time:**

All appointments will be held at the Office of Academic Advising (102 Gilchrist Hall)

## How will we Communicate?

- **Schedule an appointment** by calling 319-273-3406 (please note that appointments **cannot** be made through email).
- Check your **UNI email account** regularly (at least 3-4 times per week) as I will use it to communicate with you individually or as a group.
- **Call me by phone**—if not available please leave a message with name, phone number and best time to reach you.
- I welcome you just **dropping in** to my office—and will meet with you if available.

## Start Setting Goals...Tips for Finding your Ideal Career!

- Assess your values, skills, strengths and interests—determine what is really important to you!
- Define what you want from your work.
- Network with other students who have the same or similar goals.
- Join student organizations or other on-campus activities related to your career interests.
- Start gaining work experience—on- or off-campus opportunities / paid or volunteer.
- Find a mentor or someone who can give feedback and support you in your career development.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 21 - October 14</td>
<td>Meet &amp; Greet Advisor Appointments</td>
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<tr>
<td>September 19 – October 7</td>
<td>Complete MAP-Works Survey!</td>
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<tr>
<td>September 21 – October 14</td>
<td>Individual Academic/Career Advising Appointments Call 273-3406 to schedule appointment</td>
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<td>October 24</td>
<td>Majors in Minutes 7:00 pm Maucker Union Ballroom</td>
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<td>October 31 – November 11</td>
<td>Preregistration Meetings Watch UNI email for more information! <strong>Note: Priority registration for these meetings will go to students who have attended an individual academic / career advising appointment.</strong></td>
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<tr>
<td>November 11 - 16</td>
<td>New Freshman Registration for Spring 2017 Check My UNIverse for exact time and date</td>
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<td>November 9 - 16</td>
<td>Individual Registration Assistance (if needed) Office of Academic Advising / 102 Gilchrist Note: Walk-in advising only / no appointments 8:30 – 11:30 am and 1:15 – 4:30 pm</td>
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<td>November 21 - 25</td>
<td>Thanksgiving Break</td>
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<td>December 12 - 16</td>
<td>Finals Week</td>
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Please address any special needs or special accommodations with me at the beginning of the semester or as soon as you become aware of your needs. Those seeking accommodations based on disabilities should obtain a Student Academic Accommodation Request (SAAR) form from Student Disability Services (SDS) (phone 319-273-2677, for deaf or hard of hearing, use Relay 711). SDS is located on the top floor of the Student Health Center, Room 103.