

## The Bi-Weekly Advising Bulletin – Weeks 7-8, Spring Term 2021

Here is a handy list of the key remaining academic deadlines during the spring 2021 trimester and the summer.

- **Friday, May 14**, Ten-week Course Late Drop and S/CR/NC deadline (5:00 p.m.)
- **Friday, May 14**, **WRITING PORTFOLIOS DUE**
- **Friday, May 21**, Second Five-week Course Late Drop and S/CR/NC deadline (5:00 p.m.)
- **Wednesday, June 2**, Last day of classes
- **Monday-Friday, August 2-6**, **Advising Days** (sophomores, juniors, seniors)
- **Monday-Thursday, August 9-12**, Registration for Fall Term (sophomores, juniors, seniors)

**NOTE:** All times are Central Time.

**Reminder:** With the delay of advising days and fall registration, most official advising responsibilities this term will focus on student progress. Please check in with your advisees about how they are doing and be mindful of the deadline on **Friday, May 14** to drop courses late.

**Advisers will continue to advise their current assignment of advisees. This includes advisers who will be off-campus in the fall.** Departments will be able to make changes in major advising up until **July 15**. Chairs have been asked by my office to file advising plans by mid-June.

Although this is the last issue of the *Bulletin* for the spring term, there will be a special midsummer issue just before advising days.

## Some Guidance for Preparing Departmental Advising Plans

As departments meet during the spring term to plan ahead, the distribution of advising should be a primary consideration. The Class of 2025 will be assigned their advisers in mid-August after they select their A&I seminars. To help prepare my office for this task, I ask that departments submit advising plans that simply indicate the names of colleagues who will have capacity to take on liberal arts advisees and the numbers (or the range) of slots that they anticipate. Chairs and directors may submit their advising plans by using this simple [Google form](#) by **5 p.m., June 15, 2021**. These data will give my office a timely sense of the number of advising slots that departments *prefer* to allocate to liberal arts advising. This is not a binding number, just a useful guide. I will then be able to follow up with departments and individual faculty concerning their advising load. These data will also help me in my efforts to allocate advising load more evenly across eligible advisers.

To provide some additional guidance in calculating appropriate numbers, the **advising ceiling** is 18 total (liberal arts+major advisees), but the **global average** is 11.5 for all faculty advisers. As a rule of thumb, when I assign liberal arts advisees, I try to keep tenure-track faculty at a total of 8 advisees. Some second-year visiting faculty are under contract to advise, though I try to keep their number to the 8-12 range. Staff advisers are normally assigned 5 advisees. If you have any questions about any of this, please email me (amontero).

## Advising of Transfer Students

I anticipate that we will see a larger number of transfers to Carleton this summer. I normally advise the 8-10 transfers per year myself. For this cycle, I will definitely need some help. If you are interested in advising transfers, I would like to know ASAP. Credits from other institutions do not often transfer all at once, nor are they finalized when they are applied to graduation requirements. Some negotiation and tweaking is required and that involves both the adviser and the Registrar in recurring conversations with the transfer student. The process requires a few meetings with each transfer student advisee during the summer and during the early weeks of the fall term. Depending on the class and term standing of the transfer student, it may also require coordination with a couple of department chairs. **Any faculty who are experienced advisers and would be interested in advising transfers should contact me (amonero).** Depending on the number of transfers, advisers of transfers will only advise these students and not any other liberal arts advisees.

## Advising and Student Progress

“Students’ mental health is no longer the province of solely of psychological services or student affairs. With many students experiencing very high levels of stress, anxiety, and uncertainty, loneliness, and loss – as many components of the college experience diminish or disappear – it will be up to faculty and staff to become much more supportive and empathetic.

The aloof, absent-minded, unapproachable professor of yore needs to give way to one who is accessible, available, and welcoming.” – Steve Mintz, Prof. of History, UT Austin, “[What Lies Ahead](#),” *InsideHigherEd* (May 14, 2020).

