



First Semester Seminar Advising Fall 2023

FACULTY ADVISORS TEACHING ADVISING COURSE

AUGUST 23, 2023: 2-3PM

Agenda

- FIRST SEMESTER SEMINAR STRUCTURE
- EXPECTATIONS OF FACULTY AND ROLS
- SYLLABUS REVIEW
- WHAT TO EXPECT IN EACH ADVISING MEETING
- RESOURCES

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- ADVISING AT LINFIELD
 - IDST ASSIGNMENTS AND TEMPLATES
 - DEGREE EVALUATIONS
 - Q + A



Takeaways from today's meeting

- Thank you!
 - We recognize that this takes time and energy, and we appreciate your willingness to help advise first year students
 - We cannot overstate the importance of the advisor role for helping students through their first year.
- The First Semester Seminar experience is flexible and our suggested activities are only "suggestions" based on what has worked for some in the past. You can alter any aspects of the course to better suit how you see students attaining the learning outcomes of the First Semester Seminar.
- The Academic Advising Office is here to help. If you have any questions, concerns, or issues, please know that we are here to assist you and the students.

First Semester Seminar Structure Overview

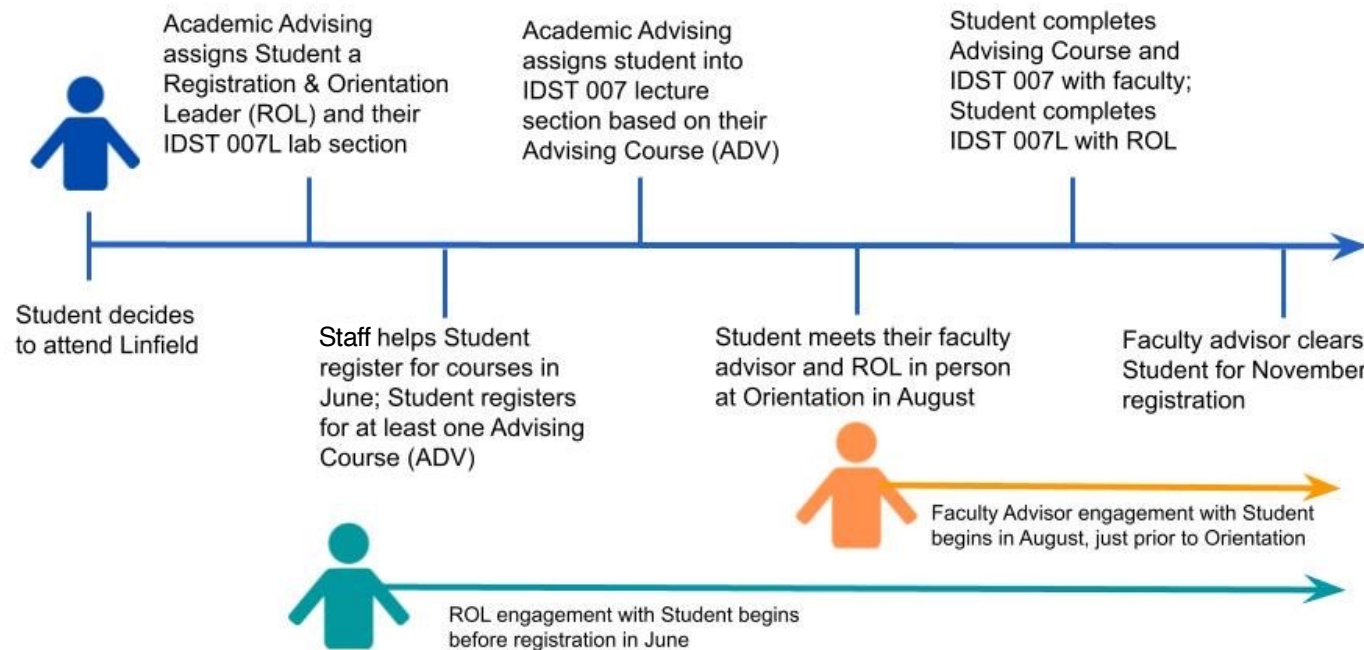
Terminology

First
Semester
Seminar

- IDST 007 **First Semester Seminar** (FSS) - Group Advising Meetings with Advising Course faculty and their first-year advisees (Thursdays at 12pm).
- IDST 007L **First Semester Seminar Lab** (FSS Lab) - Peer group meetings with Registration & Orientation Leaders (Monday nights).
- ROG (**Registration & Orientation Group**) – A group of about 22-24 students lead by a Registration & Orientation Leader (ROL) who has been in contact with them since May; ROGs meet to complete First Semester Seminar Lab (Monday nights).
- ROL (**Registration & Orientation Leader**) – The peer who leads their ROGs through First Semester Seminar Lab on Monday nights.

First Semester Seminar Sorting Project

The New First-Year Student Timeline - Registration, Orientation, and First Semester Seminar



ROL/Staff Advisor/Faculty Advisor student support

**2023
updates to
the
registration
process**

- Based on feedback from last year's faculty, ROL and student FSS surveys, outreach and support to incoming students was amended to play to everyone's strengths:
 - ROLs serve as peer support—building belonging, communicating/checking in with students throughout their transition to Linfield
 - Staff Advisors serve as initial schedule advisors—after reviewing students' application info and advising profile info, staff advisors sent emails with customized fall schedule recommendations
 - Faculty Advisors serve as final fall schedule advisors—after reviewing students' schedules in Self-Service, faculty advisors meet 1-1 with students to recommend adjustments and strategies for their first semester success

