

Role of the Faculty Advisor at the Jake Jabs College of Business & Entrepreneurship

As a faculty advisor, you are critical in accomplishing the mission of the Jake Jabs College of Business & Entrepreneurship (JJCBE) to create a personalized learning environment. You are also critical in reflecting the JJCBE's Code of Excellence, which states that "faculty, staff, and administration initiate and cultivate interactive student mentoring relationships in support of the academic and professional development of students, and engender student commitment to learning, personal responsibility, effective problem-solving, and ethical judgment."

<p>As a faculty advisor it is your responsibility to:</p> <ul style="list-style-type: none">• Be a mentor to your advisees.• Be available to your advisees during regularly scheduled office hours.• Be knowledgeable about general JJCBE academic policies and procedures and your option's requirements.• Engage students in discussion and exploration of their career objectives and aspirations.• Work with students in their assessment of their professional strengths and weaknesses, including improving professional skills such as effective problem solving and academic planning, appropriate organizational communication strategies and setting personal and professional priorities.• Refer students to appropriate university services should a student request such assistance.• Refer inquiries from parents to the Associate Dean for Academic Affairs. <p><i>Please see more detail on next page</i></p>	<p>As a faculty advisor, it is <u>not</u> your responsibility to:</p> <ul style="list-style-type: none">• Advise on whether/how courses from other institutions transfer to MSU (refer students to the transfer equivalency guides under MyInfo or to the Registrar's Office). In the case of questions concerning course substitutions, refer them to the Office of Student Services (OSS).• Sign advising agreements for National Student Exchange or International Student Exchange. These must be coordinated through OSS and signed by Brenda Truman.• Sign any university forms which request information about degree progress, e.g. financial aid plan of study forms, prior credit forms for veterans, and degree progress forms for ROTC. Refer students to Brenda Truman; she signs these as the certifying officer of the JJCBE.• Advise on math, language, English or other placement issues (refer students to relevant department or OSS).• Advise on financial aid matters (refer students to the Financial Aid Office).• Talk to parents about their students (refer parents to the JJCBE Associate Dean for Academic Affairs, Dr. Susan Dana).• Be available 24/7.
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Information to help you with your advising is available to you at:
<http://www.montana.edu/business/faculty-staff/advising-resources.html> .

Students have access to the information at: <http://www.montana.edu/business/current-students/advising-faq.html>.

Please don't hesitate to ask questions in the Office of Student Services (OSS): Reid 338, 406-994-4681 or business@montana.edu .

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Core responsibilities of a faculty advisor in the JJCBE include, but are not limited to:

- Helping students define and develop realistic academic and career goals.
- Being adequately available to students for advising according to your regular schedule posted on your office door. As a general guideline, you should provide 2 hours per week of availability for every 3-credit course taught. Full-time faculty are required to provide 5-6 office hours per week. It is important to set parameters for advisees because in doing so you establish what would be realistic expectations for them in their work lives; rarely would 24/7 availability be the norm.
- Maintaining current knowledge about JJCBE and MSU academic policies, including the JJCBE's pre-business/business course requirements, the JJCBE formal admission procedure/deadlines, and basic JJCBE/university procedures/deadlines for filing for graduation.
- Maintaining current knowledge about your option's curriculum, including prerequisites and sequencing of courses. It is expected you would have general knowledge of the overall JJCBE curriculum and detailed knowledge of your option's curriculum, including changes which have been made from previous catalogs and how these changes effect students' academic planning and scheduling.
- Being familiar with the JJCBE's minors.
- Being familiar with Core 2.0 requirements.
- Maintaining current knowledge about resources at the JJCBE, including the Bracken Business Communications Clinic (BBCC), internship processes, employment services, study abroad, student clubs, etc. (information about all of which is available in the Bracken Center).
- Making appropriate suggestions to help students meet their academic and career goals.
- Discussing and signing your advisees' formal admission applications and pre-graduation worksheets as appropriate.
- Being proactive in helping students understand the link between academic choices and career options and in discussing career opportunities and resources.
- Returning e-mails and phone calls in a timely manner (this is not an expectation that you be available 24/7).
- Enabling students to internalize the PRIDE Code by requiring students to take responsibility for being informed about MSU and JJCBE academic policies and curricular requirements and for planning their own academic and professional choices. Each interaction between faculty advisor and student advisee should be shaped by the PRIDE Code. One way to accomplish this is to ask students to approach their time here at MSU as a job interview and have them reflect on what kind of letter of recommendation they would like you to write for them for their first job.