

Subject: Graduate Student Advising

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## **POLICY**

All MLIS, Certificate and Specialist students in the School will be assigned an academic advisor. Care will be taken to match stated career goals with faculty having an interest or experience in that area. Even though advisors are assigned to help students with course planning, the final responsibility of meeting degree requirements will rest with the student.

### **Advising Mission**

SLIS MLIS advisors will empower their students to take charge of their education, careers, and professional development through a collaborative relationship between advisor and student.

## **PROCEDURE**

Upon acceptance of the student into the program, the Student Services Office will assign each student an academic advisor. The student or faculty member may ask for a re-assignment through the Student Services Office at any time.

Through interactions with the faculty advisor, students will:

- Create a Program of Study and be able to clearly articulate how course selection relates to professional and career goals;
- Make effective decisions concerning their degree and career goals;
- Give specific examples of how completed work demonstrates aptitude in the six competency areas:
  - Information and its organization
  - Provision of information services
  - Leadership and management
  - Research
  - Technology
  - Lifelong learning and professional development
- Utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals;
- Make use of referrals to campus resources as needed;
- Create an end-of-program portfolio relevant to professional objectives;
- Graduate in a timely manner based on their educational plan.

## Advisor Responsibilities

- Understand and effectively communicate the curriculum, graduation requirements, and USC and SLIS policies and procedures;
- Encourage and guide students as they define and develop realistic goals;
- Encourage and support students as they gain the skills to develop clear and attainable educational plans;
- Monitor students' progress toward meeting their goals;
- Be accessible for meeting with advisees via telephone, e-mail, web access, or in person;
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements;
- Maintain confidentiality;
- Contact advisees who have earned 12-21 hours to check on academic progress, career goals, areas of concern, and graduation/portfolio information;
- Review End-of-Program Portfolios and score using current rubric. Share feedback results with the student and with the Student Services Office for assessment purposes.

## Advisee Responsibilities

- Schedule appointments or make contact with advisor during each semester;
- Be prepared for each appointment with questions or material for discussion;
- Be an active learner by participating fully in the advising experience;
- Ask questions if you do not understand an issue or have a specific concern;
- Keep a personal record of your progress toward meeting your goals;
- Organize official documents in a way that enables you to access them when needed;
- Gather all relevant decision-making information;
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities;
- Become knowledgeable about USC and SLIS programs, requirements, policies, and procedures;
- Accept responsibility for decisions.