



# Advising Guide for LUJ EAP Students

## Announcement:

Each EAP student will be assigned an Advisor, beginning in SU20 term.

- *You, the student, will be known as an advisee.*
- *The teacher who is assigned to you will be your advisor.*



## The purpose of having an advisor in EAP:

- **Your advisor is your ally.**
- **Your advisor is there to listen to you, support you, and get to know you.**
- **Please feel comfortable approaching your advisor whenever you need to**
- Advisors exist to provide EAP students with a clear point of contact for support, advice, accountability, and navigational help.
- This will be someone that you feel comfortable approaching for advice, who has known you throughout your whole EAP career
- This will prepare EAP students for the Advising system in the Academic Program
- This will foster positive connections between EAP faculty and students

*\* Both advisor & advisee should remember that an advisor is just an advisor who should not become an advocate or perform a liaison function with the advisee's instructors.*

## At a glance: Advising Info

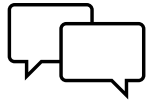
- **How many advisors will I have?**
  - One. This person will remain your advisor in every term.
- **How is it decided who my advisor will be?**
  - Random assignment. Each advisor will have a mix of students from different levels and classes.
- **What if I or my teacher changes class schedule (AM to PM or vice versa)?**
  - You will still keep the same advisor.
- **What if I am unhappy with my advisor?**
  - Students have the right to be assigned a different advisor and will not be asked to provide a reason.
- **What information will my advisor have access to about me?**
  - Class schedule
  - Past & present grades
  - Contact email addresses
  - Whether you have an accommodation (BUT they will **not** be given details about this; it is the student's right and responsibility to tell your advisor about any accommodations, should you want to do so.)
  - Any proven charges of academic dishonesty (these will be reported to the student's advisor as well as EAP Coordinator – this applies only to confirmed and reported cases)
- **What am I required to do?**
  - Contact your advisor at least 2 times per term (see below for details)



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## Responsibilities of EAP Advisees: Required communications with your advisor

Advisors must contact their advisees a minimum of two times per term:



- 1) At the beginning term (by the end of week 1)
- 2) After midterms (during Advising Period)



### 1) Contacting your advisor: **Beginning of term**

You'll receive a message from your advisor at the beginning of every term.

At the beginning of every term, you must **submit the following** to your advisor, by the end of week 1:

- **your goals** for the coming term
  - **your plans** for achieving these goals
- The nature of your goals, their level of detail, and so on will depend on factors unique to you, such as:
- Your academic standing and past EAP experiences
  - Whether you are a new or continuing student
  - Whether you are struggling academically or in other ways
  - Whether you have an accommodation, difficult circumstances (it's your choice how much detail you choose to give your advisor), and so on
- Your advisor will give you instructions about how to submit your term goals. Your advisor will keep these on file and refer back to them later in the term when meeting with you.

### 2) Contacting your advisor: **After midterms**

You will be required to **attend an appointment** with your advisor during the Advising Period after midterm exams.

Before your meeting, you must print out an unofficial transcript from My.Lakeland and bring it with you to your meeting.

This will show your advisor all your past EAP classes and grades

**During these sessions, your advisor will check in with you to see:**

- how you are doing in general,
- how your grades are,
- how have been progressing,
- how your attendance has been

**Your advisor will also:**

- give you advice if you are struggling
- answer questions that you have
- discuss your long-term goals



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## Responsibilities of EAP Advisors: Additional meetings and communications

- Students who progress through the EAP program without the need for special support may not need to communicate with their advisors more than the required two times described above.
- However, please remember that your advisor is always there to help you.
- If you:
  - are a new student,
  - are repeating a level (Academic Warning or Probation status),
  - have an accommodation that you would like extra support with (if you wish to disclose this),
  - have just returned from LOA, suspension, or FOE,
  - are not confident you can succeed,
  - have low motivation levels, or
  - don't know how to manage your time,

...then you are strongly encouraged to contact your advisor to speak with them and ask them for advice and support.

- How often you meet with your advisor will depend on your particular needs.
- It is up to the student and advisor to schedule meetings as and when needed.

## Throughout the term, your advisor may also do things such as:

- Encourage you to go to the Learning Center and use your teachers' Office Hours
- Answer your questions about the university and program
- Support you with time management and study skills
- Email you occasionally to check in with you

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**Your advisor is there to listen to you, support you, get to know you, and give you advice. Please feel comfortable approaching your advisor whenever you need to.**