First Semester Seminar Structure

Advising (ADV course)

- Selected by student
- Taught by faculty who is also their First Semester Seminar instructor
- When no ADV courses selected, student paired with faculty advisor based on their other course selections

First Semester Seminar (IDST*007)

- Taught by faculty who have agreed to add first-year advisees to their roster
- Provides consistent first-year advising structure for all students in IDST*007
- Meets 5 times total (4 groups + 1 one-on-one)

First Semester Seminar Lab (IDST*007L)

- Led by ROL, focused on building community and awareness of campus resources
- Meets 8 times total (7 groups + 1 one-on-one)

First Semester Seminar Structure—add'l context

All First-Year Students are enrolled in IDST*007 and IDST*007 & are paired with a faculty advisor

Most First-Year students are enrolled in an Advising course

Some First-year students are enrolled in a non-ADV designated subject and have been paired with a faculty advisor based on those registration preferences

If you have students in your IDST*007 section who are not in one of your courses, we recommend adding a meeting with them in September to get to know them outside of IDST*007

- One-on-one or in small groups (if you have a larger section)
- Somewhere central and casual—Starbuck's, outdoors, a common area—you decide

Expectations of Advising Faculty and Registration and Orientation Leaders

Who covers what?

Faculty

- Curricular Elements
- Defining Academic Advising Concepts
- Liberal Arts Education
- Linfield Curriculum (LCs)
- Exploring majors and academic interests
- Declaration of major process

ROls and Labs

Orientation:

- Student Rights and Responsibilities, Consent Awareness Training Squad, Learning Support Services, Inclusion Sessions, etc.

Monday Evening Labs

- Basic overview of Advising at Linfield
- Student Health and Wellness
- Career Development & Exploration
- Study Abroad Opportunities
- Registration Planning
- Involvement Fair
- Student Life Engagement
- Departmental Open Houses (Facilitation of students getting to this event)

IDST Syllabus Review

IDST Syllabus Review

- Syllabus with calendars for both IDST and Monday Lab Sessions
- Emphasis on Course Objectives and Learning Outcomes
- Attendance
 - Attendance policy is up to you.
 - We suggest that students should attend at least ~75% of meetings: 4/5 ADV meetings and 6/8 Labs
- Policies page may need to be updated based on personal preferences and Covid
- Description of Assignments have been removed. Titles of assignments remain
 - Description of each individual assignment can be found in your SharePoint folder

