

# Faculty Advisors: Piecing Together a Perfect Team

- James Watson's DNA the Secret of Life
- Charles Darwin's Origin of the Species
- Art and photography
- Check out her art at [www.pamgleave.com](http://www.pamgleave.com)



# Faculty Advisors: Piecing Together a Perfect Team

- Siddhartha
- Cat's Cradle
- Cats!
- Twain & Dickens
- Music & Theatre
- Las Vegas



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- JD Lafontaine's Noctuidae of North America
- Backpacking
- Guitar
- Indie Music



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- Baby books
- Charlie if it's a boy,  
Hannah if it's a girl!
- Hi Erin!
- Music
- His band, Global  
Village, rocks!



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Not  
pictured:  
Susan  
Houston,  
Nancy  
Van  
Hoozier

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# Faculty Advisors: Piecing Together a Perfect Team

**Grant Three Degrees – B.A., B.M.E., M.A.T.**

**Nine Academic Departments**

**Arts & Communication**

**Business Administration**

**Education**

**Health, Physical Education, and Recreation**

**Humanities**

**Liberal Arts Core (Olivet Plan)**

**Mathematics and Computer Science**

**Natural and Physical Science**

**Social Science**

**Academic Year**

**Two Semesters (ILT)**

**Summer**

**OLIVET COLLEGE**



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# Faculty Advisors: Piecing Together a Perfect Team

The information is the same, it's how and when you hear it that makes the difference.

## Why are we here?



# Faculty Advisors: Piecing Together a Perfect Team

“The insight is hidden in the word *vocation* itself, which is rooted in the Latin for ‘voice.’ ...I must listen for the truths and values at the heart of my own identity...”

(Palmer 4)





# Advising is Teaching

- **Advising is more than just helping students pick courses**
- **Advisors should evaluate progress of students and their career/major choices on a continuing basis**
- **Advisors should help student become familiar with advising resources available**
- **Advising requires clear communication**
- **Advising creates interest through enthusiasm**
- **Advising facilitates learning**
- **Advising requires appropriate preparation**
- **Successful advising is linked to strong retention**  
***(NACADA Handout)***



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Remind your faculty advisors that their teaching skills will assist them in the basics of advising:

- Giving options
- Educating around those options
- Giving a recommendation
- Allowing the advisee to choose

(Maister, The Trusted Advisor, 34)



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“More than any other factor, it is the *people* we have to deal with that determine the quality\* of our work lives.”

(Maister, True Professionalism, 35)

\*remember to *HAVE FUN*

# Faculty Advisors: Piecing Together a Perfect Team

How “we” came to be,  
and how you can, too.

Not pictured:  
Susan  
Houston,  
Nancy Van  
Hoozier



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## **Mission –**

### **Olivet College Academic Advising**

- The mission of the office of Academic Advising is to empower Olivet College students...
- Successful advising is an on-going, ever-present activity...
- The academic advisor is in a key position...



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**FUN BREAK!**



("Wotsit")

# Faculty Advisors: Piecing Together a Perfect Team

“Be substantively helpful to me, and I’ll listen to you. Otherwise, stay out of my office!”

(Maister, True Professionalism, 69)





# Faculty Advisors: Piecing Together a Perfect Team

Three basic traits of an advisor:

- They earn trust
- They give advice effectively
- They build relationships

(Maister, The Trusted Advisor, 2)



# Faculty Advisors: Piecing Together a Perfect Team

What tools does a faculty advisor need to be successful?





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Some helpful tools/ideas:

- Regularly scheduled office hours – posted in numerous places
- Time - set aside just for students
- Flexibility - good listening skills
- Know your students (cont.)

(“Academic Advisement Handbook”)



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- Accessibility during registration
- Passing on pertinent information to students (Seminar)
- Knowing how to get information about things you do not know (on and off campus)
- Understanding registration, orientation, etc., processes (anything dealing with academics)
- Having up-to-date catalog information!

