



PSYCHOLOGY ADVISING SYLLABUS COLLEGE OF THE LIBERAL ARTS PENN STATE UNIVERSITY

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Liberal Arts Undergraduate Advising MISSION STATEMENT

As a unit of the College of the Liberal Arts, Liberal Arts Undergraduate Advising collaborates with students to design academic plans that incorporate their academic, career, and personal goals while meeting the standards of the undergraduate degree and providing a framework upon which students can develop intellectually, socially, and professionally. Advisers approach their work with students holistically by acknowledging the diverse backgrounds from which students come, considering students' co-curricular interests, fostering creativity and citizenship in addition to critical thinking, supporting students in defining success for themselves and making meaning of their experiences, and disseminating relevant information while facilitating students' learning and self-discovery. Advisers advocate for students when appropriate but empower them to be self-directed learners, including understanding their responsibilities in the advising process.

In addition to their student-centered role, advisers are stewards of the College and University and, therefore, foster an inclusive environment for students, staff, and faculty in the College, where positive contributions are valued and recognized. Advisers are committed to assessment so they can continue to improve their work and better meet the needs of the students. Liberal Arts Undergraduate Advising supports all advisers as they seek to develop intellectually, socially, and professionally and to reenergize and find meaning in their work.

Psychology students are encouraged to meet with their adviser at least once a semester to discuss academic performance, educational planning, and a variety of other topics. Students may interact with the advising staff in multiple ways: through appointments, drop-in advising, and e-mail. Examples of appropriate topics for appointments, drop-ins, and e-mail are available on the Psychology Advising Web site at psych.la.psu.edu/undergrad/advising.html.

Appointments

Students are able to schedule ½ hour appointments with their assigned adviser through our online appointment scheduling system: www.la.psu.edu/advising-appt/. Examples of appropriate topics for appointments include evaluating academic progress, change of major or concurrent major paperwork, long-range planning, study abroad planning, and major/postgraduate exploration.

If you need to cancel your appointment, you may do so via the scheduling Web site, up to 24 hours in advance. If you are unable to cancel through the Web site, please e-mail your adviser directly as soon as you realize that you are unable to meet at your appointment time.

Drop-ins

Students are welcome to attend designated drop-in advising hours. Drop-in advising is limited to a 10 to 15 minute session, where students are seen on a first-come, first-served basis. Check the Psychology Advising Web site for semester drop-in hours and examples of appropriate drop-in advising topics.

E-mails

Advisers are available to answer quick questions via e-mail. E-mails should include your full name and PSU ID number. We will not replace an advising session or discuss long-range planning via e-mail; if we feel that something is too difficult to explain via e-mail, or a reply would be too extensive, we will ask you to come in and speak to us personally. For more guidelines regarding e-mail correspondence, please see our Psychology Advising Web site.

ADVISING STAFF

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**PSYCHOLOGY
ADVISING**
PSYCH.LA.PSU.EDU
/UNDERGRAD/
ADVISING.HTML



LIVE TO LEARN

You can expect an adviser to:

- ◆ Assist you with choosing courses that will allow you to make appropriate academic progress
- ◆ Explain and communicate degree requirements and academic policies and procedures
- ◆ Support you in defining your academic, professional, and personal goals and creating an educational plan to help you meet those goals
- ◆ Discuss appropriate internship, research, education abroad, and co-curricular opportunities
- ◆ Respect your individual choices and provide relevant information for you to make the best decisions for yourself
- ◆ Refer you to appropriate campus resources (i.e. Career Enrichment Network, Office of Student Aid)
- ◆ Support and encourage you throughout your educational journey



How to Prepare for Appointments:

- ◆ *Print out and review your degree audit*
- ◆ *Draft a schedule*
- ◆ *Prepare a list of questions*
- ◆ *Arrive on time*

We expect you to:

- ◆ Meet with your adviser at least once a semester
- ◆ Read e-mail correspondence from your adviser thoroughly and respond quickly if necessary
- ◆ Create and regularly update your educational plan
- ◆ Learn, understand, and follow policies, procedures, and rules of the University, college, and academic program
- ◆ Take primary and increasing responsibility for knowing and completing your academic requirements and for your overall educational experience.
- ◆ Be open and willing to consider different suggestions and perspectives

LEARN TO LIVE

Our goal is that you will not only establish a meaningful, supportive relationship with your adviser, but that you will also learn skills and knowledge that will assist you in meeting your personal, professional, and academic goals.

- ◆ Students will meet with their adviser at least once a semester and access them as needed.
- ◆ Students will identify their degree requirements as represented on their degree audit and apply it to the development and implementation of their long-term educational plan.
- ◆ Students will graduate in a timely manner by using their educational plan and selecting appropriate courses each semester.
- ◆ Students will utilize appropriate campus resources to assist them in achieving their academic, professional, and personal goals.
- ◆ Students will articulate how courses they select fit into a well-rounded education.