Academic Advising Syllabus

Advising Syllabus Overview

From Declaration Day to graduation day, this document is meant to be a hands-on guide to your advising process and a reference tool to help you navigate your academic and professional goals. We have outlined expectations for the advising relationship between you, the student, your staff advisor, and faculty. Your advisors are here to serve as your resource for navigating through your experience at Carnegie Mellon University. This document is available online on the ECE Academic Guide webpage under “Resources for Creating a Course Schedule”.

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Student Learning Outcomes

As a result of your active advising relationship, you will...

- Understand the advising resources in your department
  - Know how and when to contact your academic advisor
  - Recognize what to expect from your academic advisor
  - Recognize what is expected of you in a positive advising relationship
  - Identify when to utilize various types of advising
- Identify where to find department, college, university policies, and laws (i.e. FERPA) that impact your academic career
- Find campus and community resources that support student success
- Utilize resources for building a course schedule, such as (but not limited to):
  - Academic audit and degree planner
  - University Catalog
  - Schedule of classes search tool
  - ECE Academic Guide webpage
  - Faculty Course Evaluations
- Apply your curriculum requirements and other academic options (such as study abroad, research, additional major/minor, co-op, IMB, etc.) to a four-year plan
- Begin to facilitate planning, goal-setting, and decision making regarding your academic schedule and post-graduation destination
How is Academic Advising Divided in ECE?

ECE students have two different advisors. Once you are admitted into ECE at the end of your first year, you will be assigned a staff advisor and a faculty advisor.

- Your academic advisor is a full time staff member that is here to assist you with curriculum questions, course questions, study abroad opportunities, or anything else pertaining to your academics. Your ECE academic advisor is with you through the duration of your academic career in the department. There are four academic advisors within ECE:
  - Mark Craven advises undergraduate & IMB ECE students with last names A-F.
  - Arleyna Loss advises undergraduate & IMB ECE students with last names G-L.
  - Monique Moreland advises undergraduate & IMB ECE students with last names M-S.
  - Holly Skovira advises undergraduate & IMB ECE students with the last name T-Z
- Your faculty advisor is an ECE faculty member that is assigned to you for the duration of your sophomore year (in addition to your academic advisor). Your faculty advisor is a person that can help you decide what areas within ECE are related to your interests, help you with choosing courses, and help you plan a course timeline within ECE. If you are not sure who your faculty advisor is, please contact your academic advisor for assistance.
- Peer advisors are senior and MSIMB ECE students that have been trained on the curriculum and creating course schedules that help to meet your career goals while keeping you on track for a timely graduation. These students are available for meetings once the schedule of classes is released for the following semester through registration.

Valuable Resources for ECE Students

ECE has a lot of staff and connections on campus available to help you during your time at CMU! Don’t hesitate to visit your staff advisor for advice on important people to know. We’ve included just a short list of some important contacts for you here.

- **ECE Students Affairs Liaison:** If you live on campus, this will be your Housefellow. If you live off campus, your Student Affairs liaison is M. Shernell Smith, mssmith@andrew.cmu.edu
- **ECE Career Services Liaison:** Ray Mizgorski, raymizgo@andrew.cmu.edu
- **ECE HUB Liaison:** Melissa Skasik, skasik@andrew.cmu.edu
- For advising questions on the **General Education Requirements:**
  - Please contact Kurt Larsen if your last name begins with A-K.
  - Please contact Treci Bonime if your last name begins with L-S.
  - Please contact Annette Jacobson if your last name begins with T-W.
  - Please contact Nisha Shukla if your last name begins with X-Z.

