Academic Advising Syllabus

Texas A&M University
College of Liberal Arts
Department of Performance Studies

Your Academic Advisor
Adam Smith, M. A.
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979-458-0940
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Office Hours: by appointment

What is Academic Advising?¹
Academic advising provides the direct liaison between the curriculum and the student and serves to ensure that the student's passage through academic requirements is planned and purposeful. In order to aid the student best, academic advising should be a developmental process, involving both academic services and support services and suited to the varied needs that students meet during their tenure at the university. The primary purpose of the developmental academic advising program at Texas A&M is to assist students in formulating and implementing educational plans compatible with their goals in life and their basic skills.

How is academic advising helpful for me?
- Learn how to match your interests to academic programs, student activities, and the world of work
- Facilitate contacts and interaction with faculty and administrators
- Set goals and priorities; then, track and complete them
- Understand university policies and procedures in a timely and relevant manner

How to Prepare for an Advising Session
- Set up an appointment by contacting your advisor directly. Please show up to your appointment. If you are 15 minutes late to your appointment and offer no advance notice of cancelation or tardiness, your appointment will need to be rescheduled.
- Write down the questions you have for your advisor.
- Be ready to discuss any of these items, as relevant: your educational interests and goals, your degree plan, course selection, and any other academic concerns.
- Bring a pad of paper and pen to write down important action items or points of discussion shared during the appointment.
Advisor/Student Roles and Expectations

Your Advisor Will...

- Help you understand the meaning and relevance of the college experience
- Assist you in developing and achieving realistic academic and career goals based on your interests, abilities, values, and needs.
- Interpret university policies, procedures, and requirements
- Refer you to appropriate resources, including the Student Counseling Center, the Career Center, and the Student Learning Center, Study Abroad Programs Office, etc.
- Address your academic questions and concerns
- Adhere to the highest principles of ethical behavior and maintain confidentiality. Your advisor will not discuss issues with parents or non-university persons without your written permission
- Guide you in your selection of courses

You will...

- Take responsibility for your educational experience
- Learn how to access, use, and check your university e-mail (@neo.tamu.edu) daily
- Become familiar with campus resources, including the Student Counseling Center, the Career Center, the Student Learning Center, Study Abroad Programs Office, etc.
- Maintain contact with your advisor through the semester.
- Come to each advising appointment prepared to ask questions and discuss concerns.
- Assess and identify your interests, abilities, values, and needs to be discussed with your advisor
- Clarify your educational, career, and personal goals
- Use the Undergraduate Catalog and the Degree Evaluation tool on Howdy to become knowledgeable of academic requirements, policies, and procedures.
- Know important dates and deadlines like preregistration, Q-Drop, and the final exam schedule as listed on the Office of the Registrar’s website
- Discuss your selection of courses with your advisor
- Accept responsibility for your decisions and actions (or omissions) which affect your educational progress and goals

References
