

New York University Shanghai Advising Syllabus

Mission Statement

At NYU Shanghai, academic advising is integral to the University's teaching and learning mission as well as student success. As a developmental process, academic advising is an intentional, ongoing dialogue and partnership between students and advisors regarding their personal, educational, and professional goals. At NYU Shanghai, advisors help students enhance and develop an academic and professional community that values diversity, inclusiveness, and global awareness.

Responsibilities	
Student	Advisor
• Regularly check NYU email account, read emails from advising thoroughly, and respond to emails within two business days • Schedule, prepare questions and ideas, attend, and actively participate in advisor appointments • Use University advising tools and resources in order to make informed decisions • Know and understand degree requirements • Be open and flexible to options • Understand the role that institutional policies and procedures and graduation requirements play in the academic experience • Accept responsibilities for decisions and actions that affect their academic career	• Facilitate discussion regarding student academic, professional, and personal goals • Assist students in creating a plan to achieve goals • Listen actively in discussions and provide information and feedback for questions and concerns • Facilitate an environment that is safe, respectful, and supportive • Collaborate with students to monitor progress toward degree completion • Clearly explain institutional policies and procedures to guide students through their academic career • Keep record of students' academic goals, progress and interests • Respond to email inquiries within two business days • Refer students to University services when appropriate

Academic Advising Learning Outcomes	
1. Create a welcoming, accessible, and inclusive advising environment, and an advising process of shared responsibility that is comprehensive, holistic, developmental, and sensitive to the needs of a diverse, global student population.	
Outcomes for Student	Outcomes for adviser
• Discover program and University educational communities • Describe educational, professional, and life goals • Identify influences on academic achievement and apply strategies for enhancing or addressing them	• Demonstrate that access to academic advising is readily available to students • Use a professional standard of advising support • Practice cross-cultural competency

2. Employ tools and information in an academic advising partnership	
Outcomes for students	Outcomes for advisers
• Apply academic policies and procedures, as well as institutional, general education, and program requirements to academic progress • Demonstrate self-direction and self sufficiency, including effective time management and planning • Taking into account interests and abilities, employ existing resources and programs that support educational, professional, and/or personal aspirations or concerns to plan and assess progress towards achieving academic and other goals	• Identify and refer students to educational, institutional, and community resources and services (e.g., study-away opportunities, research & honors programs, career & post graduate services, service learning experiences, fellowships, etc.) to ensure timely access to the most appropriate resources for student success. • In addition to modeling and teaching self sufficiency and offering resource referrals, provide direct support and intervention, when needed, for students at risk.
3. Practice effective advising that aligns with best practices and incorporates assessment and evaluation with the goal of continuous improvement.	
Outcomes for students	Outcomes for advisers
• Identify and pursue relevant educational opportunities throughout NYU's global network • Understand how to access academic, personal, and professional support services throughout the University	• Describe current and accurate advising information to students and academic advisers • Evaluate advisement models for effectiveness and efficiency • Collect, analyze, and share relevant data about the student experience
4. Construct an academic and professional community at NYU that emphasizes collaboration, coordination, and professional development.	
Outcomes for students	Outcomes for advisers
• Identify and collaborate with faculty and administrators who will act as mentors throughout and beyond their time at NYU • Participate in and take a leading role in organizing opportunities for academic discovery, knowledge and artistic production, service, global awareness, and intellectual community making.	• Identify a cohort of advising colleagues across the global network • Participate in opportunities for professional development, including staying current with national and international trends • Participate in meetings and other opportunities to engage with student support services • Employ and support information platforms that facilitate cross-school and study-away advising, as well as communication with colleagues in relevant University offices