Statement of Intent:
This syllabus is designed to outline what is expected of you in the academic advising process during your time as a student in the Department of Management at Northern Illinois University. I am here to help you every step of the way. Please refer to this document before each advising appointment to make sure that you are familiar with how to make the most of our time together.

Your Academic Advisor:
- Preferred name: Steph Horgan
- Pronouns: She/Her/Hers

It is an honor to work at my alma mater. Northern Illinois University is my home away from home. I earned both my Bachelor of Arts in Psychology with minors in Sociology and Deaf Rehabilitation and my Master’s of Science in Education in School Counseling here at Northern Illinois University. Northern Illinois University is a place that you can be yourself and know that faculty, staff, and even students are rooting for you!

Office Location: Barsema Hall Room 245D  
Phone: 815-753-1124  
Email: sluka1@niu.edu

Hours: Monday through Friday 8 a.m. to 4:30 p.m.  
Website: https://www.cob.niu.edu/academics/management/index.shtml

Advising Philosophy:
I believe that academic advising is much more than just helping students’ register for courses each semester. Academic advising not only empowers students to make decisions they need to make now, but also gives them the knowledge and skills they need to make decisions for their future career and life decisions. It is about establishing a connection with the student which allows for honest and meaningful interaction. As your advisor, I am fully committed and dedicated to providing advising, resources, and support in your personal development and transitions. I will be your biggest cheerleader and you will be able to count on me throughout your journey. I hope to make a positive difference in your life because I know you will make a positive difference in mine.
What is Academic Advising?
- Advising is a developmental process.
- Advising fosters clarification of life and career goals.
- Advising assists in the development of educational plans.
- Advising is a decision-making process.
- Advising is an ongoing partnership.
- Advising is the shared responsibility of both student and advisor.

Academic Advising Goals:
The College of Business provides professional academic advisors to assist students in meeting their undergraduate academic and career goals. The advisors work collaboratively with students to:
- Explore and strive for academic and career goals and aspirations
- Develop an academic plan guiding them to degree completion
- Effectively utilize campus resources
- Complete necessary paperwork and logistical items necessary to degree progress

The Advising Relationship – Student and Advisor Expectations:

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<th>Expectations of Students</th>
<th>Expectations of Advisor</th>
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<td>To be an active participant in their educational planning process</td>
<td>Assist students to understand university policies &amp; procedures, general education requirements, and program curriculums</td>
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<td>To strive for educational achievement to the highest attainable standard</td>
<td>Encourage and guide students in the process of defining, developing, and attaining academic and career-related goals</td>
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<td>Initiate and maintain regular contact with their advisor (minimally once per semester)</td>
<td>Assist students in developing skills needed to create realistic and attainable educational plans</td>
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<td>Come prepared and on time for appointments</td>
<td>Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and college experience</td>
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<td>Be aware of and utilize the various campus resources and follow through with referrals</td>
<td>Foster a collaborative partnership between faculty, staff, and students</td>
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<td>Understand how to read and interpret their academic requirement report</td>
<td>Maintain confidentiality</td>
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<td>Become knowledgeable about university policies, procedures, and programs</td>
<td>Uphold obligation as a Title IX Responsible Employee</td>
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<td>Identify their academic and career-related goals</td>
<td>Be accessible to all students for questions and concerns</td>
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<td>Be responsible for developing an educational plan</td>
<td>Encourage your ability to think critically, solve problems, and make informed decisions about your future life plans</td>
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Appointment Preparation:

How to schedule an appointment –
1. Please call 815-753-1124, visit Barsema Hall 245, or schedule an advising appointment through Navigate.
2. You may email to ask about if any walk-in appointments are available.
3. Arrive promptly for the meeting. If you are going to arrive late or cannot attend, please inform the office.

Items to bring:
- Current Academic Requirement Report
- Ideas for desired class schedule
- Paper and pen or pencil for taking notes
- List of questions or concerns
- Any previous advising notes
- A smile! :)

Email Etiquette:
- Use NIU email ONLY
- Enter clear subject line (ex: “Question about MGMT 355”)
- Include full name and ZID number
- Do not be too casual with me, use proper English, proofread, and spell check (no text abbreviations)
- Allow 72 hours for response, excluding weekends and holidays → trust me I will get back to you!

Be open with me on how things are going at school and in your classes.
Share things about yourself so I can better understand your goals and interest!
Advising Resources:

- Undergraduate Catalog – The official source of information regarding academic programs and policies at NIU (http://catalog.niu.edu/).

Your Graduation Timeline:

1. Schedule an appointment with Steph each semester. Get an appointment in early because planning ahead is always a great idea!
2. Review your Academic Requirement Report each semester through MyNIU. I am here to help, but you are also responsible for your graduation requirements. The Academic Requirement Report is prepared by Registration and Records, the office that will do a final check on your academic requirements for graduation.
3. Check your Financial Aid and Scholarship status each semester, if applicable.
4. Make sure encumbrances are removed prior to registration. You will not be able to register unless they are addressed.
5. Always check with Steph if you are going to adjust anything on your schedule!

Get Involved! Student Organizations in the Department of Management:

- Business Administration Student Association (BASA)
- Collegiate Association of Unreasonable Entrepreneurs (CAUSE)
- Collegiate Entrepreneurs Organization (CEO)
- Management and Business Administration Student Advisory Board (MBSAB)
- Society for Human Resource Management (SHRM)

Financial Assistance in the Department of Management:

We offer scholarships and awards to support business administration majors, management majors, business innovation and entrepreneurship minors, social entrepreneurship minors and social entrepreneurship certificate students.


Internships in the Department of Management:

A management internship will help develop your professional business skills. Plus, your experience may lead to a full-time position with your internship employer after graduation.

Graduation Application Timeline: APPLY on MyNIU
- May Graduation: Must apply between August 1 through February 1
- August Graduation: Same as May graduation (allows participation in May commencement ceremony)
- December Graduation: Must apply between March 1 through September 1

Prepare for life after graduation:
- Contact Career Services for assistance with resume and job search techniques.
- Attend job fairs and recruiting events.