

Student Services & Academic Advising Syllabus

Syllabus

ENCOURAGE....ASSIST....ADVANCE

Student Services Center Mission Statement

Academic advising is a purposeful, collaborative teaching and learning process integral to the educational experience at Delaware State University. Student's relationships with academic advisors will provide sustainable support, information, and resources contributing to self-discovery and personal growth. In partnership, advisor and advisee will develop and pursue meaningful educational plans and activities compatible with the student's values, abilities, career aspirations, and life goals.

Student Learning Objectives and Outcomes

Objective 1: Program Comprehension

Students will	When
1. Have an understanding of program expectation.	After 1st advising session
2. Be aware of all prerequisites and course sequence.	After each semester
3. Understand & can articulate how their program fits in to long term goals.	By the end of the 4 th semester

Objective 2: Educational Planning

Students will	When
1. Be able to plan long & short term goals	After 1st advising session
2. Be able to integrate academic & personal interest to enhance or support goals.	After 1 st semester
3. Will have enhanced understanding of the transitional points within the program.	After 2 nd semester

Objective 3: Student Responsibilities

Students will	When
1. Actively engage in individualized advising session	Ongoing
2. Know advisors expectation regarding scheduled	Ongoing
3. Cultivate decision making skills	Ongoing

Objective 4: Campus Resources

Students will	When
1. Demonstrate knowledge of university	Ongoing
2. Acquire and demonstrate awareness of university support services	Ongoing
3. Actively use MY DESU services; email, banner web, etc.	Ongoing
4. Have active knowledge of academic calendar deadlines	Ongoing

What is Advising?

Academic Advising is a cooperative relationship between advisees and advisors for the purpose of guiding and empowering students to achieve their academic goals and to optimize their college experience while meeting University requirements.

Recommended Calendar of Activities

FALL SEMESTER

August

- ☐ Check Your MY DESU account for updates & notices
- ☐ Check courses to determine if they are aligned w/ POS
- ☐ Verify start date & end date of the drop add period
- ☐ Check schedule to determine location & time of classes
- ☐ Review syllabus, if needed, making appointments with professor
- ☐ Identify books, websites and study aides for each class.
- ☐ Use a planner
- ☐ Visit your academic advisor, if needed, during the first week of school
- ☐ Evaluate your current academic behavior to if modification are needed

September

- ☐ Review each syllabus to determine professor expectation & deadlines
- ☐ Make an appointment with your advisor to discuss academic and career goals
- ☐ Connect with tutoring service, quantitative math lab, writing lab, etc.
- ☐ Learn about community resource and workshops
- ☐ Attend meeting specific to major
- ☐ Schedule an appointment with support services
- ☐ Check Your MY DESU account for updates & notices

October

- ☐ Prepare for Midterm exams
- ☐ Check Your MY DESU account for updates
- ☐ Make appointment with professor to determine status of course work
- ☐ Check in with advisor to develop a plan of action for the duration of the semester
- ☐ Schedule an appointment with support services
- ☐ Visit Career Service to complete a career assessment; explore career options.

November

- ☐ Schedule an appointment for advisement to review POS and to determine next sequences of classes.
- ☐ Schedule appointment for registration
- ☐ Register for Spring courses
- ☐ Check Your MY DESU account for updates & notices

December

- ☐ Prepare for finals exams
- ☐ Check Your MY DESU account for updates & notices
- ☐ Check your grades
- ☐ Schedule appointment with advisor, if needed to make adjustment in schedule.
- ☐ Over Winter Break check MY DESU to determine fiscal responsibility.
- ☐ Make sure Spring schedule is correct
- ☐ Take professional test (NLN, Praxis I, Praxis II)

SPRING SEMESTER

January

- ☐ Check Your MY DESU account for updates & notices
- ☐ Check courses to determine if they are aligned w/ POS
- ☐ Verify start date & end date of the drop add period
- ☐ Check schedule to determine location & time of classes
- ☐ Review syllabus, if needed, making appointments with professor
- ☐ Identify books, websites and study aides for each class.
- ☐ Use a planner
- ☐ Visit your academic advisor, if needed, during the first week of school
- ☐ Evaluate your current academic behavior to if modification are needed

February

- ☐ Visit Career Services
- ☐ Meet with professors
- ☐ Meet with advisor to discuss Summer School Options
- ☐ Use Planner
- ☐ Take professional test (NLN, Praxis I, Praxis II)
- ☐ Mid-Term Preparation
- ☐ Visit international Service about study abroad opportunities

March

- ☐ Check email to determine academic advisement period
- ☐ Schedule appointment with advisor for registration
- ☐ Check in professor to determine academic standing
- ☐ Visit Career Service for internship opportunity
- ☐ Check in with Student Service to determine if all obligations are met

April

- ☐ Check in Professor about academic standing
- ☐ Prepare for end of semester and FINAL EXAM
- ☐ May an appointment with advisor, if needed.
- ☐ Consult with Student Supports

CEHPP Resources

STUDENT SERVICES CENTER

(302) 857-7143

Mrs. D. Michele Rush, Director

Email: mrush@desu.edu

(302) 857-6742

Ms. Charmaine A. Whyte, Assistant Director

Email: cwhyte@desu.edu

(302) 857-7142

COLLEGE DEPARTMENTS

Department of Education

Dr. Bob Martin, Acting Chair

(302) 857-6720

Department of Public and Allied Health Sciences

Dr. Bradley Skelcher, Acting Chair

(302) 857-6703

Department of Nursing

Dr. Sharon Mill-Wisneski, Chair

(302) 857-6750

Department of Social Work

Dr. Ezekiel Ette, Chair

(302) 857-6770

DEAN'S OFFICE

Dr. Marshá Horton, Dean

Ms. Lynn McGinnis, Administrative Assistant

(302) 857-6700

University Resources

Academic Support Center

<http://www.desu.edu/academics/academic-support-center>

(302) 857-6385

Distance Learning/Blackboard

<https://dsuonline.blackboard.com/>

(302) 857-7122

Career Services

<http://www.desu.edu/career-services/career-services-and-student-employment>

(302) 857-6120

Student Employment

<http://www.desu.edu/studentemployment>

(302) 857-6138

IT Help Desk

<http://www.desu.edu/technology/help->

(302) 857-7028

Admissions

<http://www.desu.edu/admissions/>

(302) 857-6351

Financial Aid

<http://www.desu.edu/financial-aid/>

(302) 857-6250

Student Accounts & Billing

(302) 857-6240

Tuition and Fees

<http://www.desu.edu/financial-aid/tuition->

Scholarships

<http://www.desu.edu/financial-aid/>