# Undergraduate Advising & Success (UAS)

# Advising Syllabus

# Vision

Undergraduate Advising and Success fosters growth through scholarly inquiry for every undergraduate student at San José State University.

# Commitment Statement

San José State University students and the undergraduate advising and success team, work to establish positive and collaborative relationships for personalized, holistic, and transformative learning experiences. UAS does this by being data informed and using research in our practice; collaborating with campus partners to support students in achieving their academic, career, and personal goals; respecting the diversity of our student body and practicing cultural competence; and working to ensure an equitable educational experience.

# Student Learning Outcomes

* Create academic, career, and personal goals each semester with the appropriate campus resources
* Have an established educational plan that includes General Education, Undergraduate University Graduation, and Major requirements each year
* Use at least one student academic support service in the first year (such as Peer Connections)
* Complete one career related activity each semester as recommended by the Career Readiness roadmap.
* Complete one SJSU community engagement related activity each semester (i.e. Identity Based Retention Center Activities, Student Government, Student Clubs, etc.)

# Student Responsibilities

* Learn who your assigned Student Academic Success Specialists, Academic Advisors, or Faculty Advisors are in Spartan Connect
* Meet with your Student Academic Success Specialist, Academic Advisor, or Faculty Advisor at least once each semester to complete your student learning outcomes
* Prepare in advance for your advising appointments and workshops
* Recognize your own agency in obtaining your education by proactively initiating the use of advising and campus support resources

# Student Academic Success Specialist, Academic Advisor, and Faculty Advisor Learning Outcomes

* Demonstrate competence in using holistic and strengths-based academic advising practices used by UAS
* Demonstrate culturally responsive, inclusive, and equitable practices in providing advising
* Demonstrate competence in using the Undergraduate Catalog (courses, degrees, policies, etc…) to advise
* Demonstrate competence using the SJSU advising tools (MySJSU, Assist.org, etc.)
* Demonstrate knowledge of campus support resources and where and when to refer students
* Demonstrate competence in writing effective, appropriate appointment summaries in Spartan Connect

# Student Academic Success Specialist, Academic Advisor, and Faculty Advisor Responsibilities

* Student Academic Success Specialists, Academic Advisors, and Faculty Advisors must monitor and document student academic progress
* Student Academic Success Specialists, Academic Advisors, and Faculty Advisors must maintain accurate information related to SJSU's academic offerings
* Student Academic Success Specialists, Academic Advisors, and Faculty Advisors must be able to clarify and explain institutional academic policy to students
* Student Academic Success Specialists, Academic Advisors, and Faculty Advisors must communicate with their students at least twice in a semester to set/review the students' goals
* Student Academic Success Specialists, Academic Advisors, and Faculty Advisors must be knowledgeable regarding campus resources and how to appropriately refer students to them
* Student Academic Success Specialists, Academic Advisors, and Faculty Advisors must collaborate with the student on their education
* Student Academic Success Specialists, Academic Advisors, and Faculty Advisors will provide a culturally responsive, inclusive, respectful and equitable learning environment for students

# References

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