

## Advising Syllabus 2015-2016

Organization, Information & Learning Sciences  
Bachelors of Science in Instructional Technology and Training  
Zimmerman Library Suite 241  
(505) 277-2137  
[chrisla1@unm.edu](mailto:chrisla1@unm.edu)  
<https://oils.unm.edu/>

Office Hours:  
Monday-Friday  
8:15-4:15\*

\*Appointment Days-To schedule an appointment please visit <https://unm.starfishsolutions.com/starfish-ops/support/login.html?jsessionid=27853A115FB52BE360694F7C4C4EDAF5>

**Your Advisor's Name:** Christopher Larrañaga

### **Text, Reading, and Materials**

University Catalog  
Learning Outcomes  
Degree sheets for BS-OILS-TTR and core requirements  
LoboTrax Degree audit and/or Unofficial Transcript

### **Mission and Philosophy**

The mission of the Organization, Information & Learning Sciences (OI&LS) program is to provide quality education for individuals interested in improving the learning experiences of adults in school, business, government, military, healthcare and non-profit organizations through the application of instructional practices, multimedia and distance learning technologies that advance individual, group and organizational learning.

The OI&LS program also reflects the belief that learning is a life-long process, which is stimulated by active participation, a respect for the individual's past experiences, critical reflection and active dialogue. Through the teaching of new developments in learning theory, the application of new technologies and the management of change, the OI&LS program prepares students to help individuals, groups and organizations learn in more effective ways. We strive to develop a community of learners, who build motivation for learning in their own organizations.

### **Advisement Description**

As you begin your educational career at UNM, it is essential to become familiar with the academic advisement process. You are expected to become an active partner with your advisor as you map out the path you will follow to successfully complete core requirements, apply to your degree granting college, and graduate with a Bachelor's degree.

As you continue your educational career at UNM, you are expected to meet or communicate with your Academic Advisor at least *once* a semester to ensure you are kept up to date on any changes to the program and that you are taking the correct sequence of courses to graduate in a timely manner.

## **Academic Advisor Expectations – What You Can Expect From Your Advisement Session**

As your Advisor you can expect me to:

- Understand and effectively communicate the curriculum, transfer requirements, graduation requirements and university and college policies and procedures.
- Encourage and support students as they gain the skills to define and develop clear and attainable educational plans and goals.
- Provide students with information about and strategies for utilizing the available resources and services on and off campus.
- Assist students in understanding the purpose and goals of higher education and its effects on their personal lives and future goals.
- Monitor and accurately document students' progress toward meeting their goals.
- Be accessible during office hours for communication with students by walk-in advising, telephone, e-mail, or web access.
- Maintain confidentiality
- Assist students in creating relationships with their professors

## **Student Expectations – What You Are Expected To Do**

As an advisee, you have responsibilities in the advising partnership in order to be successful

- Schedule appointments with advisor during each semester
- Come prepared to each appointment with questions and/or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Organize official documents in a way that enables you to access them and maintain a record of your meetings, i.e., updated degree summaries, graduate checks, etc.
- Complete all assignments or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions
- Know your scholarship eligibility criteria so you may inform your advisor

## **Expected Learning Outcomes From Your Advisement Sessions**

- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize a degree audit in their educational planning.
- Students will gain an understanding of UNM Basics including what are core requirements, dates and processes for adding/dropping classes, and how to effectively use and read their LoboTrax degree audit, access myUNM, LoboWeb and LoboAchieve.