

Guiding Principles of Advisement in the Steinhardt School of Culture, Education, and Human Development

Advisement in Steinhardt is:

- integral to the academic experience and plays a key role in student satisfaction, success, and retention
- comprehensive, holistic, and developmental. It begins at recruitment, continues through orientation, undergraduate and/or graduate study, and is extended to alumni/ae
- a process of shared responsibility, and works best when both the student and advisor are active participants in the process
- organized by department, may vary by program, and is connected to school and university resources through the Office of Student Affairs
- reviewed and evaluated regularly to ensure ongoing high quality and best practices

Role of Students

Students are responsible for charting and making decisions about their academic, professional and personal path. They work in concert with their advisors to develop an academic plan and a course of study consonant with their career goals. In particular, students:

- understand the philosophy that guides the discipline/major
- explore and learn degree requirements, including prerequisites, electives, sequence of courses, and requirements for good academic standing
- develop an academic plan and monitor progress in achieving the plan, e.g. courses completed and to be completed
- plan programs of study that meet degree requirements while also integrating other academic options and opportunities, e.g. study abroad, independent study, honors courses, co-curricular, and professional activities
- understand the requirements for and maintain good academic standing
- are aware of and adhere to the policies, procedures and deadlines that guide undergraduate and/or graduate study (e.g. drop/add, registration deadlines, etc.)
- initiate meetings and actively prepare for consultation with their advisor, bringing a planned course schedule and concerns and/or questions for discussion to those meetings
- are familiar with school/university student services and resources and actively seek assistance when needed
- pursue professional development by connecting to faculty, departments, professional organizations, and career resources on campus

Role of Advisors

Advisors are a primary point of entry into the Steinhardt community and the academic department. As professional and academic mentors throughout a student's academic tenure, advisors interface with students, faculty, field placement supervisors, and administrative offices to serve as a core connection between a student's classroom learning, professional development, and co-curricular opportunities.

Advisors guide students to:

- refine educational and career goals
- understand academic and professional expectations
- craft meaningful programs of study
- facilitate professional, personal and career development

In particular, Advisors:

- communicate the philosophy of the academic program and academic discipline
- are aware of the policies and procedures that guide undergraduate or graduate study, e.g. degree requirements, the liberal arts, specialization courses and practica, the sequencing of courses, and course offerings
- provide resources and tools to facilitate the student role in advisement
- are creative in helping students shape a program of study that considers learning style and meets degree requirements while also integrating academic program options and opportunities, e.g. study abroad, independent study, honors courses
- are proactive in addressing student issues
- know the referral resources available to students and refer students to university/school services as appropriate
- monitor student academic progress, retention, and success
- maintain appropriate student records and protect confidentiality
- participate in recruitment and retention activities
- connect undergraduates to graduate programs, and serve as a connection to alumni
- are a consistent and reliable source of information
- advocate for students within the university system when appropriate
- are reliable and accessible, creating an atmosphere of genuine care and concern for the welfare of students
- are connected to professional resources for continued improvement of advisement, e.g. professional development networks, conferences, and other resources
- are active participants in the intellectual and educational life of their departments, Steinhardt, and NYU
- review and evaluate advisement quality

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