Other Recommended Success Resources

<table>
<thead>
<tr>
<th>CMU Course Catalog</th>
<th>Career and Professional Development Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>coursecatalog.web.cmu.edu/</td>
<td><a href="http://www.cmu.edu/career/">www.cmu.edu/career/</a></td>
</tr>
<tr>
<td>ECE Academic Guide webpage</td>
<td>Student Academic Success Center</td>
</tr>
<tr>
<td>bit.ly/ECEAreas</td>
<td><a href="http://www.cmu.edu/acadev/">www.cmu.edu/acadev/</a></td>
</tr>
<tr>
<td>Stellic Academic Audit and Degree Planner</td>
<td>Office of International Education</td>
</tr>
<tr>
<td>academicaudit.andrew.cmu.edu</td>
<td><a href="http://www.cmu.edu/oie/">www.cmu.edu/oie/</a></td>
</tr>
<tr>
<td>HUB Schedule of Classes Search Tool</td>
<td>Counseling and Psychological Services</td>
</tr>
<tr>
<td>bit.ly/HUBSOC</td>
<td><a href="http://www.cmu.edu/counseling/">www.cmu.edu/counseling/</a></td>
</tr>
<tr>
<td>CMU Academic Calendar</td>
<td>Alumni Advisor Network</td>
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<tr>
<td><a href="http://www.cmu.edu/hub/calendar/index.html">www.cmu.edu/hub/calendar/index.html</a></td>
<td><a href="https://cmu.firsthand.co/">https://cmu.firsthand.co/</a></td>
</tr>
<tr>
<td>Disability Resources</td>
<td>Schedule a meeting with your advisor</td>
</tr>
<tr>
<td><a href="http://www.cmu.edu/disability-resources/">www.cmu.edu/disability-resources/</a></td>
<td><a href="https://go.oncehub.com/ECEAdvisingTeam">https://go.oncehub.com/ECEAdvisingTeam</a></td>
</tr>
</tbody>
</table>
The following boxes present important milestones for each year of your academic career that we recommend you be familiar with.

Create a 4 year plan
- Use the CMU Course Catalog to peruse course offerings, degree requirements, additional majors and minors
- Use your Academic Audit to see your curriculum requirements
- Use the ECE department website or CMU course catalog for information on department policies
- Meet with your advisor for assistance with resources and help with crafting your plan

Prepare for advising appointments
- Use the CMU Academic Calendar to be familiar with academic dates and deadlines
- Refer to our chart on page 4 to determine the type of advising appointment that you need
- If your need requires a scheduled appointment, schedule a meeting ahead of time
- Be prepared to talk about your life both in and outside of your classes to the degree you are comfortable

Connect your educational plan to your career goals
- Utilize your advisors to tailor your course selection to your career goals
- Explore additional majors and minors related to your interests
- Use the Career and Professional Development Center for assistance with career exploration
- Use the Alumni Advisor Network for advice on career and coursework
- Contact your faculty advisor throughout the year

Sophomore year

Plan for a summer internship or research
- Utilize the CPDC for resume and interview advice
- Investigate and attend career fairs such as the TOC or SPARK
- Use Handshake to search for internships
- Use online resources to search for available research opportunities or research faculty interests
- Utilize the Undergraduate Research Office to find available funding or research opportunities

Build and refine connections with faculty
- Research faculty interests and find a research opportunity (mandatory if you are pursuing a PhD option)
- Visit office hours regularly
  Apply to TA a class that you enjoyed and did well in

Make plans for graduate school (if applicable)
- Know the difference between various types of graduate degrees
- Ask your advisor about the integrated MS options
- Prepare to take the GRE (or other entrance exams)
- Think about who you would ask for letters of recommendation

Junior year

Graduate and prepare for your future
- Triple check your graduation requirements with your advisor and academic audit
- Solidify your post-graduation plans for work or graduate school
- Participate in commencement (optional but recommended)
- Know your options for participating in the alumni network

Senior year
Do you need to schedule an advising appointment?

Your time, like ours, is valuable. If you just need our signature or to drop off a form, there's no need to schedule an appointment. On the other hand, walk-in hours are not an appropriate time to discuss your academic plan and study abroad plans cannot be mapped out over email.

