

Faculty Academy
Advising: Best Practices
Monday, April 4, 2005
12:00-1:45pm, Northen Auditorium

(1) USEFUL WEBSITES FOR ADVISING INFORMATION (these sites include links to other useful sites, such as the Registrar homepage):

- College homepage on advising: <http://thecollege.wlu.edu/advising/index.htm>
- “Advice on Advising”: <http://thecollege.wlu.edu/advising/advice.htm>

(2) ADVISING FRESHMEN, PRESENTED BY GREG DRESDEN

- See letter to new advisee (attached)
- See General Education requirements checklist (attached)

(3) ADVISING SOPHOMORES, PRESENTED BY PAM SIMPSON

I. What is unique about sophomores?

A. Made it to the second year so they know it all and what are you good for, anyway?

B. General Ed requirements vs. beginning the major

II. Declaring the Major and Finding a New Advisor

A. How do they decide?

B. The Forms to fill out, when and where

III. Travel Abroad? Internships? Planning Ahead

IV. Sophomore Slump?

A. Competing with the Greek System

B. Getting them to come in

V. Passing them on

(4) ADVISING JUNIORS, PRESENTED BY BOB DE MARIA

1. The first step for all academic advisers from the second year on is to keep the student's records up-to-date

2. What is unique to the junior year?

A. General Education Requirements

B. How are they meeting their major requirements?

C. Are they double majoring? If so, contact their adviser and communicate with them in order to keep up with their progress.

D. What about internships? Are they applying? If so, when and where? Have they been approved by the unit's internship coordinator?

- E. Are there plans for study abroad? If so, when?
- F. University and Departmental fellowships and scholarships? Are there any that you should recommend to the student?
- G. Schedule regular correspondence with them via e-mail and try to see them personally more than once per term.

(5) ADVISING SENIORS, PRESENTED BY ART GOLDSMITH

“Check-Up: Make Sure Mom and Dad have a Reason to Attend Graduation”

Is the student on schedule to meet:

- ✓ Requirement for graduation?
- ✓ Requirements for their major (and interdisciplinary program)?

“Listen-Learn: Professional Goals”

What do you intend to do next year, the year after?

What do you intend to be doing 3-5 years from now?

❖ Cheap Advice:

- Consider taking class(s) to facilitate these objectives.

“Listen-Learn: Personal Goals”

What are your nonprofessional passions (photography, theatre, film, poetry, jazz, philosophy, painting, ...)?

❖ Cheap Advice:

- Consider taking class(s) to embrace these joys.

“Listen-Learn: Time Demands and Community Service”

Have you been involved in civic engagement, service learning, community service while at Washington and Lee?

Do you intend to be involved in these activities in the future?

Would you like to be involved in these activities this year?

❖ Cheap Advice:

- Schedule a meeting with the Community Service Coordinator (Avery Gholston). Get back to me and let me know what you decided.

“Listen-Learn: Foreign Study”

Have you studied abroad during your W&L career? If so, was this a positive experience?

Would you like to study abroad as a senior--winter term?

❖ **Cheap Advice:**

- Schedule a meeting with the Director of International Education (William Klingelhofer). Get back to me and let me know what you decided.

“A Bit of Preaching: Further Education”

Learn On-the-Job

❖ **Cheap Advice:**

- Seek out and ask for training opportunities, attend workshops and seminars.

Learn Off-the-Job

❖ **Cheap Advice:**

- Read, attend museums, travel--a wonderful graduation gift is a subscription to the New Yorker (Atlantic, ...).

Graduate School or Professional School--are they in your future?

❖ **Cheap Advice:**

- Take course, obtain key experience to ensure you are a competitive candidate for graduate school when the time to apply arises.

