

# 11. INFORMATION FOR ADVISORS

Advising within the School of Engineering varies somewhat depending upon the category of student involved. Engineering advisors are typically assisting graduate students, undergraduates who have declared their majors, and undeclared undergraduates who have indicated a preliminary academic interest in engineering. This Handbook deals only with undergraduates.

Advising of undergraduates can occur on many levels. Most of the questions that advisees will bring to you relate to specific requirements for an engineering degree at Stanford. This *Handbook for Undergraduate Engineering Programs* is meant to serve both you and your advisees as the source of most of the answers to such questions. Further clarifications on curricula can be obtained from the Office of Student Affairs in Terman 201, 723-9106.

There is, of course, no manual to turn to for the most valuable information that you will be able to impart to your advisees, which is based on your knowledge, wisdom, and personal experiences. The individual counseling of your students on matters of personal concern to them is probably the most valuable function that you will perform.

At times, you may feel the need to refer the student to any of a variety of support services offered by the School and University, including: the Undergraduate Advising Center (UAC), the Center for Teaching and Learning (CTL), Engineering Diversity Programs (Terman 201), the Career Development Center (CDC), Counseling and Psychological Services (CAPS), Vaden Health Center, the Bechtel International Center, the University Ombudsperson, and the Dean of Students. The Undergraduate Advising Center also provides resources and general information at <http://uac.stanford.edu/advisor/>.

Advisors are strongly encouraged to make themselves available on a regular basis to their advisees, but in particular it is essential that each advisor schedule a liberal number of office hours during registration periods. During these registration periods, students frequently need to be able to stop by to obtain necessary signatures and advice. Your indulgence in these sometimes-unscheduled visits is greatly appreciated by the students as they go about their rush of activities.

**Freshman Advisors** have special responsibilities. The Freshman Advising Program is residence-based and does require some participation in dorm activities by the advisor. During the Autumn orientation period before registration, you will be asked to participate in a reception held at the dorm to meet your advisees. That same weekend you will arrange appointments with each advisee to help him or her plan a first-year program. At various times throughout the school year, your dorm will schedule “Advisor Nights” that you will be asked to attend.

A special feature of freshman advising is the **Peer Advising Associate Program**. Each freshman advisor is assigned an undergraduate student to assist in the advising process. Peer Advising Associates (PAAs) are invaluable as sources of information and perspectives that complement the knowledge of the faculty advisor. You are encouraged to use your Peer Advising Associate to help you arrange activities with your freshmen, to act as a liaison with your dorm, to help you invite your advisees to lunch, as well as to assist you in the actual process of academic advising. Peer Advising Associates can greatly improve the overall effectiveness of Freshman Advising, and you are encouraged to take maximum advantage of their services.

The freshman advisees that you acquire stay with you until they declare their majors. You may want to encourage them to make that declaration as soon as is practical so that an advisor in their chosen field can guide them. Students need to declare a major by the time they achieve junior status.

For your advisees that have already declared your department as their major, one of your principal administrative responsibilities is the approval of their Program Sheet, which they must submit as they approach graduation time. You must certify that their course work meets the degree requirements established by your own department and by the School of Engineering. As mentioned in this Handbook, deviations within the category of Engineering Depth must be approved by a student's advisor – including approval of courses transferred from another institution. Your approval of such variances is indicated by initialing and dating the entry on the Program Sheet.

## SCHOOL OF ENGINEERING ADVISEE MEAL PROGRAM

The Advisee Meal Program offers an opportunity for advisors and their undergraduate advisees to get to know each other in a situation that is informal and comfortable. You are encouraged to invite your advisees and your Peer Advising Associate to lunch or dinner as often as once per quarter. The program is funded by the School of Engineering.

**WHO MAY PARTICIPATE IN THE PROGRAM?** All of your undergraduate advisees are eligible for the program, as well as your Advising Associate.

**HOW MUCH MAY THIS COST?** The buffet lunch with dessert and non-alcoholic beverage at the Faculty Club is the "target cost limit." This amounts to about \$17.00 per person, plus service and facility fees, if applicable. Please note that you will not be reimbursed for wine or other alcoholic beverages. This does not mean you have to take your advisees to the Faculty Club (you must be a member of the Club to do so, by the way), just be aware of the cost limit wherever you entertain them. If you don't use the Club, be sure to save receipts for any expenditure made.



# SCHOOL OF ENGINEERING ADVISEE MEAL PROGRAM REIMBURSEMENT FORM

**How Do I Get Reimbursed?** Forward your original Faculty Club receipt and this completed form to Kathy McVay, Terman 201, Mail Code 4027. Please indicate the status of each advisee in terms of whether they are "undeclared" or "declared major" students. If you eat at the Faculty Club, the Club will be reimbursed directly. *Note: Requests submitted on a UAC reimbursement form with an incomplete form will delay processing.*

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ SU ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Second Account Number to be used for overage: \_\_\_\_\_

Second Account Number Approver: \_\_\_\_\_

Lunch Date: \_\_\_\_\_

Location of Lunch:      Faculty Club                      Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attendees:**

(List all attendees below, including Peer Academic Advisor.  
Please indicate declaration status.)

	<i>Declaration Status</i>	
	Undeclared	Declared
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