Prof. Mintz’s observation goes to the heart of the kind of work advisers are tasked to do during the waning weeks of the spring term. Being available and approachable will greatly enhance our students’ sense of connectedness to Carleton. Advisers need to be most proactive during this time, especially with students who show the telltale signs of struggling. The signs of struggling behavior are the following:

- 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.

Faculty and advisers ought to prepare academic [Progress Reports](#). These reports notify the Dean of Students Office of any student who the professor believes is exhibiting signs of struggling or who for some other reason should be on the radar screen of the Dean of Students Office.

## New Courses For Fall Term

**If you are offering new courses in the fall term, email me (amonero) a title and course description and I will list your new courses in the *midsommar* issue of the *Bi-Weekly Advising Bulletin* that will be posted before Advising Days!**

## **IDSC 203: Training Students for Critical Conversations**

As registration is coming up for fall term 2021, we invite you to let your advisees know about a course offered once a year from the interdisciplinary studies department, **IDSC203: Talking about Diversity**.

IDSC 203 is a course aimed at providing students with the opportunity to be trained in facilitating dialogue about diversity such as race, gender, sexuality, socioeconomics, intersectionality, etc. This is a 6 credit S/CR/NR class that meets twice a week with two Carleton faculty trained in facilitation. Students will explore readings and other material engaging these topics and will get first-hand experience in facilitating dialogue with their classmates. By the end of the term, they will be eligible to become a co-facilitator for the IDSC103 course offered in the Winter. Applications for IDSC203 are due **June 1, 2021**. For more information, students can visit [apps.carleton.edu/dialogue](https://apps.carleton.edu/dialogue) or contact one of the coordinators of Critical Conversations, Al Montero (amontero) or Amy Sillanpa (asillanp).

## **Off-Campus Studies**

Travel to many international destinations remains restricted with rules changing every week. Some OCS programs may be modified or cancelled over the coming months. OCS and the organizations we work with are in direct communication with enrolled students about these changes. We stand ready to work with students individually to figure out back-up plans and encourage those who would like to discuss their situation to schedule an advising meeting by emailing [ocs@carleton.edu](mailto:ocs@carleton.edu).

A small number of spots for Carleton's three Fall 2021 [Global Engagement Programs](#) are open for late application. Students interested in completing an application should contact Rob Quanbeck ([rquanbeck@carleton.edu](mailto:rquanbeck@carleton.edu)). Late applications will be accepted until June 15 or the available spots have been filled. Please note the following location changes resulting from DOS Travel Advisories and entry restrictions.

- 1) [Buddhist Studies in India](#) will start in Thailand.
- 2) [Ecology and Anthropology in Tanzania](#) may relocate to Kenya.
- 3) [Women's and Gender Studies in Europe](#) will relocate to Stockholm, Sweden.

The OCS Photo Contest reception will be outside Sayles on Thursday, May 20th from 12-2pm. Please join us and encourage your students to come view the winning photos!

## **Office of Student Fellowships**

Rising and graduating seniors are being notified (and reminded) as recorded information sessions about fellowships they can apply for in 2021 and beyond are posted at the Office of Student Fellowships website. Marynel has been doing direct outreach and holding many individual meetings with likely applicants; please encourage your junior and senior advisees to visit the [Office of Student Fellowships website](#). You may also use the [refer-a-student form](#) for individual students and Marynel will take it from there. Thank you for all you do to support our work and best of luck with the end of term!

## Student Health and What Advisers Should Know

[Nothing for this issue.]

## Professional Development and the Career Center

### **Announcement**

**Internship Funding:** Students can still apply for [internship funding](#) to support their unpaid (or underpaying) summer internship experience. The Career Center's final deadline is June 7. Once students have secured an internship, they can apply for support of up to \$4,500 for a domestic internship (or \$5,000 for internships outside the U.S.) Internships can be in a variety of fields, including entrepreneurship, research, private sector entities, and health care. Students may intern virtually or in person, depending on their situation. The college has significant resources to support experiential learning for all students. Please encourage your advisees to apply for funding and/or meet with us in the career center to overcome any barriers they may be facing.

