



Alpha Student’s Proactive Advising Syllabus

To get the most out of Albright’s Alpha Program, students should make use of the resources available to them and have a clear idea of their own responsibilities as an Alpha advisee. You are encouraged to complete the activities below during your first semester and keep your advisor or other relevant staff member informed. Alpha-related events are posted on the Alpha website (<http://www.albright.edu/catalog/alpha-program.html>).

Your name _____

Advisor _____

Advisor Office Location _____

Advisor Office hours _____

Advisor E-Mail _____

Advisor Phone _____

Complete the web-based Advising Self-Profile, see my advisor during August Welcome Week and again 2-3 more times during the first semester, and complete the Strong Interest Inventory, or other assessment suggested by the Experiential Learning and Career Development Center.

Your advising meeting at Welcome Week is a chance to introduce yourself and to identify any immediate issues that have arisen during your first days at Albright. The advising questionnaire referred to will help your advisor know more about you even before you arrive – just go to <http://www.surveymonkey.com/s/537JGVW> and submit it electronically (this link is also on the academic advising website at <http://www.albright.edu/catalog/acad-advising.html>). If there are concerns, your Advisor can act as your advocate and will direct you to appropriate services on campus. The profile will be helpful to your advisor even if completed at a later time. *Please let the Academic Affairs office know you have submitted a survey so we can be sure to retrieve the results (email provost@alb.edu).*

First Advisor Meeting. The first few weeks of college are often the toughest or most confusing, and if concerns have come up, be sure to ask your Advisor to address them at this meeting, preferably before or during the third week of classes. In general, you’ll want to talk about how you’re doing in classes and otherwise, your interest levels, and the work you’re doing. At your first this advisor meeting, try to schedule the three remaining recommended meetings for the semester, thereby ensuring both your and your advisor’s availability. **Date of first meeting:**

_____.

Complete the Strong Interest Inventory or other suggested assessment from the Experiential Learning and Career Development Center and discuss the results with both your academic advisor and a career counselor. The Strong Interest Inventory is scheduled periodically by the ELCDC – check the Alpha events page – or you can schedule it individually with the ELCDC.

Date of assessment _____

Date of Meeting with Career Counselor _____.

Second Advisor Meeting. About 6 weeks into the term, you should see your Advisor for a pre-midterm checkup to discuss your progress in classes thus far, your adjustment to college life, and your preparation for any midterm exams or projects you may have. Are there any concerns to discuss, such as a need for improved time-management or study methods (the Academic Learning Center can be a resource for this too)? If you have taken the Strong Interest Inventory, or other assessment, this would be the time to discuss those results. **Date of second meeting:**

_____.

Third Advisor Meeting. After the next semester's course schedule is announced (usually about 9 weeks into the term), see your Advisor to discuss your midterm grade reports and your plans for the next semester. Many advisors post a sign-up sheet at their office for advisees to sign up for appointments; and you can make an appointment by email. Use your course planning to test your possible interests and aptitudes and, at the same time, to fulfill General Studies requirements. If you think you are ready to declare a major, let your Alpha Advisor know and talk about it. You can "declare" by filling out a form at the Registrar's office. This is also the time to discuss the results on the Strong Interest Inventory or other assessments if you haven't done so already.

Date of third meeting: _____.

Attend a "How To Choose Your Major" hangout, or attend the "Major Fair" online during the month of October, use the "What To Do with a Major in ..." resources on the web (at <http://www.albright.edu/academics/wcidwam>), and resources found at <http://albright.edu/elcdc/cd/major-and-career.html> . **Date:** _____.

Read the Undergraduate Catalog and discuss any questions with your advisor during one of your meetings. The catalog is available online at www.albright.edu/catalog and is your source of information on courses of interest, major requirements, and academic policies. **Date of this discussion:** _____.

Plan on seeing your advisor 2-3 times in your second semester as well!