

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 major, 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: Undergraduate Advising and Research (UAR), 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. Undergraduate Advising and Research also provides resources and general information at <http://undergrad.stanford.edu/>

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.

Undergraduate Advising and Research has placed an **Academic Director** in each freshman residence for the first time this year. Academic Directors are members of the UAR professional advising staff and will be able to provide students with a broad knowledge of all Stanford programs of study, as well as answers to the full spectrum of practical academic questions. They assist in advising students with the “nuts-and-bolts” questions about requirements or courses. They will also serve as a resource to Academic Advisors who have questions about advising particular students, or if concerns arise with a student that require more resources to resolve. When Academic Advisors are unavailable to meet with advisees, Academic Directors will be available to answer your advisees’ questions.

Another feature of freshman advising is the **Peer Mentor Program**. Each freshman advisor is assigned an undergraduate student to assist in the advising process. Peer Mentors (PMs) are invaluable as sources of information and perspectives that complement the knowledge of the faculty advisor. You are encouraged to use your Peer Mentor to help you arrange activities with your freshmen, to act as a liaison with your dorm, to help you invite your advisees to lunch, and to assist you in the actual process of academic advising. They are also knowledgeable about Stanford academic processes and procedures, such as registration and tutoring sign-ups. Peer Mentors 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.

Major Advising in Engineering: For advisees who declare your department as their major, one of your principal administrative responsibilities is the approval of their Program Sheet. This document is usually submitted twice, once when they declare and again during their senior year as they prepare to graduate. 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.

ADVISING UNDERGRADUATE ENGINEERING STUDENTS

WHEN STUDENT DECLARES A MAJOR

- Review Program Sheet (PS), ensuring it includes required courses and units as stated in UGHB PS samples (given in Chapter 5, *Program Descriptions and Requirements for Engineering Majors*; a student may use any Program Sheet from date of entry at Stanford)
- Inform student of how and when to use the Petition process (to deviate from Depth or SoE requirements; to transfer course credit for units taken outside of Stanford – see UGHB, Chapter 4 for details)
- ABET-accredited majors: Make sure that the advisee is aware of having to meet the required 68 units of Engineering Science and Engineering Design by the end of their undergraduate career (UGHB, Chapter 3). In some cases, additional courses beyond the required courses may be needed to meet the minimum requirement.
- Advisors may invite their advisees (in groups of three or more) to lunch as often as once a quarter (obtain reimbursement via the Advisee Meal Program)
- Advise student that they must come back for a final review of their PS and to obtain an advisor (and in some cases departmental) signature two quarters before they expect to graduate.

TO PREPARE STUDENT FOR GRADUATION

Review Program Sheet, looking for the following:

- Check that all required Depth courses have been taken OR will be taken Senior year OR the student has deviation/transfer petitions approved by the advisor/department in their file
- Check that minimum unit totals required by the department, as stated on their chosen Program Sheet, have been met for Math, Science, TIS, WIM, Fundamentals, and Depth.
- If you have a Math/Sci/Fund/TIS class that you require for your major, please check progress toward completion since **students rarely come into OSA to check their progress unless specifically petitioning to transfer credit or deviate**. Example: An ME student should be told s/he has not fulfilled their TIS requirement for ME unless the STS or other course they have chosen is one approved specifically for ME majors (see Chapter 3, Fig. 3-3). This select list is specific to the ME major and should be drawn to the attention of the student by the department.
- Check that an approved Writing in the Major (WIM) course has been/will be completed (see Program Sheet footnotes for appropriate course[s])
- ABET-accredited majors: Make sure that the advisee will meet the required 68 units of Engineering Science and Engineering Design units by the end of their undergraduate career (this total is different than the course unit (Depth) total; see UGHB, Chapter 3 or footnotes on the Program Sheets)
- ***Please DO NOT sign a Program Sheet without ensuring that all Depth and ABET requirements have or will be met by the student's final quarter.***

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.

FUNDING FOR LUNCH: 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.