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Walk-in</th>
<th>Email*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated time to meet used for:</td>
<td>First-come, first-served used for:</td>
<td>Used sparingly for:</td>
</tr>
<tr>
<td>• Academic difficulty</td>
<td>• Form signature</td>
<td>• Clarifying what was discussed at a previous meeting</td>
</tr>
<tr>
<td>• Personal difficulty</td>
<td>• Policy clarification</td>
<td>• Resource referral</td>
</tr>
<tr>
<td>• Academic plan and goals</td>
<td>• Check-in or follow up from a previous meeting</td>
<td>• Graduation check</td>
</tr>
<tr>
<td>• IMB planning</td>
<td>• Registration check</td>
<td></td>
</tr>
<tr>
<td>• Change of major</td>
<td></td>
<td>** Please allow 24 hours for a reply.</td>
</tr>
<tr>
<td>• Study abroad</td>
<td></td>
<td></td>
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<tr>
<td>• Financial Aid Academic Improvement Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Leave of Absence</td>
<td></td>
<td></td>
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<tr>
<td>• Transferring or withdrawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Questions about or requesting an overload schedule</td>
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</tbody>
</table>

How to schedule a meeting with your Academic Advisor

Step 1: Visit https://go.oncehub.com/ECEAdvisingTeam or click on the link in our email signature.
Step 2: Select an appointment length.
Step 3: Select your assigned advisor from the list.

Why should I meet with my academic advisor?

As an academic advisor, our role is to ensure that you are successful in your time at Carnegie Mellon University. Success looks different for every student, and in order for us to help you achieve your own definition of success, it’s important for us to understand what your priorities and goals are. The more we know about you and your own goals, the more we can help you to craft your journey here at CMU. While you can minimally use your advisor to make sure you are staying on track for a timely graduation, we are also here to help you utilize your resources as CMU in the most efficient and helpful ways possible. The list in the chart above is just a small number of things that we are here to help you with.

While we don’t wish for roadblocks or obstacles on your academic journey, most students take 8 semesters to graduate with a BS in ECE. Over the course of this time, it’s possible that you will encounter difficulties or challenges. We are here not only to celebrate your successes, but also to help you in the times that life is not as easy for you. If you’re struggling with any kind of personal difficulties—whether it is illness, personal challenges, unexpected life events—please let your advisor know. It can be complicated and hard to navigate being a student on top of these kinds of circumstances, and we are happy to help you in any way that we can.
Curriculum Requirements

For BS in Electrical and Computer Engineering, 2020-21 Course Catalog Year: Total 379 Units

CIT General Education Requirements: 75 units
Computing @ Carnegie Mellon ....................... 3 units
Interpretation & Argument ................................ 9 units
Innovation & Internationalization ..................... 9 units
People, Places & Cultures ................................ 9 units
Social Analysis & Decision Making ............ 9 units
Writing & Expression .............................................. 9 units
General Education Electives x 3 .................. 27 units*
*Only 18 units of AP credit may count for this requirement
Experiential Learning x 3 .............................. 0 units
See bit.ly/CITGenEds for in-depth information about CIT general education requirements.

Math/Science Requirements: 71 units
Freshman Math I .............................................. 10 units
Freshman Math II ............................................. 10 units
Physics I ......................................................... 12 units
Physics II .......................................................... 12 units
Math/Science Electives x 2 ...................... 18 units
Probability & Statistics .......................................... 9 units

General Technical Requirements: 56 units
Introductory Engineering Elective .................. 12 units
Mathematical Foundations of EE: 18-202 ..... 12 units
Concepts of Mathematics: 21-127 ..................... 10 units
Fundamentals of Programming & CS: 15-112 .... 12 units
Principles of Imperative Computation: 15-122 .10 units

ECE Course Requirements: 121 units
Introduction to ECE: 18-100 ....................... 12 units
ECE Sophomore Seminar: 18-200 .................. 1 unit
Electronic Materials & Analog Circuits: 18-220 .12 units
Signals & Systems: 18-290 ................................ 12 units
Introduction to Computer Systems: 18-213 ..... 12 units
Structure & Design of Digital Systems: 18-240 ..12 units
Two courses in 1 of the ECE Areas ................. 24 units
One course in a different ECE Area ............... 12 units
ECE Coverage ................................................. 12 units
ECE Capstone Design Requirement ............ 12 Units

Free Electives: 56 units
Free electives consist of any course not required by any of the above listed requirements. Up to 9 units of pass/fail credit can be used in this category.
Sample 4 Year Plan

This plan is for demonstration purposes only—PLEASE always contact your advisor when making a schedule plan!

