

The Bi-Weekly Advising Bulletin – Weeks 5-6, Fall Term 2020

Important Academic Dates Remaining This Term:

- Monday, October 19, **Midterm Break**
- Friday, October 23, Second Five-week Course Drop/Add Deadline (5:00 p.m.)
- Monday, October 26, **Advising Days** Begin (through Nov. 3).
- Friday October 30, Ten-week Course Late Drop and S/CR/NC Deadline (5:00 p.m.)
- Monday, November 2, Registration for Winter Term Begins
- Friday, November 6, Second Five-week Course Late Drop and S/CR/NC Deadline (5:00 p.m.)
- Wednesday, November 18, Last Day of Classes

Please be mindful of deadline **times** as well as dates and make sure that your advisees do the same.

Note: While Advising Days are officially during the 7th and 8th weeks of the term, I encourage advisers with more than 13 total advisees to begin earlier, just after Midterm Break.



The Majors & Minors Fair, October 3, 2019. A virtual Majors and Minors Fair was held on October 8, 2020.

Sophomorphosis Is Winding Down This Week

There are still a few more [Sophomorphosis](#) events to promote to interested students. Later today, 5:30 p.m.-6:00 p.m., Assoc. Dean of the College, Gretchen Hofmeister, will offer a Q&A session on undergraduate research. Tuesday, Oct. 13, the OCS office will review “Everything You Ever Wanted to Know about OCS (but were afraid to ask)” at 12:30 p.m.-1:15 p.m. and the Career Center will offer “Professional Presentation: Key Tips for Creating Your Most Effective Job/Internship Applications – Résumé, Cover Letter, and Interviewing,” at 7:00 p.m.-7:45 p.m. Finally, on Thursday, Oct. 15, Marynel van Zee returns to offer a Q&A session on fellowships at 12:30 p.m.-1:00 p.m.

All of these sessions are accessible via Zoom on [this page](#). Students should watch the accompanying videos before attending the Q&A sessions.

REMINDER: File Academic Progress Reports for Students Who Are Experiencing Serious Academic Difficulty

Faculty members are expected to notify the Office of the Dean of Students of any student at any point during the term who they believe is experiencing serious academic difficulty, who has missed a large number of classes, who frequently submits late work, or who, for some other reason, should be brought to a dean's attention. As we approach the midpoint of the fall term, this is a strategic moment to prepare academic [Progress Reports](#). This link will provide you with an easy interface to report your concerns about a student so that the DOSO may follow up. **Faculty, it is also a good idea to bring the academic adviser into the loop so that they understand why an academic progress report is being issued.** I strongly recommend using **phone calls** rather than email so that a confidential conversation with the adviser is possible.

As you provide timely support for all of your students, be particularly mindful if any of your students and advisees show any of the telltale signs of struggling. The most common signs of struggling behavior are:

- Multiple, unexplained absences (i.e., failure to log on for extended periods of time).
- Incomplete or poor scores on low-stakes assignments.
- Missed assignments.
- General non-responsiveness to emails and Moodle forum posts, especially when prompted directly by the professor.

Also, direct advisees experiencing academic difficulties to the relevant academic support resources. The most comprehensive, online overview of Carleton's academic support resources is on the Dean of the College page, under [Academic and Research Support for Students](#). In addition to resources under the umbrella of the [Academic Support Center](#) there are other sources of support such as the [CARS Support page](#), [Mentored Cohort Programs](#), and the new [Undergraduate Research](#) page. Some of these pages lead to little-known but very useful sources for supporting student research using [spatial analysis](#), providing [multilingual/second language writing support](#), and centers that will

facilitate student work such as the [Language Center](#), the [Idea Lab](#), and the [Quantitative Resource Center](#) (page under construction).

Only You Can Defeat Fear of Office Hours

Often students who are encountering academic difficulties at this point in the term are the ones who fail to take advantage of their professors' office hours. They may need a nudge from their adviser (or simply a reminder) that the faculty are here for *them* and that office hours belong to *them* so they should use them!

You might want to use some humor in nudging your advisees to use office hours. Arizona State University (ASU) has produced a funny spoof on pharmaceutical advertisements meant to promote student use of "FOH" – faculty office hours. Feel free to send [the video link](#) to your advisees.

Promoting Youth Voting: A Timely Convocation Address by Mindy Romero

The convocation address on **Friday, October 16**, will be given by political sociologist **Mindy Romero**. Prof. Romero's research examines patterns of voting and political under-representation among youth and communities of color. She is the founder and director of the California Civic Engagement Project, a nonpartisan civic engagement research and outreach initiative.