W&L GENERAL EDUCATION REQUIREMENTS: 2005-06 catalogue

GE1) English Composition (check one box)

- proficient when entering W&L
- one of the following courses: English 101,105

GE2) Foreign Language (check one box)

- proficient (qualified to enter a third year course) when entering W&L
- one of the following courses: Chinese 262; French 162, 164, 172; German 262 or 263; Greek 202; Italian 162; Japanese 262; Latin 202; Russian 262 or 263; or Spanish 162 or 164

GE3) Literature - two courses (six credits) from the following:

- a) Chinese 400-level courses if the subject matter is literary
- b) Classics 201,203,204,300 (History 300, if not used for GE4)
- c) English - all 200- and 300-level courses *except* English 201,203,204,307,308,370,385,386 and 387
- d) French 273,331,332,341,342,343,344,397
- e) German - all 300-level courses *except* German 301,302,303,311,312,321(unless literary),325, and 332
- f) Greek - all 300-level courses *except* 302
- g) Italian - 400-level courses if the subject matter is literary
- h) Japanese - 400-level courses if the subject matter is literary
- i) Latin – 295 and all 300-level courses
- j) Literature in Translation - all courses
- k) Medieval and Renaissance Studies 110A
- l) Religion 272
- m) Russian 315,316
- n) Spanish 207,208 and all 300-level courses

GE4) Fine Arts, History, Philosophy, Religion - at least 12 credits and must include courses from at least two of the following four areas. Interdepartmental 101 and Interdepartmental 120 will meet the requirement for credits but will *not* meet the requirement for two areas.

- _____ a) Fine Arts - Classics 200,287,288; Medieval and Renaissance Studies 110; all art below 400-level *except* Art 160, 161, 290, and 395; all music below 400-level *except* Music 101,106,108 to 117,361,362,395, and the applied music courses; all theater below 400-level *except* THTR 109 and 397
- _____ b) History - Classics 300 (if not used for GE3); all courses below 400-level *except* History 190 and 338
- _____ c) Philosophy - Classics 221; Greek 302; all philosophy below 400-level *except* Philosophy 305
- _____ d) Religion - Sociology 221; all religion below 400-level *except* Religion 200,272

GE5) Science and Mathematics - at least ten credits, including four credits from a. and one course from b.

- a) Four credits laboratory science from Biology 105 or 111 and 113; Chemistry 100,106,111; Geology 100,101; Physics 111 and 113, 112 and 114, 150,151
- b) One course chosen from Computer Science 101,111 121; Mathematics 101,121
- c) Three credits additional mathematics or science from any of the above not used or from Biology 101,230,231,235,240,240S,246; Chemistry 107,112,195; Computer Science 112, 196; Engineering 160; Geology 102,104,108,135,141,146,150,160,195,196,197,201,247; Mathematics 102,118,122,195

GE6) Social Science - at least nine credits and must include courses from at least two of the following four areas. Interdepartmental 110 will meet the requirement for credits but will *not* meet the requirement for two areas.

- _____ a) Economics 101,102
- _____ b) Politics 100,101,104,111,203(Journalism 203),214,233,240
- _____ c) Psychology 111,112,113,114 (Sociology 114),120,150,240
- _____ d) Anthropology 101,205,207,210,230,252,260,338 (History 338); Sociology 102,200(Religion 200),202,225, 245(Politics 245),246(Politics 246)

GE7) Physical Education - completion of a swimming test and five skills courses chosen from Physical Education 101-215

_____ _____ _____ _____ _____

(Pass/Fail status for physical education must be declared by midterm of the first term enrolled at W&L.)

August 19, 2004

{Name and address}

Dear {Student}:

Welcome to Washington & Lee! I will be your first-year advisor. Specifically, I will be helping to guide you through the course catalogue and the various course requirements needed to graduate. Fear not! -- I am sure that you will find selecting your courses to be a stimulating experience. Bear in mind, though, that your W&L experience should be a kind of seamless garment, in which academics, extra-curriculars, social life all contribute to a coherent learning experience, and all feed into what I hope will be a life-long habit of self-reflection.

I will be available to meet with you individually in my office (Robinson 1) on Monday, September 6, at 4:45 p.m. Hopefully you will have already thought about your first year and about the classes you'd like to take. Be sure to take some time this summer to look through the course catalogue and write down the names of classes that interest you. We can discuss any questions you might have about your schedule, and maybe talk about your long-range plans, or anything else you may have on your mind. That same day at 5:20 we will meet for dinner, and you will have the opportunity to meet my other advisees. Many of you probably share the same interests, and it will be one more way to get to know your fellow first-years. Please come to my office, and we will set out from there for the Dining Hall.

On the following day, Tuesday, September 7th, we will meet to register you for your courses (which is done on-line in my office).

I look forward to meeting you and working with you. If I can be of help, please call me at 540-458-8806.

Sincerely,

Greg Dresden
Associate Professor