**The Bi-Weekly Advising Bulletin – Weeks 3-4, Spring Term 2017**

I really appreciate the positive feedback that I have received from so many advisers who appreciate these biweekly bulletins with their timely information and useful materials. That is my job. But I also realize that receiving a *long* email is not to everyone’s liking. So, I have decided to move the content of the *Bulletin* (including all past content) onto a webpage linked to the Advising area of the Faculty/Staff page. Beginning with the next *Bi-Weekly Advising Bulletin* (Weeks 5-6), I will email out the link with a head’s up and then advisers can scan the materials at their leisure without having to find an old email. If you would like to view the back issues of the *Bulletin*, these are available [here](https://apps.carleton.edu/campus/doc/advising/bulletin/). Do let me know how the new system works!

**Some Advice For the Assignment of New Major Advisees to Their New Major Advisers**

Some ideas to keep in mind as you welcome new major advisees. First, each academic department should have a tried and true strategy for assigning new major advisees to faculty mentors. Often it is neither possible nor desirable for the chair to advise all majors, even in departments with a small number of majors. Students benefit most from having major advisers who have more time for them.

Second, it may be possible to allow students some element of choice in their assignment of adviser. Students may be asked to provide their preferences based on familiarity with a given professor or interest in a particular field that is well-represented by a faculty member. This type of system is not always possible in departments with larger numbers of majors and less differentiation across faculty specialties, but some departments have been able to offer a combination of some student choice and a more even distribution across faculty.

Third, the assignment of advisees ought to always make consistency and sustainability of advising a priority during the six terms that a student is pursuing a major. In that regard, faculty who are planning for an extended leave a year later, may not be good choices for new majors (or certainly not a lot of them). Some departments will ask junior faculty to take on more major advising and very little liberal arts advising. That is fine, but junior faculty are always better off if they experience a range of students along the typical four-year development trajectory. So, regardless of the number of majors a department may have, chairs ought to leave some slots available for junior faculty to take on frosh and sophomore advisees, if that is possible.

Finally, students are ultimately responsible for completing all requirements on time, but departments have a major role in ensuring that students stay on track. Advisers must work closely with chairs and administrative assistants to make sure that their majors are fulfilling their requirements in a timely manner. Chairs are often asked to approve courses taken off-campus on non-Carleton programs to major requirements. Where this is advisable, chairs ought to consult with colleagues who are specialized in the relevant areas *and* the adviser so that all are aware of how such courses are being applied. In all cases, exceptions should be noted in writing and applied so that degree audits provide an accurate picture of the student’s progress towards completion of the major.

**The Important Role of Departmental SDAs**

It is time for departments to select their Student Departmental Advisers (SDAs). SDAs have several functions, including acting as liaisons between students and faculty, ombudspersons for the department, and outreach officers for prospective majors. SDAs in several departments hold regular office hours and advising sessions. In some cases, SDAs coordinate activities with Departmental Curriculum Committees (DCCs). All departments will need their SDAs to represent them at the annual academic fair in September and the majors fair in October.

The selection of departmental SDAs is an important process for the welfare of a department. Successful SDAs are enthusiastic, conscientious and responsible, and generally creative. Departments need SDAs to think for themselves and bring their own useful ideas to the table. Generally, SDAs are partly responsible for fostering community among majors and prospective majors.

If any advisers believe that they have good candidates, they should suggest those names to their department chairs. Since I handle SDA training at the beginning of the academic year, do not hesitate to send me your questions regarding the qualities of successful SDAs and their overall responsibilities. Please contact me at amontero.

**Some Numbers on “Academic Misconduct”**

As a follow-up to the resources distributed on this subject in the last *Bi-Weekly Advising Bulletin*, advisers should be aware of some of the most common causes of academic misconduct at Carleton. According to the last Academic Standing Committee (ASC) memorandum on “Academic Integrity Cases Processed by the ASC During 2015-16,” student behaviors that violate the College’s [academic integrity standards](https://apps.carleton.edu/handbook/academics/?policy_id=21359) are typically done out of ignorance of what constitutes academic misconduct. To be sure, willful academic misconduct does occur, but that is harder to prevent with the recommendations that ASC distributes to faculty. Nonetheless, it is always useful to review the following recommendations with advisees and for faculty to incorporate them into their own efforts to minimize the possibilities for academic misconduct.

The ASC recommends that:

* Faculty [and advisers] ought to “instruct students about what academic dishonesty is and why it is a serious infraction of the norms that govern a community of inquiry.” One good starting point is the webpage, [Academic Integrity at Carleton](https://apps.carleton.edu/campus/doc/integrity/), which provides definitions and further discussion of plagiarism and other acts of academic misconduct. Advisers and all faculty should also circulate the handbook, “[Academic Integrity in the Writing of Essays and Other Papers](https://apps.carleton.edu/campus/doc/integrity/assets/Academic_Integrity_Booklet.pdf).”
* The welcoming of new majors is an appropriate time to have major advisers and SDAs clarify the disciplinary conventions and the department’s expectations concerning proper citation, collaborative research and writing, and use of on-line information.
* **All advisers** ought to reinforce to their advisees the importance of being honest and conscientious about reporting meetings with their advisers. According to the ASC, “a portion of [the ASC] caseload involves students who have misrepresented themselves on the confirmation form for advising meetings, or who have otherwise been dishonest in dealing with faculty or College officials.”

