Faculty of Science Advising Syllabus – 2016-17

Advising Staff: Christine Adams, Jennifer Marchant, Kristin Suffield, Kathy Synkiw, Ashley Tolton, Joan McConnell (Director)
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Hours: 8:30 – 4:30 Monday to Friday – calendar for advisor availability

Faculty of Science Academic Advising Mission
Our Mission is to guide students in the discovery of a course of study congruent with their goals, values and abilities, providing accurate information and interpreting policy in a courteous and timely manner, while encouraging students to engage in and take responsibility for the successful completion of their academic careers.

Description of Advising in Science
The Faculty of Science Academic Advisors are trained navigators and translators that will guide students through their academic careers. Accurate and relevant information will be provided in a courteous and timely manner. We can be counted on as a reliable first contact for any situation a student may encounter during their time at the U of M. We are knowledgeable about the many valuable services offered at the University of Manitoba and gladly refer those students looking to enhance their experience or those students seeking tools for academic improvement.

Science Advisor Responsibilities
What you can expect from a Science Advisor:
   a. Regular and accessible hours of operation, including a variety of ways to communicate with an advisor:
      i. In-Person
      ii. Phone
      iii. Email *
      iv. On location
      v. via new technologies
*During the summer months and other peak times, email contact with a Science Advisor is the least preferable means of contact. If your concern is of an urgent nature please contact an advisor in-person or by phone.

   b. You will be treated with respect, kindness and courtesy. Students will be provided with a safe environment to discuss both academic and personal issues. Confidentiality is taken seriously and will always be maintained.

   c. Students can expect any of the following during a meeting with an advisor, where appropriate:
      i. A detailed outline of any remaining Science program / graduation requirements;
ii. Information about services that could be utilized with respect to circumstances that are discussed at a given meeting;

iii. Advice regarding course selection for Science programs (not prescription of courses);

iv. Assistance with the interpretation of professional faculty application requirements and procedures;

v. Suggest appropriate academic and career alternatives if your goals shift or your values change.

vi. Assist with academic concessions, within the bounds of faculty and university policies.

d. Students can count on the Science Advisors to be on top of the most current information with respect to Science courses, undergraduate research opportunities, and programs and policies. Changes to relevant courses, programs, policies and service offerings will be communicated to you.

**Science Student Responsibilities**

We expect that you will:

a. Commit to seeing a Science advisor at least once per year.

b. Be prepared for your meeting with an Academic Advisor by reviewing your progress in current courses, calculating remaining program requirements, filling out any paperwork required for the meeting, and preparing questions for the advisor.

c. Communicate openly and honestly with the Science Advisor and be prepared to discuss your current interests, values, strengths and future goals - and the steps you have taken to explore these areas.

d. Take the necessary steps to learn how to make good decisions. Making decisions is a valuable lifelong skill and obtaining information about your situation from a Science Advisor will help you to make solid and informed decisions.

e. Acquire the necessary information so that you can take responsibility for course selection, planning and the successful completion of your graduation requirements.

**Required Resources for Advisors and Students**

a. U of M email address

b. Access to the [On-Line Academic Calendar](#)

c. Access to the [University Website](#)

**Optional Resources**

a. Facebook page

b. Twitter account