



Advising Syllabus

Department of Human Physiology

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OVERVIEW:

My role is to help guide you through your academic career as you undertake the significant endeavor of pursuing a college degree.

WHAT IS ADVISING:

Academic advising is a key component of your experience here at Gonzaga. It is an opportunity to form a collaborative relationship with a faculty member, who will help you develop and achieve your educational, professional, and personal goals. Your advisor is granted formal authority to approve your academic program and to assist you in making adequate progress toward your desired degree. But advising is not just telling you what courses you should take and signing the appropriate forms so that you can graduate on time. The purpose of advising is also to help you develop as a person—to find your place in the university community, to think critically about who you are and the roles you want to play in society, and to build the personal characteristics we seek in our graduates: reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

WHAT CAN YOU EXPECT:

What can you expect of me as your advisor? First, you can expect me to ask you a lot of questions. My job is not to tell you things, but to help you take responsibility for planning your own future. Of course, you can also expect me to have some answers, too, or be able to refer you to someone else who will. Some things you can expect:

- Guide and support your exploration of personal, career, and academic goals; your assessment of your own interests and abilities; and your development of short- and long-term plans.
- Help you develop an understanding of the purpose and goals of higher education, your roles and opportunities in the university community, and the connection between your Gonzaga experience and your career and personal goals.
- Guide you as you develop an appropriate program of study that will lead to graduation; communicate effectively the curriculum and graduation requirements for that program; and help you monitor your progress toward completion.
- Explain clearly university, school, and department policies relating to your course of study, as well as larger policies such as the university ethos statement and the policy on academic honesty. provide you with accurate information on the resources available on campus to help you with academic, career, and life planning.

- Refer you to appropriate support services on campus to help you meet academic or nonacademic needs that arise.
- Maintain posted office hours for in-person meetings, and respond to e-mail and phone messages within two business days of receiving them.
- Maintain confidentiality of your records and our conversations as required by law.

WHAT I EXPECT OF YOU:

What I won't do is do your work for you. Ultimately, what you do (and how you do) at Gonzaga is up to you. I can't guarantee you'll graduate in four years, or even that you will graduate at all. I can't guarantee you'll enjoy yourself while you're here, or find the perfect job after you leave. It is your responsibility to know what you need to do, and to make sure you are making adequate progress toward your own goals. I am here to help you, but ultimately your success is up to you. Specifically, I expect you to:

- Schedule regular appointments or make regular contact with me each semester, and come prepared to each appointment with questions or materials for discussion.
- Become knowledgeable about college programs, policies, and procedures, and ask questions if you do not understand an issue or have a specific concern.
- Develop an academic plan to graduation, keep track of your progress on that plan, and revise the plan as conditions change.
- Work to clarify your personal values and goals, and discuss openly with me your interests and abilities.
- Seek out and consider all relevant information before making decisions, and accept responsibility for those decisions.
- Take advantage of campus resources that are available to support your needs, including academic issues, mental and physical health, financial aid, housing, co-curricular activities, and career planning.

WHAT IF THINGS CHANGE:

The relationship we have as advisor and advisee will undoubtedly change over time—it's supposed to. As you get a better understanding of who you are, where you are going, and how your Gonzaga experience plays into that, you may decide that a different direction, and a different advisor, would be more appropriate for you. That's fine; I can help you with that decision and with the formalities of making the change, should that time come. You are not stuck with me for the next four years. If you have concerns about our interactions or the assistance you feel you are (or aren't) getting from me, I would appreciate it if you would raise them with me first. If you are not comfortable doing that, or if you feel I am not addressing your concerns adequately, please contact the chair of the Human Physiology Department or the office of Academic Advising and Assistance (extension 4072).

USEFUL CAMPUS REOURCES:

*note – this is by no means an exhaustive list

- [Academic Advising and Assistance Office](#)
- [Office of the Registrar](#)
- [Center for Student Academic Success](#)
- [Student Development](#)
- [Gonzaga Refer](#)

ACADEMIC INTEGRITY

Gonzaga University's mission extends spiritual and intellectual traditions that uphold ideals of reflective and critical thought, ethical discernment, innovation, and commitment to social justice. In order to fulfill the mission of the institution, all members of the community must acknowledge that these ideals imply a deeply held, rigorously maintained, and clearly articulated standard of academic integrity. An institutional commitment to academic integrity contributes, not only to a campus climate of trust and community, but also to individual integrity, honesty and well-being. Conversely, violations of academic integrity are detrimental to both the community and to the individual and this belief entails just sanctions for violations of these ideals.

All members of the Gonzaga community are expected to adhere to principles of honesty and integrity in their academic endeavors. Students and faculty must be aware of the policy and potential sanctions for violations; all members of the community are expected to read the Academic Integrity Policy in full [here](#) or at www.gonzaga.edu/academicintegrity. As with all other university policies, by virtue of enrollment every student at Gonzaga University abides by the policy (with the exception of those enrolled in the School of Law, which is guided by strict procedures from the American Bar Association). Under no circumstances shall ignorance of the policy serve as a defense against any violations.

Students and faculty are governed by this policy. Students must follow the University's standards of honesty and integrity by doing their own work, by refraining from representing other's work as their own, and by respecting university records and property as well as each other. They are not to engage in plagiarism, cheating, falsification, or abuse of property in any aspect of University life. A non-exhaustive list of examples of academic dishonesty can be found in the policy. Faculty must adhere to the procedures of the policy. The University reserves the right to determine in a given instance what action constitutes an infringement of academic honesty and integrity.

DISABILITY ACCESS

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you

believe you have a disability/medical condition requiring an accommodation, please call (509) 313-4134, visit the Disability Access office (Room 208 in Foley Library) or visit my.gonzaga.edu/disabilityaccess. The process for acquiring accommodations can take some time; please start early. Be aware that accommodations in clinical environments may differ from accommodations in the classroom. Please discuss any needs you have in clinical style environments with Disability Access as far in advance as possible. For students who already have a Gonzaga accommodation plan, please provide your accommodation letter to your instructor at the beginning of the semester.

REPORTING SEXUAL MISCONDUCT

Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct will NOT be tolerated at Gonzaga. If you have been the victim of sexual misconduct, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment and should I learn of any sexual misconduct, I must report the matter to the Title IX Coordinator. Should you want to report to a confidential source you may contact the following:

- a. Gonzaga Health Center | 509.313.4052 | 704 E Sharp Avenue
- b. Gonzaga Counseling Center | 509.313.4054 | 324 E Sharp Avenue
- c. Any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role. | 509.313.4242
- d. University Lutheran Community Services and SAFeT | 509.624.RAPE*