Advising Matters: First-Year Technology Syllabus

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Technology Department http://www.uni.edu/tech/

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, skills, and abilities.
   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

Making It Happen: What you need to do
1. Transitions
   - Attend your advisor’s Meet & Greet (Tuesday, August 30, 2016 in ITC Room 3)
   - Make a time management plan (168 hours/week)
     - 24-30 study hours/week needed
     - 8-15 hours on/off campus employment
   - Evaluate your personal study habits; identify and practice effective study skills
   - Identify and use academic resources to establish study habits with the goal of achieving 3.0 G.P.A. or above this year.
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, Dept. of Technology Student Clubs, 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: 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.
   - Career Services- Attend Career Fair in September and Internship Fair in February.

Graduation Goal: 3-2-2
UNI research has shown students who are above a 3.0 G.P.A., two leadership experiences, and two pre-professional experiences were the most competitive for employment. See Career Services in 102 Gilchrist Hall.
### Important Advising Dates/Events

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Spring 2017</th>
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<tbody>
<tr>
<td><strong>8/18</strong></td>
<td><strong>1/9 - 1/13</strong> Walk-In Advising</td>
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<tr>
<td>UNI NOW: Meet &amp; Greet 8/30 ITC 3 5:00 p.m.</td>
<td><strong>1/16 - 1/20</strong> Appointment with Advisor</td>
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<td><strong>9/19 – 10/7</strong></td>
<td>1/6 - 1/20 Appointment for students on Academic Alert or Probation</td>
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<td>Complete MAP-Works Survey! $1000 Scholarship/Ten $50 gift cards</td>
<td><strong>1/23 – 2/24</strong> Advisor Appointments as needed</td>
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<tr>
<td><strong>8/29 – 11/11</strong></td>
<td><strong>1/23 – 2/24</strong> Advisor Appointments as needed</td>
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<td>Advisor Appointments: Call 273-3406 to schedule</td>
<td><strong>TBA</strong> Internship Showcase</td>
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<tr>
<td><strong>9/19</strong></td>
<td><strong>TBA</strong> Internship Showcase</td>
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<td>Career Fair McLeod Center</td>
<td><strong>2/TBA</strong> Career/Internship Fair McLeod Center</td>
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<td><strong>10/25</strong></td>
<td><strong>2/28</strong> Major Spotlight</td>
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<td>Majors in Minutes 7 pm Mauker Union Ballroom</td>
<td><strong>3/20 – 4/5</strong> Summer School/Fall Registration</td>
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<td><strong>11/9 - 11/16</strong></td>
<td><strong>3/20 – 3/28</strong> Individual Preregistration Appointments if needed</td>
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<td>Registration for Spring 2015 Check My UNIverse for exact time and date</td>
<td>Note: Walk-in advising only from March 29 – April 7 (8:30-11:30 am and 1:15-4:30 pm)</td>
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<td><strong>11/2 - 11/9</strong></td>
<td><strong>3/13 - 3/17</strong> Spring Break</td>
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<td>Preregistration Appointments if needed Note: Walk-in advising only from Nov. 9 - Nov. 18 (8:30-11:30 am and 1:15-4:30 pm)</td>
<td><strong>5/1 – 5/5</strong> Finals Week</td>
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<td><strong>11/21 - 11/25</strong></td>
<td><strong>12/12 – 12/16</strong> Finals Week</td>
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<td>Thanksgiving Break</td>
<td><strong>12/12 – 12/16</strong> Finals Week</td>
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<tr>
<td><strong>12/12 – 12/16</strong></td>
<td><strong>12/12 – 12/16</strong> Finals Week</td>
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**How to Make an Appointment with Your Advisor:**

**Phone:** 273-3406 A receptionist will help you set up a time that works best for you. Due to double booking of advisor times, we do not set up appointments via email.

**Skills/Qualities Employers Want: Ability to—**

- Work in a Team
- Make Decisions and Problem Solving
- Plan, Organize, and Prioritize Work
- Verbal & Written Communication
- Critical Thinking Skills
- Analytical Qualitative Skills
- Knowledge Related to Job
- Proficiency with Computer Software Programs
- Create Written Reports

**Resources to Help You**

- Technology Department [http://www.uni.edu/tech/](http://www.uni.edu/tech/)
- **Academic Learning Center:** tutoring, writing assistance
- **New Student Handbook**
- **Office of Academic Advising**
- **MyUNIverse Student Center Tour**
- **Catalog**
- **Rod Library Assignment Calculator**
- **Rod Library Research Help**
- **Undergraduate Guide to Rod Library**

*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 1*