

## Wichita State University - Advising Syllabus

### College of Education

Fall 2010

Education Support Services Office (ESS) : Room 107 Corbin Education Center

Phone: (316) 978-3300      **\*\* Call this number to schedule advising appointments**

Fax: (316) 978-3302

Office hours: Monday thru Friday 8:00 a.m. – 5:00 p.m.

Web Information: <http://www.wichita.edu/education>

#### Dean's Office:

Dr. Sharon Hartin-Iorio, Dean

Dr. Shirley Lefever-Davis, Associate Dean

Dr. Joseph Mau, Associate Dean

#### College of Education Chairs:

Dr. Janice Ewing, Interim Chair Curriculum and Instruction

Dr. Jean Patterson, Interim Chair Educational Leadership

Dr. Michael Rogers, Chair Human Performance Studies

Dr. Marlene Schommer-Aikins, Chair Counseling, Educational and School Psychology

Dr. Clay Stoldt, Chair Sport Management

#### Education Support Services (ESS) Advising - (316) 978-3300

Director: Sherena Langley

[sherena.langley@wichita.edu](mailto:sherena.langley@wichita.edu)

Receptionist: Jane Eshelman

[jane.eshelman@wichita.edu](mailto:jane.eshelman@wichita.edu)

Licensure: Joann Loquist

[joann.loquist@wichita.edu](mailto:joann.loquist@wichita.edu)

Records: Sherri Heersche

[sherri.heersche@wichita.edu](mailto:sherri.heersche@wichita.edu)

Placement: Sonya Seemann

[sonya.seemann@wichita.edu](mailto:sonya.seemann@wichita.edu)

Advisor: HPS and SMGT: Carol Pitetti

[carol.pitetti@wichita.edu](mailto:carol.pitetti@wichita.edu)

Advisors for Teacher Ed. programs: Sherena Langley

[sherena.langley@wichita.edu](mailto:sherena.langley@wichita.edu)

Kitti Seavey

[kitti.seavey@wichita.edu](mailto:kitti.seavey@wichita.edu)

#### College Overview:

The College of Education offers bachelor's degrees in programs that prepare elementary and secondary teachers, exercise scientists, athletic trainers and sport administrators. The faculty of the college are student-centered and committed to excellence in teaching and student support services. Each program is built around interactive learning and hands-on field placements. The college offers state-of-the-art educational technology for students and faculty use. The college departments are located in Hubbard Hall, the Heskett Center, and Corbin Education Center, which is a Frank Lloyd Wright designed building. The college is accredited by the National Council for Accreditation of Teacher Education and by the Commission on Accreditation of Athletic Training Education. The college also offers graduate degrees in seven areas, a specialist degree in school psychology and a doctorate in educational leadership.

**Mission Statement:**

The mission of the College of Education at Wichita State University is to prepare professionals to benefit society and its institutions through the understanding, the facilitation and the illumination of the learning process and the application of knowledge in their disciplines.

**Advisor Responsibilities: You can expect your advisor to:**

- Assist you in understanding the purposes and goals of higher education and its effect on your life and personal goals.
- Assist and encourage you by providing accurate information about required courses, graduation requirements, WSU resources and WSU policies and procedures.
- Be accessible for advising appointments, telephone, email and web correspondence.
- Assist you in utilizing university resources to maximize your educational and personal potential.
- Monitor your progress toward meeting your chosen academic goals.
- Encourage you to develop decision making skills and take responsibility for your educational plans and goals.
- Collaborate with you to define and develop realistic academic and professional goals.
- Collaborate with you to develop an individual academic plan of study for your major.
- Maintain confidentiality.
- Maintain up to date records with your program checksheet(s), notes, emails, and important documents.

