

**Department of Earth and Planetary Sciences | University of California, Davis**

*Advising office is open Monday-Friday from 8am-12pm and 1pm-5pm*

*2119 Earth and Physical Sciences*

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**Goals and Objectives of Academic Advising**

The goal of academic advising is to help you shape a meaningful educational experience. The elements of that education include your classes, your co-curricular activities, your work, and your personal experiences. Through ongoing reflection and discussion, with your interested and goals in mind, you will integrate all the elements of your college experience so you can make the most of your education. You need to be actively engaged in the process of defining your academic goals, and sharing those goals with your adviser in a series of conversations that extend over your entire undergraduate years.

**Advisee Responsibilities**

- **Take ownership of your education.**
- Learn about program requirements, university resources and campus procedures.
- Prepare for advising meetings ahead of time.
- Participate actively during appointments by taking notes.
- Use a system to keep track of advising related materials.
- Make use of campus resources.
- Ask questions that are important to you.
- Seek assistance when concerns arise.
- Reflect on and identify current educational goals.
- Make decisions and take actions that connect to your goals.

**Adviser Responsibilities**

- Be knowledgeable about program requirements, university resources and campus procedures.
- Create a safe space where you can express your concerns and individual values.
- Listen to and respect your concerns and values.
- Support you in defining academic, career and life goals.
- Help you to create educational plans that are consistent with your goals.
- Provide referrals to relevant campus resources.
- Consider and respond to you as a whole person.

**Meeting with your Adviser**

1. Appointments are scheduled by using the Advising Appointment System (<http://appointments.ucdavis.edu/?office=20>) or by calling or emailing the advising office. Appointments are scheduled for 30 minutes. If you are unable to keep your appointment, please cancel or reschedule as early as possible online or by calling the advising office.
2. Drop-In advising is available during all hours that the advising office is open. Students with appointments scheduled will be seen first, but drop-ins are welcome as well.
3. **Mandatory Advising.** Students wishing to meet with their advisor for their mandatory advising requirement must make an appointment, and will not be able to satisfy this requirement with drop-in advising.

## **UC Davis Learning Outcomes**

- Develop effective communication skills: Written, oral, interpersonal, group.
- Develop higher cognitive skills: Critical thinking, creativity, analytical ability.
- Cultivate the virtues: Ethics, responsibility, honor, tolerance, respect for others, empathy.
- Develop focus and depth in one or more disciplines.
- Develop leadership skills: Ability to stimulate and direct collaborative learning and collaborative action.
- Develop a global perspective: Broad intellectual and cultural experience through active engagement, an understanding of the interactions among the individual, society, and the natural world.
- Prepare for lifelong learning: Independent thinking and learning, learning to find information, asking the right questions.

## **Advising Outcomes**

### First Year Students (includes First Year Transfers)

- Students understand advisor/advisee responsibilities.
- Students understand responsibility for their education is their own.
- Students can explain the different purposes of GE and Major classes.
- Students know what campus resources are available.
- Students know who advises them on different requirements.
- Students understand several ways that going to office hours and connecting with faculty can be useful.
- Students know the importance of the course syllabus.
- Students will develop an annual plan (academic or goal based).

### First Year Transfer Students

- Students will develop an annual plan (academic plan, social integration, career exploration, volunteer opportunity, or other).
- Students understand benefits of campus and departmental engagement (options such as research, independent study and study abroad options available in their program.)
- Students will understand coursework as a way to learn/improve skills as well as develop content specific knowledge.
- Students know what support services are available on campus (ICC, Advising Services) and can explain how they will use them to prepare for what happens after graduation.
- Students have developed a resume.

### Second Year Students

- Students understand benefits of campus and departmental engagement (options like research, internships, independent study, and study abroad opportunities available in their program).
- Students know what support services are available on campus and can explain how they will use them to prepare for what happens after graduation.
- Students will understand coursework and co-curricular activities as ways to learn/improve skills as well as develop content specific knowledge. Students have assessed transferable skills and made plans for growth.
- Students will develop a plan for their middle college years.
- Students will develop a resume.

### Third Year Students

- Students have assessed skills and made plans for growth.
- Students have identified internships, service or volunteer opportunities that relate to their career interests, or development goals.
- Students know what support services are available on campus (highlight: CLL and ICC).

#### Fourth Year+ Students (includes Second Year+ Transfers)

- Students have started planning for their transition out of college by engaging with campus resources. Students will participate in one Campus Engagement:
  - Attend an AIPG meeting
  - ICC - any workshop
  - ICC meeting with an adviser
  - CLL Professional Development Workshops
  - SASC Pre-Grad any workshop
  - SASC Pre-grad meeting with an adviser
  - Pre-Health workshop
  - Pre-Health meeting with an adviser
- Students will meet with an advisor to supplement these engagements.

#### **Materials and Resources**

- Online Advising Student Information System (OASIS) <https://students.ucdavis.edu/home.aspx>
- UC Davis General Catalog <http://catalog.ucdavis.edu/http://catalog.ucdavis.edu/>
- Academic Calendar <http://registrar.ucdavis.edu/calendar/>
- First Year as an Aggie Handbook
- UCD email account <http://email.ucdavis.edu/>
- Department Newsletters/Facebook