Year 1

- Freshman Math 1 (10 units)
- Physics 1 (12 units)
- Introduction to ECE (12 units)
- Interpretation & Argument (9 units)
- Computing @ CM (3 units)

46 units

Year 2

- ECE Sophomore Seminar (1 unit)
- ECE Core Requirement (12 units)
- Mathematical Foundations of EE (12 units)
- General Education (9 units)
- Introductory Programming (12 units)
- Free elective (9 units)
- Experiential Learning (0 units)

55 units

Year 3

- ECE Core Requirement (12 units)
- ECE Area 1 (12 units)
- Probability & Statistics (9 units)
- General Education (9 units)
- Free elective (9 units)
- Experiential Learning (0 units)

51 units

Year 4

- ECE Area 1 (12 units)
- ECE Coverage Requirement (12 units)
- Math/Science Elective (9 units)
- General Education (9 units)
- Free elective (3 units)

45 units

- ECE Core Requirement (12 units)
- ECE Area 2 (12 units)
- Math/Science Elective (9 units)
- General Education (9 units)
- Free elective (9 units)

51 units

We strongly recommend that you utilize the Stellic Degree Planning tool to create a four year plan!
Academic Advising Syllabus

Carnegie Mellon University Institutional Statement on Academic Advising
Academic advising is integral to the educational mission of Carnegie Mellon. Advising is an intentional process, grounded in teaching and learning, and providing each student with guidance for developing and achieving meaningful educational, professional, and personal goals. Successful advising at Carnegie Mellon depends upon a shared understanding of, and commitment to, the advising process by students, advisors and the University. Academic advisors engage students in learning, promote students’ academic success, and foster students’ personal, ethical, and intellectual growth, all of which will carry into their roles as citizens and lifelong learners.

Expectations of Students
- Demonstrate respect for others and self at all times
- Be knowledgeable of degree requirements
- Take ownership of your academic plan and performance using a variety of resources and tools
- Adhere to Carnegie Mellon standards, policies and procedures: www.cmu.edu/student-affairs/theword/
- Seek out advisors, faculty interactions, contacts, and information on a regular basis
- Utilize campus resources (including your advisor), systems and planning tools
- Check your Andrew email account regularly (also during breaks), manage your inbox and respond to actionable items
- Be actively engaged with your academic advisor and adhere to deadlines
- Be prepared to collaborate with your advisor to set goals and to trouble shoot problems

Expectations of Advisors
- Demonstrate respect for others and self at all times
- Be knowledgeable of and communicate degree requirements
- Empower students to create an academic plan in attainment of degree completion and academic goals
- Advocate for student success and development
- Be knowledgeable about Carnegie Mellon’s standards, policies and procedures: www.cmu.edu/student-affairs/theword/
- Serve as a liaison for students with campus resources, faculty and professional staff
- Respond to email in a timely manner and be available to students during regularly scheduled office hours
- Maintain courteous, respectful and supportive advising environment
- Collaborate with students to generate solutions to challenges and to re-frame issues for growth
- Appreciate and advocate for diversity and equity in line with the university’s strategic plan
- Adhere to the guidelines set forth by the Family and Educational Rights and Privacy Act (FERPA)

Glossary
- Academic audit: An academic audit is a tool both you and your academic advisor will use throughout your academic career to track your progress towards graduation. The current CMU academic audit is housed within Stellic.
- Course Catalog: The undergraduate course catalog is your contract with CMU. It outlines degree requirements, courses and minors, academic policies, and much more. The year you entered CMU as a fully matriculated student is known as your “catalog year,” and you’ll be bound by the requirements as outlined in your catalog year, even if they change in the future.
- IMB: The Integrated Master’s/Bachelor’s program allows students to pursue an undergraduate and graduate degree simultaneously. Students typically take between 4 and 5 years to finish the IMB program.
- Stellic: Stellic is the interactive academic planning platform you can use to view your degree requirements, plan courses into the future, and easily see which courses will satisfy each of your graduation requirements.
- Student Affairs Liaison: Your Student Affairs Liaison is a staff member outside of your academic department who is available to help with a wide variety of issues. If you live on-campus, your liaison is your Housefellow.