Faculty of Arts Advising Syllabus – 2018-19

Advising Staff: Jillian Boudreau, Lana Daman, Vickie Jolicoeur, Vanessa Lillie, Nancy Swaine
Undergraduate Program Manager: Liz Edmonds
3rd Floor Fletcher Argue
204-474-9100
umanitoba.ca/arts
arts_inquiry@umanitoba.ca
facebook.com/UmanitobaArtsFaculty
twitter.com/UMArtsFaculty
instagram.com/umartsfaculty/
8:30 – 4:30 Monday to Friday

Faculty of Arts Academic Advising Mission
Our Mission is to guide students in the discovery of a course of study congruent with their goals, values and abilities; providing accurate information and interpreting policy in a courteous and timely manner, while encouraging students to engage in and take responsibility for the successful completion of their academic path.

Description of Advising in Arts
The Faculty of Arts Academic Advisors are trained navigators and translators that will guide students through their academic careers. Accurate and relevant information will be provided in a courteous and timely manner. We can be counted on as a reliable first contact for any situation a student may encounter during their time at the U of M. Knowledgeable about the many valuable services available at the University of Manitoba, we reliably refer students looking to enhance their experience or students seeking tools to ensure academic success.

Faculty of Arts Advisor Responsibilities
What you can expect from an Arts Academic Advisor:
a. Regular and accessible hours of operation, including a variety of ways to communicate with an advisor:
   i. In Person
   ii. Phone
   iii. Email
   iv. On location
   v. Via new technologies
b. You will be treated with respect, kindness and courtesy. Students will be provided with a safe environment to discuss both academic and personal issues. Confidentiality is taken seriously and will always be maintained.

c. Students can expect the following during any given meeting with an advisor:
   i. A detailed outline of any remaining Arts program / graduation requirements;
   ii. Information about services that could be utilized with respect to circumstances that are discussed at a given meeting;
   iii. Advice regarding course selection for Arts programs (not prescription of courses);

Updated August 14, 2018
iv. Assistance with the interpretation of professional faculty application requirements and procedures;
v. appropriate academic and career alternatives if your goals shift or your values change.

d. Students can count on Arts Academic Advisors to be on top of the most current information with respect to courses, experiential learning opportunities, programs, and policies. Changes to relevant courses, programs, policies, and service offerings will be communicated to you.

Faculty of Arts Student Responsibilities
We expect that you will:
a. Commit to seeing an Arts advisor at least once per year.

b. Be prepared for your meeting with an Academic Advisor by reviewing your progress in current courses, calculating remaining program requirements, filling out any required paperwork prior to the meeting, and preparing questions for the advisor.

c. Communicate openly and honestly with the Advisor and be prepared to discuss your current interests, values, strengths and future goals - and the steps you have taken to explore these areas.

d. Making decisions is a valuable lifelong skill and obtaining information about your situation from an Arts Advisor will help you to make solid and informed decisions. We expect that you will take the necessary steps to learn how to make good decisions.

e. Acquire the necessary information so that you can take responsibility for course selection, planning and the successful completion of your graduation requirements.

Required Resources for Advisors and Students

a. U of M email address
b. Access to the On-Line Undergraduate Calendar
c. Access to the University Website

Follow us on:
  a. Facebook
  b. Twitter
  c. Instagram