

## FSE Advising Syllabus: Fall 2009

*“Would you tell me, please, which way I ought to go from here?”  
“That depends a good deal on where you want to get to.”*  
– Lewis Carroll, *Alice in Wonderland*

*“Academic Advising is an education process that, by intention 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.”*

- The National Academic Advising Association (NACADA)

### **Your Advisor:**

Office:

Office Hours:

Phone:

Email:

Additional Advising Assistance: contact the ACT Advising Center: located on the second floor of the Student Center, email: [act@rbc.edu](mailto:act@rbc.edu)

### **Richard Bland College Mission Statement:**

Richard Bland College of the College of William and Mary was founded in 1960. It is the Junior College of the Commonwealth of Virginia. The College offers a traditional curriculum in the liberal arts and sciences leading to the associates degree, and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college, or to pursue expanded career opportunities. The college also recognizes its responsibility to serve the public by providing educational and cultural opportunities for the community at large.

### **Description of RBC’s First Semester Experience (FSE) Advising Program**

RBC’s FSE Advising Program is an attempt to engage students in their own academic, career, and transfer (ACT) planning from the very beginning of their college experience. The program is premised on the assumption that deliberate and careful ACT planning is an integral part of higher education which extends and enhances traditional, classroom based student learning. The program, which is the centerpiece of the College’s Quality Enhancement Plan (QEP), involves several key advising tasks required of all first-time, full-time, degree-seeking students in their first semester.

### **FSE Advising Objectives:**

- Explore your academic and career interests
- Research information on at least one possible transfer institution
- Construct a degree completion plan based on your own academic & career goals, your experiences and your (current and projected) abilities
- Articulate the intent behind RBC’s curriculum

**Requirements** (see FSE Advising Tasks Packets for details and worksheets):

*Each of the following tasks must be completed by every new, full-time, first-time, degree-seeking student prior to registering for Spring 2010.*

Task 1: Initial Orientation Questionnaire

Complete the questions on the Initial Advising Questionnaire (FSE Advising Tasks Packet 1). *Submit your completed form to your advisor before leaving your initial FSE advising session.*

Task 2: Honor Code Acknowledgement Form

Carefully read the statement concerning the RBC Honor Code on the form (FSE Advising Tasks Packet 1), which is also printed on p. 4 of this syllabus. *Sign the form and submit it to your advisor before leaving your initial FSE advising session.*

Task 3: Peer Networking Table

During your first FSE advising session, fill-in the table (FSE Advising Tasks Packet 1) with brief information relating to 3 of your peers. *Your academic advisor will verify your completion of the form at your second FSE advising session.*

Task 4: Career Planning Questionnaire

Complete the questionnaire (FSE Advising Tasks Packet 1). *Submit your completed questionnaire to your advisor at the end of your initial FSE advising session.*

Task 5: Email Questionnaire

For this task, you must successfully established and log into your RBC Email account. *Prior to your third FSE advising meeting, you must send an email from your RBC account to your advisor addressing the questions on the Questionnaire (FSE Advising Tasks Packet 2).*

Task 6: your RBC Degree Completion Plan

To complete this task you must first identify a tentative RBC degree option, then you will need to fill-in a Degree Completion Plan Template for that degree option. Degree completion templates and sample Degree Completion Plans are available from your advisor, the ACT Center, and on the RBC Website under "Advising." *Submit your completed plan to your advisor in your third FSE advising meeting.*

Task 7: Transfer Institution Worksheet

Visit the website of one 4-year institution to which you are considering transferring, then utilize the institution's website and the RBC Transfer Guide (on the RBC Webpage under "Advising") to answer the questions on the worksheet (FSE Advising Tasks Packet 2). *Submit your completed worksheet to your advisor in your fourth FSE advising meeting.*

Task 8: your RBC Spring Schedule

To complete this task, you will need to consult the RBC Class Schedule for Spring 2010 and your tentative Degree Completion Plan (task 7) to determine the courses that are most appropriate for you in your second semester. *Have your tentative schedule (FSE Advising Tasks Packet 2) ready to review with your advisor during your fourth FSE advising meeting.*

**Readings / Resources:**

- RBC Catalogue: <http://www.rbc.edu/registrar.html>
- RBC Student Handbook: <http://www.rbc.edu/StudentActivities/default.htm>
- RBC Schedule of Classes (printed for each semester): <http://www.rbc.edu/registrar.html>
- RBC Transfer Information: <http://www.rbc.edu/transferinfo.html>
- Degree Planning Sheet for degree / academic area of emphasis
- US Department of Labor Career-Planning Resource Site: [online.onetcenter.org/](http://online.onetcenter.org/)

**RBC Honor Code**

Students are expected to abide by all of the provisions of the Richard Bland College Honor Code, in particular article four pertaining to cheating and plagiarism. In accordance with this code, the giving &/or receiving of unauthorized assistance on any graded activity and all cases of plagiarism are grounds for an "F" and may be referred to the Council for Academic Integrity. Also, students with any knowledge of any violation of the Honor Code have a responsibility to follow the procedures detailed in the *Constitution of the Council for Academic Integrity*. The complete Honor Code, as well as a Powerpoint presentation on its provisions, can be found online at <http://www.rbc.edu/HonorCode/> .

**First Semester Experience Advising Schedule: Fall 2009**

| Date  | Required Activity   |
|---|---|
| 8/16, Sunday (1:30-3:30)  | <b>Meeting 1</b> (at Orientation): meet with your Academic Advisor & fellow advisees and complete Advising Tasks 1-4, Initial Advising Questionnaire, Honor Code Acknowledgment Form, Peer Networking Table, & Career Planning Questionnaire.   |
| 8/17, Monday (9:30-12:00)   | <b>Meeting 2:</b> Meet individually with your Academic Advisor to review your academic area of interest, RBC's degree options, your current class schedule, and the remaining Advising Tasks.   |
| <b>NOTE:</b> Any student who fails to attend Meetings 1 &/or 2, must attend an FSE Advising Review Session during the first three weeks of the semester. Contact the ACT Center asap. |   |
| 8/18 - 9/4  | Log onto your RBC email account & send your answers to the Email Questionnaire to your advisor  |
| 9/8 – 9/25  | <b>Meeting 3:</b> Meet individually with your advisor to review your progress so far and your responses to <i>Task 5: Email Questionnaire &amp; Task 6: Degree Completion Plan</i> . Review the remaining tasks for the semester.   |
| 9/28 – 10/26  | Complete Transfer Institution and Degree Completion Plan worksheets.<br><br>From the RBC Schedule of Classes for Spring 2010, construct your own tentative schedule for next semester, include section times and CRN numbers  |
| 10/26 – 11/13   | <b>Meeting 4:</b> Meet individually with your advisor, submit and review <i>Task 7: Transfer Institution Worksheet</i> and <i>Task 8: your Spring Schedule</i> . You're your advisor's verification of all your advising tasks, you will your PIN number for registering for the spring semester. |
| 10/26 – 12/4  | Register for spring classes on Banner   |