The Five Advising Meetings for IDST

- Friday, August 25: Group meeting in IDST Room and 1:1 Sessions
 - Joining the Linfield Community and 1:1 Advising/Check-In Sessions
- August 31 (Week 1): Group Session
 - What to expect in your first semester, Linfield Curriculum, Liberal Arts, etc.
- September 21 (Week 4): Group Session
 - Exploring academic interests; Preparing for 1:1 advising
- October (Weeks 8-10): 1:1 Sessions
 - 1:1 Advising and check-in
- November 16 (Week 12): Group Session
 - Debrief registration, review academic program declaration process, add/drop process

Group Meeting in Orientation Session: Friday, August 25

1:30-2pm Group Meeting

Suggested topics:

- Introductions
- Explain what advising groups are/how the course will work
- Distribute syllabus and have students add ROL/ROG info
- Discuss advisor role and advisee responsibilities
- How to read a syllabus

2-6pm One-on-One Sessions

Suggested topics:

Why Linfield?

Questions about their schedule

Majors under consideration

What's this INQS thing?

Others

Week 1 Meeting: August 31

Suggested topics:

- Check in: confusions/concerns in first week of classes
- Adjusting to college
- Time management (they will also learn about this with Learning Support Services)
- Catch up on Liberal Arts and the Linfield Curriculum (LCs)
- Introduce "Take Faculty to Lunch" Assignment

Week 4 meeting: September 21

Suggested topics:

- Check in
- Students report on "Take a Faculty Member to Lunch" assignment (if assigned)
- Exploring and choosing a major
- What do you do if you got an Academic Alert?
- Developing a four-year academic plan
- Preparing for advising meetings
- Introduce "Major Investigation/Academic Plan" assignment (faculty determine logistics of when and how students turn these in if assigned)

Weeks 8-10: One-on-One meetings

Suggested topics:

- Check in (academics, life, etc.)
- January Term and Spring Registration
- Encourage students to build an Academic Plan or Schedule before meeting
- Refer student to meet an advisor in major of interest
- Review Self-Service and Advisor Approval for Registration process as needed (ROLs will also remind students)
- Build a personal connection with students

Week 12 meeting: November 16

Suggested topics:

- Check in
- Discuss the Declaration of Major process
- Preparing for finals
- Process for adding / dropping courses
- Go over final assignment: Reflection

Resources and the SharePoint Folder

Resources in SharePoint folder:

Essentials

- Draft IDST Syllabus (editable Word file)
- IDST 007L/009L Classrooms and ROL Names (ROG Meeting Places Fall 2023 pdf)
- Faculty Advisor roster, including advising profile information per student

Assignment Descriptions

- Take a Faculty Member to Lunch or Coffee – Voucher
- Academic Program Investigation Template (editable Word file)
- Academic Plan Worksheet (Word file and Excel spreadsheet)
- Final Reflection (Word file)

Helpful Worksheets

- Linfield Degree Requirements Worksheet (Excel spreadsheet)
- Weekly Planning Schedule (Word file)
- LC worksheet

Resources in Self-Service (Advising view):

Notes tab

- Restricted notes indicating staff advisor schedule recommendations for reference
- Only advisors can access these notes—not visible to students
- Students can change their schedules, take other suggestions—up to them

My Progress tab

- View Undecided progress with current registration
- "View new program" option for "what if" scenarios
- Search for course that fulfill LCs

Transfer Summary tab

- Transfer cr, per school and how they count

Additional Resources

- Academic Advising webpage
- Etrieve
- Pre-nursing Advising Website
- 2023-2024 Catalog – Coming soon on the web
- Registrar's Website
- Student Central Offices – Melrose
 - Learning Support Services
 - Registrar's office
 - Academic Advising—Peer Advising Specialists
 - Financial Aid
 - Student Life
 - Career Development—Career Specialists



Questions?