If faculty believe that a student has violated the academic integrity standards of the College, they ought to consult with Joe Baggot of the Dean of Students office or with George Shuffelton, Associate Dean of the College. Such cases may be turned over to the ASC for adjudication.

**New Courses For Fall Term?**

Based on much enthusiastic demand, I found that the *Bulletin* is a great way to distribute information in a timely fashion before advising days about new courses, often taught by visiting faculty, to advisers and their advisees. The **next issue** of the *Bulletin* (Weeks 5-6) is a perfect venue to distribute information about new courses for the fall 2017 term. If you are interested, send me all of the information you have about your new courses or your department’s new courses (amontero).

**Political Communication**

Based on the success of the inaugural political communication event in the winter term, I will be hosting a follow-up in which students of different political orientations and values will discuss ways of enhancing tolerance and understanding in political discourses on campus. Please let your advisees know. This student-led discussion will occur on [**Monday, April 17th, in the Alumni Guest House meeting room**](https://apps.carleton.edu/calendar/?start_date=2017-04-17&event_id=1550036&date=2017-04-17).

**Office of Student Fellowships**

Over the past two Winter Terms, it has become clear that the internal fellowship cycle does not serve students in all disciplines equally well. To remedy this, the Office of Student Fellowships is pleased to announce that it will now run a (competitive) funding cycle for a limited number of fellowships during **late Fall Term** to support **seniors** who wish to complete comps research over their Winter Break. The maximum award amount will be $2,000 and a recommendation from the comps supervisor will be required in addition to the usual project statement and budget components of an internal fellowship application.

More details will be communicated soon; please feel free to mention this to the rising seniors among your advisees who will be completing comps next year.  Any questions may be directed to Marynel Ryan Van Zee at [mryanvanzee@carleton.edu](mailto:mryanvanzee@carleton.edu).

**Student Health and What Advisers Should Know**

[Nothing new this biweekly period.]

**Professional Development and the Career Center**

**30 Minutes: Alumni Connecting with Students**

The Career Center has alumni from a broad array of majors and industries coming back to campus (or via Skype) this spring term. Students can sign up for one-on-one half hour [informational interviews](https://apps.carleton.edu/career/students/networking/interview/) with alumni/parents to learn about their career paths. If students are interested in reserving their slot, they just need to sign up for a time slot on the [Tunnel](https://shibboleth-carleton.symplicity.com/sso/).

**Week 3 (April 10-14)**

### Tuesday, April 11, 2:00-4:00pm – [Tom Ascher ’84](https://www.linkedin.com/in/thomas-ascher/) *(History)*, CEO, Director, and Advisor, FinTech (CANCELLED).

### Tuesday, April 11, 1:30-4:30pm – [Michael Florey ’85](https://www.linkedin.com/in/michael-florey-10b8a8a/) *(Economics)*, Principal, Fish & Richardson

### Wednesday, April 12, 1:30-4:30pm – [Dennis Cass ’90](https://www.linkedin.com/in/dennis-cass-is-linked/) *(English)*, Visiting English Professor, Carleton College and Freelance Journalist

### Thursday, April 13, 12:30-2:30pm – [Caitlin McMurtry ’09](https://apps.carleton.edu/profiles/mcmurtrc_2009/) *(SOAN)*, Health Policy PhD Student, Harvard T. H. Chan School of Public Health, Harvard University (SKYPE)

### Thursday, April 13, 1:30-4:30pm – [Chris Roan ’03](https://apps.carleton.edu/profiles/roanc_2004/) *(English)*, Strategist/Producer, Mother New York

**Week 4 (April 17-21)**

### Wednesday, April 19, 2:30-4:30pm – [Anthony Tancredi ’85](https://apps.carleton.edu/career/events/?search=30+minutes&event_id=1547949&date=2017-04-19) *(Latin American Studies),* Global Head of Sugar, Louis Dreyfus Company

### Wednesday, April 19, 1:30-3:30pm – [Kris Larson ’91](https://www.linkedin.com/in/kris-larson-a90181109/) *(American Studies/Technology and Policy Studies)*, Executive Director, Minnesota Land Trust (SKYPE)

### Thursday, April 20, 1:30-3:30pm – [Steve Boyd-Smith ’89](https://apps.carleton.edu/profiles/boydsmis_1989/) *(History)*, Creative Director, The 106 Group (SKYPE)

### Friday, April 21, 2:00-4:00pm – [Andrew Garrett ’90](https://apps.carleton.edu/career/events/?event_id=1547958&date=2017-04-21) *(Biology/Geology/Natural History)*, Director for Medical and Biodefense Policy, White House NSC Staff

**Useful Quick Links**

Forms and decision trees (<https://apps.carleton.edu/campus/doc/advising/forms/> )

Whom to contact (<https://apps.carleton.edu/campus/doc/advising/directory/> )

[The Graduation Requirements on the Registrar’s Page](https://apps.carleton.edu/campus/registrar/catalog/current/academicprograms/)

[Academic Rules and Regs of the College](https://apps.carleton.edu/handbook/academics/?a=student)

[Off-Campus Studies Programs](https://apps.carleton.edu/campus/doc/advising/information/ocs/)

[The Career Center page with resource links for advisers](https://apps.carleton.edu/career/faculty/)