

Department of Health and Sports Sciences

<http://coe.memphis.edu/hss>

Fieldhouse 106

Advising Syllabus

901-678-4361

To foster a dynamic, collaborative campus environment in which academic advising is valued and makes a positive impact on the academic success of our students. – University of Memphis, Academic Advising Vision and Mission

Advising Calendar

You should see an advisor any time you have questions concerning your academic progress. The following dates only represent certain types of advising appointments that are generally scheduled at specific times of the academic year.

June & July:

New Student Orientation – advising for incoming freshmen and transfer students.
Ongoing advising for summer school and fall registration for continuing students.
Internship applications due for Fall to FH 106.
https://umdrive.memphis.edu/g-HSS/WebPages/Intern_Manual/NewInternHome.htm
Intent to Graduate forms due for Fall graduation to Ball 202.
<http://coe.memphis.edu/undergraduate-graduation-analyst.htm>

August:

Last day of regular registration and late registration scheduled with registrar's office. <http://academics2.memphis.edu/registrar/>
Advising continues through first week of school.

September:

PETE Students – Spring Student teaching applications due 1st Monday in Sept. to Ball 204.
PETE Students – **TEP** applications due Sept. 15th to Ball 202.

October:

Begin Advising for Spring. Students call the office to make an appointment. 678-4316

November:

Begin Spring registration.
Intent to Graduate forms due for May Graduation to Ball 202.
<http://coe.memphis.edu/undergraduate-graduation-analyst.htm>

January:

Advising for new students.
PETE Students – **TEP** applications due Jan. 31st to Ball 202.
Last day of regular registration and late registration scheduled with registrar's office. <http://academics2.memphis.edu/registrar/>

March:

Begin Advising for Summer and Fall. Students call the office to make an appointment. 678-4316.
PETE Students – Fall Student Teaching applications due 1st Monday in March to Ball 204.

April:

Begin Summer and Fall registration.
Internship applications due for Summer in FH 106.
https://umdrive.memphis.edu/g-HSS/WebPages/Intern_Manual/NewInternHome.htm
Intent to Graduate due for August graduation to Ball 202.
<http://coe.memphis.edu/undergraduate-graduation-analyst.htm>

Learning Outcomes & Expectations of Students

Freshmen Students (0-29 earned credit hours):

- Schedule an appointment with your adviser. 678-4316
- Become familiar with your major's degree requirements (Know required courses, prerequisite courses, grade requirements, etc).
- Become familiar with HSS Website.
<http://coe.memphis.edu/hss>
- Become familiar with UofM academic calendar. (Know deadlines, add/drop dates, exam schedules, etc.)
<http://academics2.memphis.edu/registrar/calendars/semester.htm>
- Become familiar with campus services. (Career Services, Educational Support Program, Campus Recreation Center, U of M Library, etc.)
- Check U of M email regularly.

Sophomore Students (30-59 earned credit hours):

- Begin to develop a resume, cover letter, and portfolio.
- Consider experiences that will help you clarify goals and interests. (Study Abroad, Internships, Service Learning, Volunteer Activities, etc.)
- **PETE Students** – apply to TEP.
<http://coe.memphis.edu/teacher-education.htm>

Junior Students (60-89 earned credit hours):

- Begin networking process; consider participating in career and employment fairs.
- Determine with Adviser the courses that remain to meet graduation requirements.
- Identify and address additional education/skills needed for employment or for graduate school.

Senior Students (90+ earned hours):

- File Intent to Graduate form before the deadline.
<http://coe.memphis.edu/undergraduate-graduation-analyst.htm>
- Make an appointment with Career Services on campus to do a mock interview, have them edit your resume, etc.
- Research employment or graduate school options and begin applying and prepare for GRE, MCAT exams, etc.
- Prepare to market yourself to potential employers/graduate schools by articulating your skills and knowledge acquired through your course of study.
- **PETE Students** – turn in Student Teaching application in Ball 204 by the deadline.
- Turn in Internship application by the deadline.

Student/Advisor Responsibilities

Students:

- **Take responsibility for your educational experience.**
- Come to your advising appointments on time.
- Assess your interests, abilities, and needs and discuss these with your advisor.
- Clarify your educational and personal goals.
- Use your degree sheet and Undergraduate Catalog to become knowledgeable of academic requirements, policies and procedures.
- Review your transcript on Spectrum. By going to the Student Tab – Banner Self Service – Student- Student Records – Academic Transcript
- Check your U of M email account regularly and regularly clean out inbox.
- Know important dates (registration, drop/add, final exams, etc.) as listed on the academic calendar.
<http://academics2.memphis.edu/registrar/calendars/semester.htm>

Advisor:

- Assist you in developing and achieving realistic academic goals based on your interests and abilities.
- Interpret University policies, procedures and requirements.
- Refer you to appropriate resources.
- Address your academic questions and concerns.
- Adhere to the highest principles of ethical behavior.
- Guide you in your selection of courses.

Campus Tools and Resources:

Students who wish to go onto further studies in an allied health profession (i.e. Physical Therapy, Pharmacy, Dentistry, etc.) should meet with their regular advisor as well as the Pre-professional Studies Adviser. Scates Hall 107, 901-678-3373

PETE Students are required to take the Praxis examination for entrance into TEP. The Campus Testing Center is available to take this test. Brister Hall 112, 901-678-2428. Additionally, study materials for this exam are found in local bookstores.

Career Services Center is located in Wilder Tower Room 400. 901-678-2239 They offer free services to students to help coach you through the interview process – you can never be too prepared when looking for a job!

The Campus Testing Center offers nationally administered exams (GRE, MAT, LSAT, Praxis I and Praxis II, etc.) Brister Hall 112. 901-678-2428 You are strongly encouraged to use a practice test book found at your local bookstore.

Permits for MKTG, MGMT, ISDS courses are found at <http://ugad.memphis.edu>

If you plan to take a course at another university, community college, etc. and will transfer that credit back to the UofM, you will need this form and you must follow the directions:
<http://academics.memphis.edu/admissions/tcr.pdf>

Your GPA is calculated on your transcript on spectrum. If you would like to calculate your GPA or anticipated GPA use this tool: <http://www.back2college.com/gpa.htm>

Preparing for your Advising Appointment:

- Make an appointment with your HSS adviser. Call 678-4316.
- Bring your degree sheet to the appointment. If you need another copy go to the HSS website. <http://coe.memphis.edu/hss>
- Mark all the classes you have taken or are currently taking to determine which courses you have remaining.
- Consider possible classes for the coming semester.
- Write down any questions you have.
- Arrive at least 5 minutes before your scheduled appointment time.
- During the appointment, be prepared to discuss the following: your educational interests and goals; your educational plan, including course selection; any academic concerns or questions.

Preparing you for life after college:

- Be aware of the image that you project of yourself on your Facebook, Myspace, and Linked In profiles and your blogs – employers, future employers, and future graduate program faculty could be watching!
- It is important to practice cell phone etiquette while you are a student:
 - Learn to silence your cell phone when you are in class and while you are in an advisers office.
 - Make certain that your voice mail box introduction is professional and something that you would want future employers to hear.