

Academic Advising, Class Attendance, Grading, and the First Day of Class

New Faculty Workshop
August 10, 2009

Dr. Bernice Duffy Johnson
Dean, University College
NCCU

Profile of NCCU Students

Academic Advising

A Critical Element in Student Success and Retention

Post Office Hours - Minimum of Ten/Week
Work with advisees and other students.

Proper advising Keeps Students on Track.

Proper advising means successful and timely academic progression.

Academic Advising –Continued

Provide Academic Guidance

Provide information on Career Choices

Make students aware of Academic Support Services

Make students aware of the curriculum and its requirements

Make students aware of Unit and University academic requirements

Academic Advising - Continued

“Good (Effective) advising may be the single most underestimated characteristic of a successful college experience.”

Richard Light (2001). Making the Most of College, p. 81

Academic Advising -Continued

“ Of all the challenges that both faculty and students choose to mention, academic advising ranks number one.” (Light, 2001 p.85)

Effective advisors have outstanding interpersonal skills.

Academic Advising –Continued

First Contact with Students

1. Establish rapport
2. Discuss educational background and motivation
3. Begin with identifying strengths
4. Identify areas of concern
5. Encourage students to use strengths
6. Look at overall profile and summarize
7. Discuss specific recommendations
8. Get commitment from students to take action
9. Make referral if needed.

Academic Advising –Continued

A Strength-Based Advisor

The strength-based academic advisor is determined to build a pattern of achievement within students by first having them build and develop their strengths.

This requires getting students into the appropriate courses, services, organizations, and recreational activities.

Noel-Levitz -2004

Academic Advising – Continued

What Academic Advisors Do

1. Listen carefully.
2. Keep appropriate University resources near for easy reference.
3. Become familiar with University tests.
4. Have a working knowledge of curriculum resources available to students.
5. Write letters of recommendation.
6. Prepare for orientation of new students.

Class Attendance - Faculty

North Carolina Central University requires faculty who teach to meet their classes on a regular basis.

Anticipated absences are to be reported to department chairs or deans in a written form.

Arrangements are to be made for classes missed. (Practice collegiality)

Class Attendance - Students

Students are expected to be present and on time at all regular class meetings and examinations in the classes for which they are registered.

There are no “class cuts”

Students who miss classes equal to a two -week period, will be dropped from classes. (P. 80, University Catalog)

Class Attendance

- The Attendance Policy
- Keeping Records of Attendance
- Dropping Classes
- Withdrawing from Classes
- When Students Names are Not on the Class Roll
- Grades Associated with Attendance
- Tuition Surcharge and Excessive Hours
- 140 hours 168 Hours

Determining Grades

- Grading Students
- Early Warning Grades
- Mid Term Grades
- Grade Point Averages
- The Incomplete Grade of “I”
- Standard Letter Grades which earn Points
- A=4 B=3 C=2 D=1
- Input - A,B,C,D,F,I, NF, WF, NW - online

The First Day of Class

1. Be Prepared
2. Introduce yourself/share background
3. Learn something about each student
4. Learn students' names
5. Call the roll and record attendance
6. Remind the students that education is “serious business”
7. Review the course syllabus
8. Teach! Make this a lesson students will learn and remember! Introduce the textbook.

The First Day of Class

The Course Syllabus

- The Course Syllabus Contains:
 1. Course name, number, section, credit hours, time and date , building and room number, and description.
 2. Professor's name, office number, e-mail address, office hours
 3. Course Requirements and Guidelines
 4. Course Objectives and Competencies
 5. Evaluation/Grading system
 6. Course Outline/Assignments with Due Dates

The First Day of Class

Course Syllabus/Expectations

7. Test Dates
8. Mid-term and Final Exam Dates
9. References/Bibliography

Expectations

What do you expect from students?

What do students expect from you?

Closing

- Thank you and Welcome to Eagleland!

Bernice Duffy Johnson
Dean, University College