



# MARQUETTE UNIVERSITY

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## College of Education

### UNDERGRADUATE ACADEMIC ADVISING SYLLABUS 2022-2023

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#### COLLEGE OF EDUCATION INFORMATION

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**Location:** Schroeder Health and Education Complex  
560 North 16th Street  
Milwaukee, WI 53233

**Website:** <http://www.marquette.edu/education/>

**Phone:** Educational Policy & Leadership/Teacher Education Office – (414) 288-7375  
Counselor Education & Counseling Psychology Office – (414) 288-5790  
Dean’s Office – (414) 288-7376

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#### ACADEMIC ADVISOR CONTACT INFORMATION

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**Tina McNamara**, Assistant Dean for Advising and Student Services  
Office: Schroeder Complex, 126A  
E-mail: [tina.mcnamara@marquette.edu](mailto:tina.mcnamara@marquette.edu)  
Phone: (414) 288-6981

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#### WHAT IS ACADEMIC ADVISING?

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Academic advising comprises intentional and collaborative interactions between an advisor and student aimed at improving the academic performance of students. These interactions involve exchanges of information and resources which allow the student to grow by empowering the student to make decisions regarding educational and professional goals.

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#### WHO IS MY ADVISOR?

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All students in the College of Education are advised by Tina McNamara, Assistant Dean for Advising and Student Services. Additionally, all students are assigned an advisor in their content major department. Students should meet with both of their advisors during registration planning every semester.

Your academic advisor(s) are listed in Student Center on CheckMarq.

## GOALS OF ACADEMIC ADVISING

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### Students will...

1. Develop plans for their college career
2. Identify post-graduation aspirations
3. Become aware of university resources and understand how and when to use them
4. Understand academic policies and requirements
5. Take responsibility for decisions and actions
6. Discern values, interests, goals, and abilities

## ADVISOR AND STUDENT RESPONSIBILITIES

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Advisor Responsibilities	Student Responsibilities
<ul style="list-style-type: none"><li>• Be available to students by appointment and during regular office hours</li><li>• Respond to e-mails and phone calls from students</li><li>• Understand policies and procedures of the University and College</li><li>• Share policies and procedures with students</li><li>• Monitor the progression of students toward graduation and completion of requirements</li><li>• Assist students in developing educational plans</li><li>• Maintain accurate student records</li><li>• Help students recognize their strengths and areas of improvement</li><li>• Maintain confidentiality</li><li>• Prepare for meetings with students</li></ul>	<ul style="list-style-type: none"><li>• Contact and meet with advisors every semester, especially before class registration</li><li>• Check Marquette e-mail daily for correspondence from the University</li><li>• Become familiar with the policies and procedures of the University and College</li><li>• Understand the requirements for degree completion</li><li>• Register for classes</li><li>• Follow through with recommendations made by advisor</li><li>• Maintain own records</li><li>• Take advantage of University resources</li><li>• Ask questions and seek out assistance when needed</li><li>• Prepare for meetings with advisors</li></ul>

## HOW TO SCHEDULE AN ADVISING APPOINTMENT

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### For general appointments:

- Email your content major advisor with multiple days and times that you are available to meet. Be sure to include in your email the reason for the appointment. For appointments with Tina McNamara, use the link in her email signature.

### For registration appointments:

- Students will receive an email from Tina McNamara with a link to available times to schedule a registration related appointment.

## HOW TO PREPARE FOR YOUR ADVISING APPOINTMENT

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### What to do before an advising appointment:

- Review the class sequences of your major(s) and what requirements you have fulfilled by viewing your Academic Advisement Report (available on CheckMarq)
- Write down questions that you have for your advisor
- Refer to student responsibilities

### What to bring with you to an advising appointment:

- Graduation Checklist printed from CheckMarq
- Paper and pen
- Questions

## SEMESTER CHECKLIST

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### Before the semester starts:

- Review your class schedule
- If you plan to make any extensive changes to your class schedule, contact your advisor
- Locate classrooms
- Purchase and/or rent textbooks
- View and pay semester electronic billing statement or enroll in Marquette Monthly Payment Plan
- If needed, apply for student parking permit

### At the start of the semester:

- Review course syllabi
- Develop goals for the semester and a plan for studying
- If needed, seek out tutoring
- Attend faculty office hours
- Arrange for any necessary classroom accommodations through the Office of Disability Services

### Mid-semester:

- Prepare for midterms
- Check midterm grades
- Log into Student Center on CheckMarq to view your class registration date
- Meet with both of your academic advisors (education and academic content area) to plan for next semester's classes
- Develop a plan for successfully finishing the semester

### At the end of the semester:

- Prepare for final exams
- Confirm your plans for J-session/summer classes and for the following semester
- Return rented textbooks and/or consider selling purchased textbooks
- Check your semester grades