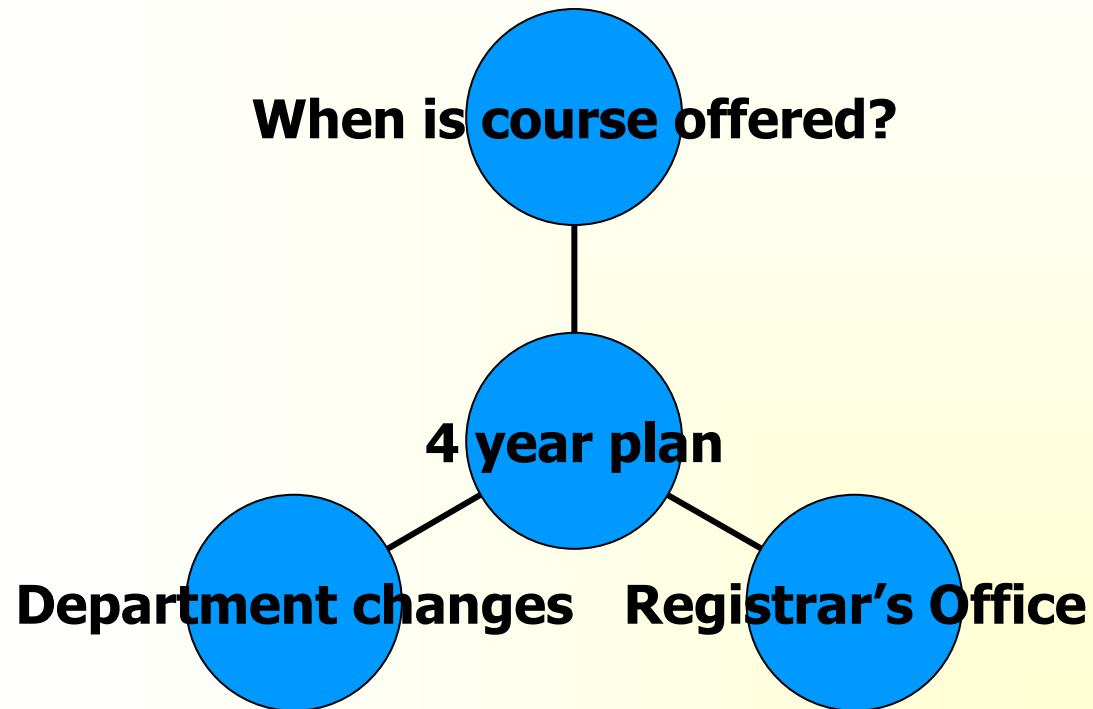


# Faculty Advisors: Piecing Together a Perfect Team

1234567890  
12safety90  
1234567890

("Wotsit")

# Faculty Advisors: Piecing Together a Perfect Team





# Faculty Advisors: Piecing Together a Perfect Team

The pieces to the advising puzzle fell into place for us with our

**Academic  
Advising  
Sheets!**

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# Faculty Advisors: Piecing Together a Perfect Team

This is our  
masterpiece!

## MATHEMATICS MAJOR 2006/07

### LIBERAL ARTS CORE CHECKLIST

F=Fall S=Spring FS= Fall & Spring  
AA=as announced s.h.=semester hours  
(3s) = take 3 times  
\*Has prerequisite-check the class below it for details.  
SL=Service Learning DW=Diverse World  
SE=Senior Experience

**You must take the following classes:**

	Sem.	s.h.
IDS 499-Major Seminar- each sem	(FS)	1
IDS 151-Self and Community I	(F)	3
IDS 152- Self and Community II	(FS)	3
IDS 111-Writing and Rhetoric I	(F)	3
IDS 112* Writing and Rhetoric II	(FS)	3
*IDS 111 with C or better		
IDS 211-Civilization Studies I	(F)	3
IDS 212-Civilization Studies II	(S)	3
IDS 251-Nature, Tech, and Humanity	(FS)	3

**Math Proficiency-3 Semester hours**

MTH 150-Pre-calculus	(FS)	4
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**Science Experience-3 semester hours**

**Take one class:**

SCI 102-Biological Science	(FS)	3
SCI 103-Astronomy	(FS)	3
SCI 105-Intro to Geology	(FS)	3
SCI 107-Environmental Science	(F)	3
SCI 111-Intro to Chemistry	(FS)	3
SCI 112-Intro to Physics	(S)	3
BIO 105-Human Biology	(S)	3
BIO 111-Prin. of Bio. Molecules to Cells	(F)	3
BIO 112-Prin. of Bio. Organ to Ecosystems	(S)	3
PHA 201-Physics I	(F)	4
CEM 151-General Chemistry I	(F)	4

