

Department of Chemical Engineering (ChE)
ACADEMIC ADVISING SYLLABUS

262 CHE-SC

352 392-0095

Required Materials

1. A Gatorlink email account that is checked frequently. This is the official means of communication between the university and you. You are accountable for reading all official email messages and being familiar with their content.
2. Access to the internet. The University of Florida catalog which contains all academic policies and major requirements (<http://www.reg.ufl.edu/catalog.html>), and One.ufl.edu the portal for financial and academic processes and information, are accessed online. Students are responsible for becoming familiar with the catalog and the One.ufl.edu system, although Advisors serve as a resource for clarifying these processes, procedures, and policies.
3. Familiarity with your Degree Audit (<http://www.one.ufl.edu>) and the ChE Curriculum Plan (http://che.ufl.edu/PDF/CurrentUnderGradStudents/S18_BSchECurricPlan_StateCore_Process_Safety.pdf). Review your Degree Audit *before* meeting with your Advisor and throughout your undergraduate career. Utilize the ChE Curriculum Plan to *create a rough draft of your schedule* to bring to your advising appointment or Group Advising meeting.

Responsibilities

Academic advising is a partnership to assist you in attaining your academic and professional goals. You are an equal partner in the process.

Advisor Responsibilities

- Have knowledge of academic programs, policies, & procedures
- Offer advice for the development of an academic plan that leads to degree completion
- Provide students with feedback regarding progress, and suggest alternate plans when appropriate
- Refer student to campus and professional resources when necessary
- Listen carefully and non-judgmentally to student questions and concerns
- Coach students to achieve their academic, professional, and personal goals
- Respect students and their right to privacy
- Offer students the chance to participate in a mentoring relationship that encourages independence and responsibility for decision making
- Provide information on programs and opportunities to enhance the student's educational experience
- Assist students with academic and financial aid petitions.

Student Responsibilities

- Develop, revise, and follow an academic and personal plan that has been constructed in consultation with an advisor
- Become familiar with ChE program requirements and the use of the degree audit to monitor progress
- Attend advising and/or Group Advising every semester
- Prepare questions and complete paperwork before meeting with your advisor
- Remove holds before attending advising
- Review academic progress regularly, and seek advisor assistance when necessary
- Be aware of critical dates and deadlines for each semester
- Be familiar with and utilize university and professional resources
- Inform your advisor immediately whenever a serious problem affects your ability to meet your academic goals
- Assume responsibility for academic success, engage in class, teamwork, and seek resources when needed

DEVELOPING A 4 or 5 YEAR PLAN

Drafting a 4 or 5 year plan allows you to identify opportunities and shape academic, personal, and professional goals. Use the ChE Curriculum Plan in an Excel worksheet as a starting point for your plan. As you build your plan, remember to consider your goals beyond coursework. Some suggestions for tasks to include in your plan follow:

For information

- Use your Gatorlink email (http://www.che.ufl.edu/Email_Dist_List.htm)
- Ensure that you have access to the ChE Advising Canvas page
- Join Facebook, Twitter, and other social media for student and professional organization

For your major

- Understand your Degree Audit and ChE Curriculum Plan
- Plan out your course registration semester by semester. Create multiple worksheets in Excel to consider options, such as study abroad and intern/co-op, and how opportunities will affect your course load and graduation date
- Pursue a minor or certificate

For leadership/involvement

- Know what student organizations are on campus (<http://www.union.ufl.edu/involvement>)
- Volunteer: become a ChE Peer Advisor, or, an Engineering Ambassador, etc.
- Participate in AIChE (<http://aiche.che.ufl.edu>) or other professional organization

For professional development

- Seek career advising (resume, mock interview, 30 second elevator speech, etc.) from the Career Connections Center (<http://www.career.ufl.edu>)
- Develop a strategic plan to attend information sessions and Career Showcase
- Attend ChemE Day, information sessions, and speak with recruiters to know what your final resume needs to include (GPA, courses, experience, leadership, awards, skills, etc.)
- Participate in an internship and/or coop. Gain experience through work or volunteering
- Attend AIChE meetings to hear presentations from industry visitors and researchers
- Attend the seminars in your field of interest
- Seek professor's advice. Now is the time to think about developing a mentor relationship

For research

- Formulate a strategic plan to identify areas of interest, professors working in those areas, and how to contact professors. Read professor's publications. Obtain research while at UF
- Consider an REU (<http://www.NSF.gov>), SULI (<https://science.energy.gov/wdts/suli/>), or other summer research program
- Apply for USRP (<http://www.honors.ufl.edu>) with your research professor

For graduate school

- Find out about combined bachelor/master's degrees. Is a master's degree required before pursuing a PhD, or is your field of student direct admit from a Bachelor's degree.
- Know deadlines and application requirements (application, letters of intent, references)
- Take a professional exam (GRE, MCAT, PCAT, GMAT, etc). Allow adequate time to study before taking the exam

For graduation

- Prepare and Apply for graduation. Know honors requirements (<https://www.eng.ufl.edu/students/resources/undergraduate-student-handbook/graduating-with-honors/>)
- Attend Order of the Engineer, the college reception, and commencement ceremonies

Advising Objectives

By the end of their first semester students will be able to locate academic resources, including One.ufl.edu, the catalog, the curriculum plan, the department and college academic advising offices, and student affairs resources (the Registrar's office, Student Financial Affairs, the Bursar's office, and the Dean of Students office).

By the end of their first semester students will be able to identify the components of the curriculum, including Critical Tracking, pre-requisite, and Critical Path courses.

By the end of their first year students will be able to assemble a 4 or 5 year plan that aligns with limitations of the curriculum and includes academic, personal, and professional considerations.

By the end of their second year students will value involvement in professional activities, such as participation in student organizations, working in teams, and/or participating in research.

Departmental Advising Policies

1. All students are required to meet with the undergraduate academic advisor, or an advising representative (ChEPA) at least once per semester. Student can make an appointment to meet individually with an advisor and/or attend Group Advising. Individual appointments can be made online (<https://www.che.ufl.edu/academics/#1514313145904-8c9831a3-b21d>)
2. Advising holds are placed on all students' records prior to Advanced Registration. Advising holds are removed during individual or Group Advising. Students should remove all other holds (Emergency Contact, Registration, Financial Aid, etc) prior to an advising session.
3. Students are responsible for knowing the time and date of their registration appointment and are responsible for meeting with the advisor prior to their assigned registration time. *Note: make an appointment early!*
4. Students are required to take the Critical Path course work in sequence (1-6). Critical Path (CP) courses are noted in **bold** on the ChE Curriculum Plan and numbered 1 – 6. CP courses must be completed with a grade of C or better within two attempts to remain in the major. A drop or withdrawal is an attempt.
5. Students are required to earn an overall 2.5 GPA in Critical Tracking courses and a 2.5 GPA in the calculus sequence (MAC 2311, MAC 2312, MAC 2313) within two attempts (a drop or withdrawal is an attempt).

6. If you are on academic or tracking probation you will need to complete a Probation Contract with the Academic Advisor. You may not be permitted to advance register for classes until you meet the terms of your probation contract.

7. All students are strongly encouraged to become involved. Studies show that involved students have higher graduation rates and higher GPAs. Get involved. Whether it is with a student organization, research, service, or other involvement, it is good for you! The Office for Student Involvement (<http://www.union.ufl.edu/involvement>) has a student organization database with over 1000 organization listed!