## OBJECTIVES FOR EACH YEAR OF COLLEGE

	<b>Objectives</b>
<b>Freshman Year</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register for classes at SPARK prior to fall semester</li> <li><input type="checkbox"/> Attend and participate in New Student Orientation events</li> <li><input type="checkbox"/> Attend new student meeting with Tina McNamara</li> <li><input type="checkbox"/> Complete Academic Integrity Tutorial</li> <li><input type="checkbox"/> Consider studying abroad</li> <li><input type="checkbox"/> Start to recognize your learning style, class scheduling preferences, and areas of improvement regarding time management and studying habits</li> <li><input type="checkbox"/> Explore areas of involvement outside of the classroom</li> <li><input type="checkbox"/> Declare Discovery Tier theme</li> </ul>
<b>Sophomore Year</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use your first-year experience to help shape your future academic and career goals</li> <li><input type="checkbox"/> Officially declare your major</li> <li><input type="checkbox"/> Apply to the Professional Program</li> <li><input type="checkbox"/> If applicable, confirm study abroad plans</li> <li><input type="checkbox"/> If you have not yet done so, join a student organization or a different avenue for campus and/or community involvement</li> </ul>
<b>Junior Year</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Research careers and work on career goals</li> <li><input type="checkbox"/> Review remaining requirements</li> <li><input type="checkbox"/> Continue involvement in student organizations</li> <li><input type="checkbox"/> Gain some type of volunteer or paid experience</li> <li><input type="checkbox"/> Research the licensure requirements of other states in which you are considering teaching</li> <li><input type="checkbox"/> Look into and prepare for standardized tests:               <ul style="list-style-type: none"> <li>• Foundations of Reading Test (FORT – elementary majors only)</li> <li>• Praxis Subject Assessment content area examination</li> <li>• Graduate school examinations (GRE, GMAT, LSAT, MCAT, etc.)</li> </ul> </li> </ul>
<b>Senior Year</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for graduation</li> <li><input type="checkbox"/> If applicable, complete application for admission to student teaching during first semester and attend Student Teacher Information Session</li> <li><input type="checkbox"/> Gather references and letters of recommendation</li> <li><input type="checkbox"/> Meet with Career Services Center to start preparing for post-graduation plans</li> <li><input type="checkbox"/> If applicable, apply to graduate school</li> <li><input type="checkbox"/> Write your professional resume and cover letter</li> <li><input type="checkbox"/> For those seeking teaching licenses, work on and complete all requirements during student teaching experience</li> <li><input type="checkbox"/> Start applying for post-graduation jobs</li> <li><input type="checkbox"/> Graduate!</li> </ul>

## RESOURCES

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### Marquette Central

<http://www.marquette.edu/mucentral/>

Zilber Hall, Suite 121 (1250 W. Wisconsin Ave.)

Phone: (414) 288-4000

E-mail: [marquettecentral@marquette.edu](mailto:marquettecentral@marquette.edu)

### Student Educational Services

<http://www.marquette.edu/oses/>

Coughlin Hall (1303 W. Wisconsin Ave.)

Academic Services, Room 125

Phone: (414) 288-4252

Tutoring Program, Room 145

Phone: (414) 288-3270

### Norman H. Ott Memorial Writing Center

<http://www.marquette.edu/writing-center/>

Raynor Memorial Library, Room 240 (1355 W. Wisconsin Ave.)

Phone: (414) 288-5542

E-mail: [writingcenter@mu.edu](mailto:writingcenter@mu.edu)

### Office of Disability Services

<http://www.marquette.edu/disability-services/>

707 Building, 5<sup>th</sup> Floor (1102 W. Wisconsin Ave.)

Phone: 414-288-1645

E-mail: [ods@marquette.edu](mailto:ods@marquette.edu)

### Office of International Education

<http://www.marquette.edu/oie/>

Holthusen Hall, 4<sup>th</sup> Floor (1324 W. Wisconsin Ave.)

Phone: 414-288-7289

E-mail: [world@marquette.edu](mailto:world@marquette.edu)

### Academic Integrity Office

<http://www.marquette.edu/provost/academic-integrity.php>

707 Building, Room 332 (1102 W. Wisconsin Ave.)

Phone: (414) 288-0262

E-mail: [academicintegritycouncil@marquette.edu](mailto:academicintegritycouncil@marquette.edu)

### Career Services Center

<http://www.marquette.edu/csc/>

Holthusen Hall, 1<sup>st</sup> Floor (1324 W. Wisconsin Ave.)

Phone: (414) 288-7423

E-mail: [career.services@marquette.edu](mailto:career.services@marquette.edu)

### IT Services

<http://www.marquette.edu/its/help/>

Cudahy Hall, Room 293 (1313 W. Wisconsin Ave.)

Phone: (414) 288-7799 (Help Desk)

E-mail: [helpdesk@marquette.edu](mailto:helpdesk@marquette.edu)

### Office of Student Development

<http://www.marquette.edu/student-development/>

Alumni Memorial Union, Rooms 121/329 (1442 W. Wisconsin Ave.)

Phone: (414) 288-1412

E-mail: [osd@marquette.edu](mailto:osd@marquette.edu)

Alumni Memorial Union, 121

### Counseling Center

<http://www.marquette.edu/counseling/>

Holthusen Hall, 2<sup>nd</sup> Floor (1324 W. Wisconsin Ave.)

Phone: (414) 288-717

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## HELPFUL LINKS

Bulletin: <http://bulletin.marquette.edu>

Directory: <http://www.marquette.edu/tools/campus-contacts.php>

Study Abroad at Marquette:

<http://www.marquette.edu/abroad/>

Marquette Core Curriculum:

<https://www.marquette.edu/core-curriculum/>



Be The Difference.