**Creative Experience-3 Semester hours**

**Take One Class:**

ART 105: Drawing Skills Lab	(S)	3
ART 107: Visual Foundations	(FS)	3
ART 200 level or above studio class		3
ENG 145: Intro to Creative Writing	(F)	3
ENG 245: Fiction Writing	(S)	3
ENG 247: Poetry Writing	(S)	3
MUS 150 College Choir	(FS)	1
MUS 152 Women's Chorale	(FS)	1
MUS 160 Wind Ensemble	(FS)	1
MUS 162 Jazz Band	(FS)	1
MUS 163 Athletic Band	(FS)	1
MUS EXP Musical	(F)	1
THR111: Acting	(FS)	3

**Arts Exploration must be taken outside of the major.**  
If one of these courses is required for your major, you must take a different course to satisfy the requirement.

**Arts Exploration: Take One Class:**

ART 101-Image and Culture	(FS)	3
ENG 201-Texts and Culture	(FS)	3
MUS 120-Music and Culture	(FS)	3

THR 106-Theatre and Culture (FS) 3

### MATHEMATICS MAJOR REQUIREMENTS

Complete each of the following(40 s.h.):

CS 140* Computer Science I	(S)	3
*MTH 150 may be taken concurrently		
CS 240* Computer Science II	(F)	3
*CS 140		
MTH 151* Calculus I	(FS)	4
*MTH 150 with C or better		
MTH 152* Calculus II	(FS)	4
*MTH 151 with C or better		
MTH 232 Statistics	(FS)	4
MTH 253* Calculus III	(F)	4
*MTH 152 with C or better		
MTH 320* Linear Algebra	(S)	3
*MTH 253		
MTH 354* Differential Equations	(S)	3
*MTH 253 or instructor permission		
MTH 402* Complex Analysis	(S)	3
*MTH 253 or instructor permission		
MTH 405* Advanced Calculus	(S)	3
*MTH 253 or instructor permission		
MTH 430* Abstract Algebra	(S)	3
*MTH 152 or instructor permission		

Complete three semester hours from the following:

MTH 241* Probability	(S-even)	3
*MTH 151 or instructor permission		
MTH 242* Discrete Mathematics	(S)	3
*MTH 150 & 151 or instructor permission		

- \* Complete a class that satisfies the Diverse World requirement (DW).
- \* Complete a class that satisfies the Service Learning requirement (SL).
- \* Complete a class that satisfies the Senior Experience requirement (SE).

\*Classes for these three requirements may change from year to year-check with the chair of your department.

Complete an approved minor or enough electives to reach 120 semester hours.

CLASSES ARE SUBJECT TO CHANGE

MATHEMATICS MAJOR 2006/07

**LIBERAL ARTS CORE CHECKLIST**

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*IDS 111 with C or better		
___ IDS 211-Civilization Studies I	(F)	3
___ IDS 212-Civilization Studies II	(S)	3
___ IDS 251-Nature, Tech, and Humanity	(FS)	3

**Math Proficiency-3 Semester hours**  
\_\_\_ MTH 150-Precalculus (FS) 4

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___ SCI 103-Astronomy	(FS)	3
___ SCI 105-Intro to Geology	(FS)	3
___ SCI 107-Enviromental Science	(F)	3
___ SCI 111-Intro to Chemistry	(FS)	3
___ SCI 112-Intro to Physics	(S)	3
___ BIO 105-Human Biology	(S)	3
___ BIO 111-Prin. of Bio: Molecules to Cells	(F)	3
___ BIO 112-Prin. of Bio: Organ. to Ecosystems(S)		3
___ PHA 201-Physics I	(F)	4
___ CEM 151-General Chemistry I	(F)	4

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**Take One Class:**

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___ ENG 247: Poetry Writing	(S)	3
___ MUS 150 College Choir	(FS)	1
___ MUS 152 Women's Chorale	(FS)	1
___ MUS 160 Wind Ensemble	(FS)	1
___ MUS 162 Jazz Band	(FS)	1
___ MUS 163 Athletic Band	(F)	1
___ MUS EXP Musical		1
(F)		1
___ THRI111: Acting	(FS)	3

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“If people are not prepared to be held accountable for what they do, it is unlikely that they will achieve much.”

(Maister, True Professionalism, 56)



**sta4nce**

(“Wotsit”)

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You are a professional "aiming for true excellence."

(Maister, True Professionalism, 11)

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## Works Cited

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