

ROLE OF THE FACULTY ADVISOR AT THE MSU COLLEGE OF BUSINESS

As a faculty advisor, you are critical to accomplishing the mission of the CoB to create a personalized learning environment. You are also critical in representing the CoB'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."

As a faculty advisor it is your responsibility to:

- Be a mentor to your advisees;
- Be available to your advisees during regularly scheduled office hours;
- Be knowledgeable about general CoB 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.

Please see more detail on next page.

As a faculty advisor, it is not your responsibility to:

- Advise on whether 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 students to the CoB's Office of Student Services, 338 Reid.
- Sign advising agreements for National Student Exchange or International Student Exchange. These must be coordinated through the Office of Student Services and signed by Dr. Lamb.
- 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 or Athletics. After discussing with students their plans as reflected on the forms, refer students to Dr. Lamb; she signs these forms as certifying officer of the CoB. (As an instructor, you should still complete forms requesting reporting of a student's grade in your course.)
- Decide math, language, English or other placement issues (refer students to the relevant department; math placement information at <http://www.math.montana.edu/undergrad/mplex.html>).
- Advise on financial aid matters (refer students to the Financial Aid Office, SUB 183, <http://www.montana.edu/wwwfa/>)
- Be available 24/7

Information to help you with your advising is available to you at http://www.montana.edu/cob/Faculty_and_Staff/AdvisingResources.htm. Students have access to the information at http://www.montana.edu/cob/Current_Students/AdvisingFAQsInfo.htm.

Your core responsibilities as a faculty advisor in the CoB 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 CoB and MSU academic policies, including the CoB's prebus/business course requirements, the CoB formal admission procedure/deadlines, and basic CoB/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 CoB curriculum and detailed knowledge of your option's curriculum, including changes which have been made from previous catalogs and how these changes affect students' academic planning and scheduling.
- Being familiar with the CoB's minors
- Being familiar with Core 2.0 requirements
- Maintaining current knowledge about resources at the CoB, including the 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 emails 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 CoB 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.