As a political sociologist, Prof. Romero's research seeks to explain patterns of voting and political under-representation, particularly among youth and communities of color in California and the U.S. Her publications explore the shifting landscape of political representation in California, including the implications of a surging Latinx electorate and the often-unintended consequences of voting reforms on public participation in the electoral process. She is especially interested in how voters perceive, engage in, and seek to reinvent the electoral process using new technologies and forms of activism. The title of her presentation is "**The Power of the Youth Vote.**"

This is a most timely and enlightening convocation for all members of the Carleton community. Advisers are strongly encouraged to get the word out to students about this event. The CCCE and the Political Science Department are also co-sponsoring a post-convocation discussion for students with Prof. Romero. On-campus posters, digital signage, and emails to all students will encourage students to attend.

You and your advisees may register [here](#) for the Mindy Romero convocation on Zoom.

New Resources to Understand and Prevent Plagiarism

The Academic Integrity Subcommittee of the Academic Standing Committee (ASC) wishes to bring to the attention of the campus community the existence of a new resource on plagiarism, "Understanding Plagiarism," that can be found on the [Writing Across the Curriculum website](#). This resource is especially germane to Liberal Arts advisors, as the Subcommittee has generally found that a significant share of infractions are committed by less experienced students who may not have had many opportunities to work with outside sources (and how to properly attribute those sources) prior to coming to Carleton.

As a reminder, College policy stipulates that faculty report any suspicions of academic dishonesty to the ASC subcommittee. An [online form](#) is available on the ASC website for reporting potential violations.

Celebrating Student Research

The [2020 Virtual Student Research and Internship Symposium](#) at Carleton celebrates the many students who have engaged in experiential learning via research, internships, and fellowships.

We invite you to participate in the synchronous session, **4:00 - 6:00 p.m. on October 16, 2020**. The session will remain open through the following weekend, for additional asynchronous viewing and comments.

During the Symposium, attendees can listen to current students as they share highlights from their experiences. Attendees can expect to watch short videos, view posters online, and exchange comments with some of the presenters in real-time. Many presenters will also shed light on the impact of the experience on their academic and future career plans.

Attendees will learn how Carleton's support enabled these outcomes. Faculty and staff have engaged in critical conversations with students, inspiring scholarship, and service. The broader Carleton community has provided mentorship and resources to make the experiences possible (including significant funding from generous alumni).

More details may be found on the Undergraduate Research and Internship Symposium [website](#). Please reach out with any questions or concerns to Danette DeMann (ddemann@carleton.edu), Gretchen Hofmeister (ghofmeis@carleton.edu), or Rachel Leatham (rleatham@carleton.edu).

New Courses For Winter Term?

The *Bulletin* is a great way to distribute information in a timely fashion during advising days about new courses, especially those often taught by visiting faculty. The **next issue** of the *Bulletin* (Weeks 7-8) provides a perfect venue to distribute information about new courses for the winter 2021 term. If you are interested, send me all of the information you have about your new courses or your department's new courses (amontero).

Off-Campus Studies

COVID-19 has disrupted most of our fall and winter OCS travel plans, but we continue to prepare for 21-22 programs. We invite you to join us for the following events:

- Virtual Information Sessions for [Carleton](#) faculty-led programs scheduled for Summer 2021 through Spring 2022. Most are held at 4:30pm via Zoom. See the [schedule](#) for dates.
- Virtual Information Tables hosted by 20+ study abroad organizations. Checking out materials and visiting with program representatives is a great way to familiarize yourself with the myriad of options available to you as a Carleton student. Live Zoom sessions are held during Common Time and a [schedule](#) is posted on our calendar.

- Virtual Individual Advising Sessions. OCS Advisers are available each weekday afternoon for 30-minute student appointments. Email ocs@carleton.edu to schedule a time.

A variety of printed brochures and informational handouts are available in our office, Leighton 119, during business hours. And of course, our [website](#) is open 24/7.

Students receive a weekly email announcing upcoming OCS events through Handshake. Faculty and staff can create an account in Handshake. Contact careercenter@carleton.edu for more information.

Office of Student Fellowships

Thank you to those who have used the '[refer a student or recent graduate](#)' form on our website! We look forward to receiving more submissions. If you have the chance, please remind seniors preparing comps that we offer a fellowship to support comps-related research over Winter Break (details available [here](#)) for which the application due date is **October 19 at noon**.

Student Health and What Advisers Should Know

Please remind students that the Office of Health Promotion is open and available to students - both on campus and remote - to support their well-being during this time. We have a variety of online offerings (sleep assessments, recorded webinars, etc.) as well as our traditional free supplies and in person SWA dog events (Fridays and Sundays from 4-5 pm on the Bald Spot).

Professional Development and the Career Center

[No entry for this issue.]

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](#)

[Academic Rules and Regs of the College](#)

[Off-Campus Studies Programs](#)

[The Career Center page with resource links for advisers](#)