

## **Department of Modern Languages Advising Plan**

### **I. Purpose and Goals**

The purpose of advising in the Department of Modern Languages at KSC is 1) to offer students the information and support to plan a meaningful and time-efficient program of study, and 2) to help students make the most of the academic opportunities at the college.

The primary goal of advising in Modern Languages is for the department to help students define and monitor progress toward successful completion of the degree. We also seek to advise students as they transition to post-graduate life, which includes mentoring with respect to career ambitions, reading materials for application to graduate and professional schools, and writing letters of recommendation for employment.

The department sees effective advising as an ongoing, collaborative process involving the student, faculty, and department chair. Each of them has specific responsibilities to carry out in this process.

### **II. Student Responsibilities**

Students are responsible for knowing and fulfilling college and major requirements for graduation. To this end, students will:

- meet with a tenure-track faculty member (or the department chair) to declare the major;
- confer with an advisor on a regular basis about course selection and major requirements;
- review the degree audit each semester to ensure they understand the requirements they are expected to fulfill;
- seek counsel when having academic difficulties or when considering dropping or adding a course;
- and maintain academic records, including the catalog of their year of admission, transcripts, degree audits, evaluation of transfer courses, and notes from previous advising sessions.

Students who are confused about academic requirements, or uncertain about their progress toward a degree, are encouraged and expected to meet with an advisor within their program(s) of choice.

### **III. Faculty Responsibilities**

All tenure-track faculty members in the Department of Modern Languages are responsible for helping students understand college and major requirements for graduation. To this end, faculty advisors will:

- communicate with advisees on a regular basis and provide timely response to student queries or requests to set up an appointment;

- offer advice about course selection to students majoring in Spanish or French; to students completing a double major, including elementary and secondary education; to students completing a minor in Spanish, French, or German; and to undecided students interested in the major or minor;
- assist students in developing a plan a four-year course of study in the major;
- help students plan a four-year course of study in the Integrative Studies Program and make informed choices about courses that might count as electives or toward a minor;
- apprise students of the many resources at their disposal, such as the departmental web page, the honor societies, the language clubs, the tutoring opportunities, the conversation tables, the movie nights, and other department-sponsored events;
- inform students of the awards and scholarships available to them in the junior and senior years;
- talk with students about opportunities for study abroad and the advantages of studying a language other than English;
- provide accurate and current information about institutional policies, procedures, resources, and programs;
- collaborate with faculty in other programs, when appropriate, to help guide students to make informed choices in achieving their goals;
- assist students with evaluation of their progress towards a degree;
- and make referrals to resources within and out of the college as appropriate.

Faculty advisors will share advising matters with other members of the department, especially during registration periods, and will communicate with the chair of the department about any issues that may affect course offerings and/or the curriculum.

#### **IV. Department Chair Responsibilities**

The chair of the Department of Modern Languages is responsible for overseeing all advising activities in the department. To this end, the chair will:

- meet with students in August at first-year student orientation;
- work with transfer students on course equivalencies and transfer of courses to fulfill major requirements;
- communicate by email with incoming students who declare an interest in modern languages providing them with information about the department, the deadlines for fall and spring, and encouragement to meet with the chair to discuss their plans and to be assigned an advisor;
- keep a current list of advisors and advisees and assign students to advisors;
- meet with students to complete course substitutions and, when appropriate, waivers of requirements;
- consult with faculty about advising students with particular needs, such as course substitutions or request for a course waiver, when appropriate;

- meet with students to pre-approve courses to be completed during study abroad programs and fill out course substitution forms when the students return to the college;
- work with other faculty and CELT to develop and keep current departmental advising and planning sheets;
- serve as liaison for the department with the Academic and Career Advising Center;
- and make current copies of all departmental advising materials available for faculty and students.

The chair of the Department of Modern Languages will review this Advising Plan annually and make any necessary adjustments to it.

#### **V. Advising during the Academic Year**

The Department of Modern Languages at KSC has an advising plan designed to aid students at every level efficiently navigate its programs and the baccalaureate process in preparation for a professional career and/or graduate study. There are four main formal instances of advising during the academic year; students are also encouraged to initiate contact with any faculty member they wish based on availability and preference.

- *First-Year Orientation:* Activities during orientation week for first-year students interested in modern languages include, but are not limited to, a presentation by the department chair to all new students in the Arts and Humanities; a group advising session to inform prospective majors and minors about the department, the degree requirements, and the resources at their disposal; a multimedia presentation on the importance of mastering a language other than English and studying abroad; and an informal gathering with the whole faculty we call the Tent Event.
- *Personalized Advising:* When declaring the major, students choose or are assigned an advisor, with whom they will subsequently maintain scheduled individual meetings as well as email communication.
- *Group Advising for Education Majors:* There is an ongoing effort in place to guide students majoring in both Modern Languages and Education. It includes several meetings throughout the academic year, as needed.
- *Group Advising for All Majors and Minors:* There is a proposed effort designed to better serve all of our majors and minors by offering regular group advising sessions throughout the academic year. This additional opportunity for collective advising will be in place by 2013.