### **Advising Notes**

**First-Year Coaching Program:** The end of spring term presents an opportunity to facilitate meaningful conversations that promote student self-reflection: class subjects (likes/dislikes - why); academic activities (writing papers, presentations, team projects); character traits that explain their ability to navigate their first year of college during a pandemic, etc. Insights reveal themes (interests, skills, values) that can be strategically applied to students' professional development - this summer and beyond. Whether a student plans to work a summer job they've previously held, complete an internship, or their status is "to be determined," the upcoming months are an ideal time to pursue personalized career planning goals: identify 2-3 specific goals, then map out action steps for each goal. Lastly, in response to students who comment, "I *should have* connected with the Career Center this year," reassure them that they're exactly where they should be, focused on finishing up their first year at Carleton, which is a significant accomplishment, and encourage them to connect with their career coach before the fall. (All first-year students have received notes from their career coaches throughout the year.)

**Sophomore Coaching Program:** In their one-on-one conversations with sophomores, career coaches continue to emphasize that the declaration of their major serves as a jumping-off point for their career exploration. To keep the momentum going throughout the summer months, students are encouraged to check out, *Focus 2 Career*, a career and academic planning online platform to further explore how their interests, personality, values, and liberal arts skills are compatible with occupations; paving the way for their return to Carleton in the fall as campus recruiting gets underway, an exciting time characterized by numerous experiential learning opportunities to gain hands-on experience in a field of interest. (The sophomore coaching pilot of 100 students will be wrapping up this year, giving us an opportunity to examine how personalized messaging and the introduction of coaching cohorts impacted the student career exploration process.)

### **EVENTS**

Students who are interested in careers **in consulting** should **register for** a consulting career-focused networking opportunity on **Tuesday, May 11th at 5:00 p.m.** with 12-15 Carleton alumni from a variety of backgrounds, majors, and places of work. [RSVP via Handshake.](#)

We strongly encourage all faculty, students, and staff to join in the Career Center's virtual **Inclusion, Diversity, & Equity (IDE) panel.** The panel will be offered on [Thursday, May 13th at 12:30 p.m. Central Time.](#) Students can [RSVP via Handshake](#), and interested faculty/staff can obtain the Zoom link by emailing [cellsworth@carleton.edu](mailto:cellsworth@carleton.edu). The panel will feature:

## MODERATOR

Samuel N. Ndely II, Director of Employer Inclusivity for the **Center for Economic Inclusion**

## PANELISTS

- Kristina Doan - **CAPI USA - Immigrant Opportunity Center**, Director of Public Policy
- Kealoha Ferreira - **Ananya Dance Theatre**, Artistic Associate & Co-Leader, Shawngram Institute for Performance & Social Justice
- Lindsay Harris '08 (Sociology/Anthropology) - **Best Buy**, Manager, Emerging Talent-Talent Acquisition
- Lizzie Merrill '08 (Psychology) - **Minnesota Department of Transportation**, Office of Equity & Diversity, InREACH Consultant
- Leonard Searcy - **Black Tech Talent**, Director of Community Outreach
- Philip Xiao '15 (Economics) - **Homi**, CEO

Encourage your advisees who are still seeking inspiration for this summer to attend the conversation on **Monday, May 17th from 5:30 to 6:30 p.m.** entitled *No internship? No problem: Come learn ways to optimize your summer time and advance your professional journey!* It can be challenging to secure an internship or other summer opportunity in a time when competition is high and options are limited. If students find themselves without an internship this summer, we ask them to take a deep breath because they are not alone. We have plenty of ideas and activities that will help maximize free time this summer and grow as a career ready individual. We will discuss and practice network expansion, self-branding, career exploration, and finding last-minute opportunities/getting a head start for next summer. Pick up dinner (El Tri) on us at the career center to enjoy during the event between 5:00-5:30. **FREE FOOD AND PROFESSIONAL DEVELOPMENT?!?! I know it sounds too good to be true, but it's not folks!**

## 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](#)