**Student Responsibilities – What you are expected to do:**

- Discuss your career goals with the advisor in order to determine the best major and plan of study to reach those goals.
- It is strongly recommended that you meet with an advisor each semester with questions regarding enrollment, plan of study, change of major, grade point average issues, difficulties in class, and other academic concerns.
- Provide your advisor with accurate information about your interests and abilities.
- Arrive on time and be prepared for each appointment.
- Be an active learner by participating fully in the advising experience.
- Know the requirements of your degree program and make sure that you are taking the courses your program requires for graduation.
- Ask questions if you do not understand an issue or specific concern.
- Become knowledgeable about college policies, deadlines, and procedures.
- Become familiar with the College of Education handbooks and undergraduate catalog.
- Follow through with all recommendations from your advisor.
- Identify university resources and career opportunities.
- Be aware of your actions and how they affect you, your academic progress, and your financial aid status.
- Be professional in your field placements by: 1) respecting your supervisors, 2) dressing appropriately, 3) accepting constructive criticism and 4) being on time.
- Request that all transfer work be sent to the registrar from each college attended, immediately following the semester in which the courses were completed.
- Apply for “Degree Audit” two semesters prior to graduation.

- Take any standardized tests in a reasonable time frame; allowing time for repetition if necessary.
- Have a copy of your negative TB test on file with Education Support Services at the beginning of each semester in which you will have a field placement.
- Maintain a personal file at home with important documents such as TB tests, exception forms, emails, tests scores, and other documents.

### **Student File**

Every College of Education student who is currently taking classes at WSU should have a permanent folder in the office of Education Support Services, Room 107 Corbin. Students are allowed to check out their folder at anytime by leaving a photo ID with the office manager. Students are encouraged to familiarize themselves with the contents within the folder, but may NOT take anything out. Below is a list of documents that the student should find in his/her folder:

- Program Checksheet
- Unofficial Transcript
- Advising notes
- Standardized Test(s) results
- Teacher Education Packet (when applicable)
- Optional documentation (ie., transfer course syllabi, exception forms, change of college forms, correspondence, transcript analysis, etc...).

### **Expected Learning Outcomes for the Academic Advising Experience**

- Students demonstrate thinking abilities about their future goals and a plan of study to reach those goals.
- Students use campus resources such as work-based learning, study abroad, and Career Services to assist them in achieving their academic, personal and career goals.
- Students demonstrate familiarity with WSU resources, policies, on-line technology and meet with their academic advisor in order to enroll and meet all graduation requirements.
- Students demonstrate how to use their catalog, advising worksheets, handbooks, and degree audit report to identify degree requirements.
- Students demonstrate how to use online technology (CAPP, BlackBoard, Banner Self-Service) to track individual progress toward a degree.
- Students choose courses that contribute to the completion of the degree requirements.
- Students develop a sense of responsibility and professionalism.

### **Specific Notes of Interest for Teacher Education majors:**

- All prerequisites for entrance into the Teacher Ed. program must be completed by the end of the semester previous to Core I (e.g, basic skills, Psy. 111, Statistics, CI 271/272, standardized tests, gpa, ). Students are advised to take the standardized testing for entrance into Teacher Ed. early since many tests require 4-6 weeks for results to be posted. Students may not be released to enroll in Core I without presenting passing test results and required GPA.
- All **secondary and middle level majors** are expected to begin Core I during a spring semester since the professional course curriculum is divided up into 5 semesters. Student teaching is completed only in the spring. Exceptions are highly unlikely, but may be discussed with the faculty advisor.

- **Elementary, Early Childhood, and PE majors** may begin Core I either fall or spring. The professional courses are divided into 4 semesters. Student teaching is available for either fall or spring.
- Students should take the **PLT and Content testing** either the semester before or during Student Teaching. Attempting early testing is not advisable.
- All course work must be completed before the Student Teaching Semester. If a student must take a course with student teaching, an exception form must be submitted to the office of Education Support Services for committee approval.

### **Specific Notes of Interest for Non-Teaching majors**

- Sport Management and Exercise Science programs require a 2.5 GPA and approximately 24 hours of college credit to start the major coursework.
- Athletic Training is a national accredited program. Students must first be accepted to WSU, then apply and be accepted to the Athletic Training program, which requires a 2.5 GPA. This is a four year sequenced program and a new class starts in the Fall semesters.

### **Americans with Disabilities Act:**

If you have a physical, psychiatric/emotional, medical or learning disability that may impact your ability to carry out assigned course work, contact the Office of Disability Services (DS), Grace Wilkie Annex (phone: 978-3309). DS will review your concerns and determine, with you, what accommodations are necessary for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.

### **Notice of Nondiscrimination**

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0205; telephone (316) 978-6791; e-mail [ted.ayres@wichita.edu](mailto:ted.ayres@wichita.edu)