4. WHO DOES ADVISING: ROLES AND RESPONSIBILITIES OF FACULTY, STAFF, AND STUDENTS

Delivery Outcomes for Academic Advising ~ Faculty and Professional Academic Advisors

- Academic advisors are appropriately accessible and available to students.
- Academic advisors understand both strategies that promote engaged learning and issues that may inhibit effective learning.
- Academic advisors understand the demographics of USM students.
- Academic advisors have the ‘tools’ they need to be effective in their roles as listeners, questioners, and referral agents for students.
- Academic advisors are familiar with:
  - Strengths and needs of students from diverse groups
  - Policies and procedures
  - General education requirements
  - Degree requirements
  - Boundaries of ethical actions
- Academic advisors make appropriate, effective referrals.
- Academic advisors are aware of and practice appropriate boundaries and limitations in the advising relationship, working within the parameters of professional ethics.

Learning Outcomes for Academic Advising ~ Students

- To know, understand and fulfill their responsibilities in the academic advising process.
- To know how to complete the various forms related to enrollment.
- To understand how to develop a balanced academic schedule and graduation plan.
- To understand the impact of internal and external commitments on college success.
- To understand program requirements (university, college, and departmental).
- To know about minor degree requirements.
- To know who their academic advisors are.
- To understand the range of university resources available to them.
- To work toward the development of an understanding of how their choices of courses and majors fit into larger life plans.
- To identify experiences that will enhance their career objectives and/or post-graduate options.
- To take responsibility for their roles in the academic advising process.
- To develop a balanced schedule and graduation plan.
- To understand that academic advising is a collaborative process.
- To understand the difference between the role of faculty within the classroom and the role of faculty as academic advisor and mentor.
- To understand where they are in their educational/career development.