Sophomore Advising Syllabus 2015-16

The objective of sophomore advising is to assist students in immersing themselves more fully in the intellectual life of the university, in taking advantage of the range of academic opportunities at their disposal, and in choosing their concentration. Because holistic advising goes beyond the strictly academic, sophomore advisors build advising relationships with their advisees to support them in all aspects of their College experience. As such, sophomore advisors help students transition to residential life in their Houses in addition to supporting their academic well-being broadly construed.

In regular meetings throughout the year, advisors engage students in meaningful conversations about their intellectual, social, and personal experiences in the College. Sophomore Advisors should meet with their advisees at least three times per term, in addition to meeting with them during course selection week, and communicate with them regularly via email.

FALL TERM

August 18–29

The Advising Connection

1) Read your advisees’ questionnaires at my.harvard.edu.
2) Read all available journal entries for your advisees at my.harvard.edu.
3) E-mail each of your advisees individually to introduce yourself.
4) Connect with your ABAD and SAC to discuss your advisees.

August 29

Upperclass students move in.

August 29–Sept. 10

First Advising Conversations

Goals: To meet with each of your advisees one-on-one before Study Card Day on two separate occasions (each approximately 30 minutes) for the purpose of discussing their freshman year and summer experiences, as well as their course and concentration plans. During Shopping Week, advisors lift holds on study cards to confirm that advising conversations about courses have taken place.

September 2

Classes begins.

➤ Classes will follow a Monday schedule on Wednesday, September 2nd.
➤ Classes will follow the normal schedule beginning Thursday, September 3rd.
➤ Wednesday, September 9th will be the first meeting of classes that meet only on Wednesday.

September 10

Study Card Day

Students must submit enrollments for their minimum course load (typically four courses) on my.harvard.edu by 5pm.

September 14

Second Monday

Beginning on the Second Monday, pre-concentrators must have an advising conversation with their advisor in order to add/drop. Advisors will then lift a hold just as with the Study Card.

Remember to complete journal entries at my.harvard.edu after each meeting.
Sept. 14–Sept. 21  **Meetings with Advisees**

Goals: To get a sense of whether your advisees are making good academic progress and whether they are successfully transitioning to life in the House.

- Encourage your advisees to talk about their academic and personal lives. Ask about their intellectual interests, their routines, their study habits, and about things that surprised them last year. Sometimes it helps to ask your advisees about their friends’ experiences to get them to open up.
- Outside of class time, how many hours a week are they genuinely studying? (Note that students are expected to spend 3 hours outside of class for every hour of in-class instruction.)
- Make sure they know about the various tutoring resources on campus and in the House.
- Encourage them to talk to their TFs and professors, and to take advantage of office hours.
- What sorts of extracurricular activities are they involved in and why? Did this change at all from last year?
- How much time are they devoting to these activities? Proper time management is an essential skill. It is important to alert your advisees to the impact that the choices they make can have, especially at the end of the term.
- Are your advisees living a balanced life?
- Do they feel like they are part of the Harvard community?
- Always leave room to discuss any questions or concerns they might have.

**September 21**  **Third Monday:** Last day to add/drop without a fee

**Sept. 21–Oct. 5**  **Meetings with advisees who may be struggling academically**

- Should your advisee consider dropping a class?
- What might be the implications of doing so (e.g., for long-term academic planning)? Does it make sense to try to add a course?
- If dropping the course will put your advisee off track, how will your advisee get back on track?
- Will your advisee need to attend summer school at Harvard or abroad?
- What other steps might the student take in order to complete the course satisfactorily?

**October TBD**  **SAC Meeting, Small Conference Room, 4th Floor Smith Campus Center**

**October 5**  **Fifth Monday:** Last day to add/drop; last day to change grading status

**October 5–19**  **Meetings with advisees who may be struggling academically**

- At this point, should your advisee consider withdrawing from a course?
- What might be the implications of doing so?
- If withdrawing will put your advisee off track, how will your advisee get back on track?
- Will your advisee need to attend summer school at Harvard or abroad?
- What other steps might the student take in order to complete the course satisfactorily?

**October 19**  **Seventh Monday:** Last day to withdraw from a course

A grade of "WD" will be permanently notated on the transcript. Students are responsible for all courses in which they are enrolled after this date.

**November TBD**  **SAC Meeting, Small Conference Room, 4th Floor Smith Campus Center**

Remember to complete journal entries at [my.harvard.edu](http://my.harvard.edu) after each meeting.
Meetings with Advisees

Oct. 19–Nov. 12

Goals: To support your advisees as they consider their concentration choice.

