

**Academic Advising Syllabus  
University of Utah  
Medical Laboratory Science**



“Would you tell me, please, which way I ought to go from here?”  
“That depends a good deal on where you want to get to.”  
(*Alice in Wonderland*, Chapter VI, P 64; Carroll, 1960)

**FACULTY ADVISOR:** J. Michele Stuart, PhD, MT (ASCP), CLS (NCA), Assistant Professor

**OFFICE:** 5R477, Pathology Department, School of Medicine

**OFFICE HOURS:** By appointment.

**APPOINTMENTS:** Normal advising appointments are 1 hour; please reschedule your appointment if you have to be more than 15 minutes late.

**OFFICE PHONE/VOICE MAIL:** (801) 585-5452

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### **UNIVERSITY OF UTAH ACADEMIC ADVISING**

Undergraduate academic advising provides students the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the University of Utah campus. Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning.

Edgar Schein (1985) explains culture as shared assumptions, beliefs, and values that are communicated to new members by current members to address issues and challenges within the community. These learning-centered communities have cultures. As you progress through your academic studies, you will become a member of several academic communities including:

- The University of Utah
- University College
- The School of Medicine
- The Department of Pathology

### **MY ADVISING PHILOSOPHY**

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success and outlining the steps for achievement of students’ personal, academic, and career goals. The advisor/student partnership requires participation and involvement of both the advisor and the student as it grows over the students’ entire educational experience at the University. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Academic advisors teach students how to negotiate the cultures of academic communities. The academic advising syllabus is a tool for you and your academic advisor. The goal of this advising syllabus is to clarify the role of academic advising in accomplishing your academic goals; to clarify the responsibility assumed by your academic advisor; and the responsibility assumed by you as a student.

## **ADVISOR AND STUDENT RESPONSIBILITIES**

*You can expect your advisor to:*

- Understand and effectively communicate the Medical Laboratory Science (MLS) pre-professional course requirements
- Listen to your concerns and respect your individual values and choices
- Assist you in defining your academic, career, and professional goals; assist you in creating a pre-MLS educational plan that is consistent with those goals
- Be available to answer your questions through scheduled meetings, email, or phone conversations
- Provide you with information about additional educational opportunities outside of the classroom
- Work with you to assess your academic performance and areas of strength
- Refer you to other campus offices as appropriate

*As a student, you have clear responsibilities in the advising partnership. In order to be successful you are expected to:*

- Become knowledgeable about the MLS program policies and procedures
- Schedule regular appointments or make regular contacts with your pre-MLS advisor during each semester
- Come to each appointment prepared with questions or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals
- Organize official documents in a way that enable you to access them when needed
- Complete all assignments or recommendations from your advisor
- Clarify personal and professional values and goals and provide your advisor with accurate information regarding your interests and abilities

## **STUDENT LEARNING OUTCOMES**

*Through the advising experience you will be able to:*

- Locate your pre-MLS advisor and schedule an appointment
- Generate a Degree Audit Report (DARS)
- Enter the Campus Information System (CIS) to register, retrieve grades, and access financial aid information
- Develop a class schedule that demonstrates progress toward MLS pre-professional course completion
- Communicate personal goals and challenges
- Understand the policies and procedures for add/drop, course withdrawal, Leave of Absence, and credit/no credit at the U of U

- Realize available campus resources necessary to enhance the undergraduate degree experience
- Identify requirements to complete your MLS pre-professional courses

### **DEMONSTRATING YOUR ACHIEVEMENT OF LEARNING OUTCOMES**

In order to accurately measure and document your achievement of advising learning outcomes, you and I will develop an on-going file of your advising work. This file will consist of a variety of documents including your basic contact information, your semester progress reports, and a variety of documents you and I will develop together to demonstrate your academic goals.

### **UNIVERSITY OF UTAH RESOURCES**

- Medical Laboratory Science Website: <http://www.path.utah.edu/education/mls>
- University of Utah Catalog: [www.utah.edu/students/catalog.html](http://www.utah.edu/students/catalog.html)
- Undergraduate Bulletin (outlines general education, bachelor's degree, and institutional requirements): <http://web.utah.edu/bulletin>
- Degree Audit Report - generated from your Campus Info System: [https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)
- Student Handbook (for information on policies and procedures such as drop/add, cr/nc etc.): <http://www.acs.utah.edu/sched/handbook/toc.htm>
- Student Affairs (for information about student services such as the Counseling Center, Tutoring Center, Disability Services, Women's Resource Center etc.): <http://www.sa.utah.edu/>
- Academic Calendar: <http://www.sa.utah.edu/regist/pages/Deadlines.html>
- Registration and Records: [https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)
- Tuition and Fees: <http://www.acs.utah.edu/tuition/>
- University College (academic advising): <http://www.sa.utah.edu/advise>

**NOTE:** Your U-Mail account is the official means of University of Utah communication. Please be sure to check your U-Mail regularly.

### **ADDITIONAL RECOMMENDED RESOURCES**

- Medical Laboratory Science Professional Organizations
  - American Society for Clinical Pathology (ASCP): <http://www.ascp.org/index.asp>
  - American Society for Clinical Laboratory Science (ASCLS): <http://www.ascls.org>
- Abbott Diagnostics "Labs Are Vital" Community Awareness Program: <http://www.LabsAreVital.com>

### References

Schein, E. H. (1985). *Organizational culture and leadership*. San Francisco: Jossey-Bass Publishers.