



UM-Flint Engineering

Academic Advising Policies and Procedure

Date: Sep 10, 2014

Purpose

To establish faculty, student, and administrative responsibilities within the student advising process in the Engineering Programs at UM Flint.

Introduction

The CSEP Department recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the students to select and follow a program of study which will lead to their academic objectives, the Mechanical Engineering (ME) and Engineering programs provides a structure of academic advising to assist students. The ultimate goal of the faculty advisor system is to give the student ready access to a designated engineering faculty who can help the student maximize the benefits from their educational experience and who can help with problems directly or refer them to an appropriate individual in the CSEP Department, CAS, University or community.

Policies

Engineering program faculty will advise all engineering students in the areas of programs, courses, curriculum, independent study and other co-curriculum and extra-curriculum activities. All new and transfer students will be advised during their first semester of study at UM-Flint by placing advising hold in the banner. For example, a new or transfer student admitted and registered for classes in fall or winter semesters will be placed on an advising hold in fall or winter semesters. The student will be required to meet with an engineering program faculty advisor to develop a plan of study before they can register for classes for next semester. The student will make appointment to meet with the faculty advisor during their office hours or other times when the faculty will be available to meet.

Plan of Study: Each student will be required to develop a plan of study listing all courses and the semesters when student will complete these courses. The faculty advisor will assist students in preparing the detail plan of study. Both the student and the faculty advisor will sign the plan of study. A copy of the signed plan of study will be kept in the student folder located in the department. The plan of study will be prepared by incorporating the information and considering the following documents:

- a) Program requirement from UM-Flint catalog for which student is pursuing the degree
- b) Engineering program curriculum sheets from the department (blue: Engineering /green: Mechanical Engineering) or the Engineering Advising website.
- c) Recommended plan of study (available in the I: drive or engineering program website)
- d) Pre-requisite flow chart or pre-requisite of individual courses from UM-Flint catalog

Faculty: Each faculty member will be assigned students *based on the first letter of their last name* whom they will follow during their study at UM-Flint. The following table list the name of the engineering faculty and their student advisee.

| Name of Engineering Faculty | First letter of last name of student advisee |
|-----------------------------|--|
| Dr. Olanrewaju Aluko | A-F |
| Dr. Ming Li/ Dr. Frank Liu | G-K |
| Dr. Quamrul Mazumder | L-S |
| Dr. Ulan Dakeev | T-V |
| Dr. Mihai Burzo | W-Z |

Students: All students are expected to keep good communication with their faculty advisor. It is recommended that student and faculty meet at least once a year to discuss their academic progress. After being admitted to the university, students will be notified with their advisor's name, office phone number, email address, and office location. Students can also look up advisor assignments in the Advising folder at the front desk of the CSEP Department located in at 207 Murchie Science Building.

Responsibilities

Students' Expectations

Students are responsible for

- ❖ Determining a plan of study that satisfies the requirements defined for the appropriate degree in the catalog;
- ❖ Scheduling and appearing promptly for appointments with the adviser when necessary (at least once every semester);
- ❖ Preparing for an advising session by having the necessary forms available and a list of questions and courses (and alternatives) needed;
- ❖ Being knowledgeable about policies, procedures, and requirements as published;
- ❖ Being prepared to discuss personal values and goals as they relate to academic and career-related needs;
- ❖ Following through with appropriate action after the advising meeting; and
- ❖ Accepting responsibility for the academic decisions to be made.

Advisers' Expectations

Faculty who serve as advisers are responsible for

- ❖ Providing timely and accurate advising on academic and career matters;
- ❖ Maintaining necessary files on advisees for monitoring progress toward advisee's educational goals;
- ❖ Understanding and adhering to the academic policies and procedures set by the school and university
- ❖ Conveying information on academic requirements, policies, and procedures;
- ❖ Assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities;

- ❖ Helping the student examine course offerings in the major; relate these courses in the student's broader field of study; and understand the graduation requirements for the chosen curriculum;
- ❖ Tailoring the advising approach to individual students and making referrals appropriate to their needs and interests;
- ❖ Being responsive to discussions of students' personal values and goals as they relate to academic and career-related needs
- ❖ Being sensitive to issues relating to the student's retention at UMF, and making appropriate referrals when necessary/possible; and
- ❖ Being knowledgeable about campus and community resources available to students.

Procedure for Advisors

Student Name: _____ UMID: _____

Appointment Date: _____

1. Use/fill out the "Engineering Advising Worksheet" during the advising appointment (*attached*).
2. Hand out the ASME and SAE "Student Membership and Renewal Application". Discuss and emphasize the value of involvement in students club and undergraduate research opportunities (UROP) program.
3. Confirm that student has the plan of study filled out prior to the appointment.
4. Confirm with students which major (engineering or mechanical engineering), degree (B.S. or BSE) and catalog they are following (the graduation checklist in their advising file matches the degree/major/catalog on record in Banner for that student - this can be outdated info).
5. Talk with student about their vision/plan for future and their interests: Look for:
 - Ability to articulate how their academic experience aligns with their goals.
 - How does the ME / Engineering Major help them achieve those goals?
6. Develop an Academic Plan that looks at:
 - Presenting credentials including placement exam.
 - Past performance at the University.
 - Timing of course offerings.
 - Number of courses the student can take each semester.
 - Will student attend spring and/or summer?
 - ✓ If yes, remind them to fill out the spring financial aid application.
(Strict deadline of early February. Becomes available online sometime in December).
 - Is a second major, simultaneous degree or a minor a good idea for the student based on long-term goals?
 - The "prescriptive" parts of degree completion from the degree chart (e.g. 45 credit rule, 33 credits at the 300-level or above, etc.)
7. Select courses for upcoming semesters, consider:
 - What is ideal based on timing of when courses are offered
 - ✓ If a student take an "ideal" course, make a note of why in advisor notes
 - 5 credits vs. 12 credits
 - ✓ By taking 15 credits in fall and winter, students save \$8,000 over their 4 years and can graduate in that timeframe
 - ✓ Supplemental Instruction sections
 - ✓ Tutorial Support (tutoring)
8. Check in on "Careers 4 Years" Student Development Program benchmark completion:
 - ✓ What is/has the student done to enhance their academic experience?
 - ✓ Identify areas for engagement and encourage student to take advantage of them
9. Mention other support services available to students of UM Flint
 - ✓ Free clinical counseling
 - ✓ Accessibility services
 - ✓ Invest in Your Success Program
 - ✓ Education Opportunity Initiatives Programs