- Discuss your advisees’ evolving interests.
- What have they most enjoyed about their fall term courses?
- Have their courses helped them decide which concentration they wish to declare?
- Talk with your advisees about how their interests may align with certain course offerings in the spring term and beyond.
- Help them prepare for submitting their Plan of Study.

November 12

Declaration of Concentration. Plan of Study due.

November 25–29

Thanksgiving Recess

Meetings with Advisees

Nov. 30–Dec. 10

Goals: To prompt your advisee to begin to think about summer plans; to assist your advisees in preparing for their final exams.

- Remind your advisees to learn deadlines for any summer programs and funding they may be interested in and to think over winter break about what they need to do to apply (e.g., letters of recommendation, applications, etc.). Connect them with the Fellowships Tutor in the House.
- Remind your advisees about key tutoring and advising resources as appropriate.
- Help them think about ways of maximizing Reading Period.
- Remind them to maintain a healthy life style on their path to the finish line (to eat well, get enough sleep, exercise, take breaks, etc.).

December 3

Last Day of Classes

December TBD

SAC Meeting, Small Conference Room, 4th Floor Smith Campus Center

December 4-10

Reading Period

December 11–21

Final Exam Period

SPRING TERM

January 15

Advisor Mid-Year Journaling Reports DUE!

January 15–24

Wintersession

January TBD

SAC Mid-Year Orientation

January 25

Classes begin.

January 25–29

Meetings with Advisees to Discuss Course Selection

Goals: To meet informally with your advisees one-on-one before Study Card Day, to look back on the fall term (what went well, what did not go well, what they learned, what they wish they had learned, etc.) and to check in with them about their summer plans. In preparation for these meetings, be sure to review your journal notes from last term. By now your working relationship with your advisees should be well established.

Remember to complete journal entries at my.harvard.edu after each meeting.
Pay particular attention to the lessons your advisees took from their fall term experience.
If they faced challenges how did they overcome them?
If they are still facing challenges, what can you do to help them?
Have your advisees started thinking about their summer plans? If so, what can you do to help them achieve their goals?
What classes are they going to select for the spring? Do their plans fit with their long-term goals?
If your advisees are applying for jobs, internships, summer research, or any other summer opportunities, do they plan on asking for letters of recommendation?
If so, what else do they need to prepare?

January 29
Study Card Deadline

Jan. 29–Mar. 7
Meetings with Advisees
Goals: To discuss your advisees’ academic plans and progress to this point and to check in with them about their summer plans.

• Are they happy with their choice of concentration?
• Are they connecting with faculty and other advisors in their concentration?
• How has their academic experience changed since they declared their concentration? Does their concentration offer them the academic community they were hoping for? Are they getting the advising support they need in the concentration?
• Continue to encourage them to talk to their TFs and professors, and to take advantage of office hours.
• What sorts of extracurricular activities are they involved in this term? Has that changed from last term? Why?
• Ask your advisees whether their life feels balanced? If not, what steps can be taken to correct that?

If advisees are struggling academically

• Should your advisee consider dropping or withdrawing from a class?
• What might be the implications of doing so?
• If dropping or withdrawing from the course will put your advisee off track, how will your advisee get back on track?
• What steps might the student take in order to complete the course satisfactorily?

February TBD
SAC Meeting, Small Conference Room, 4th Floor Smith Campus Center

February 8
Third Monday: Last day to add/drop without a fee

February 22
Fifth Monday: Last day to add/drop; last day to change grading status

March TBD
SAC Meeting, Small Conference Room, 4th Floor Smith Campus Center

March 7
Withdraw Deadline

March 10
Housing Day (tentative)

March 12–20
Spring Recess

April TBD
SAC Meeting, Small Conference Room, 4th Floor Smith Campus Center

Remember to complete journal entries at my.harvard.edu after each meeting.
Advising Programs Office

April 1–May 1  **Meetings with Advisees**

Goals: To reflect on your advisees’ sophomore year, to check in about their summer plans.

- What was the most meaningful experience they had this year?
- If they had to do it all over again, would they have done anything differently?
- Have they developed any new interests over the course of the year? How might they nurture those interests?
- Are they excited about their summer plans?
- Did they make good use of advising resources this year? How might they make better use of them next year?

April 27  Classes End

April 28–May 4  Reading Period

May TBD  **SAC Meeting**, Small Conference Room, 4th Floor Smith Campus Center

May 5–14  Final Exam Period

May 15  Sophomores move out by noon

June 15  Advisor End-of-Year Journaling Reports **DUE**

Remember to complete journal entries at my.harvard.edu after each meeting.