

Advising Syllabus

(303) 492-6515 for appointments

www.leeds.colorado.edu/advising

Undergraduate Student Services

Suite 115 Koelbel School of Business, Hours: 9-12 & 1-4 M-Th, 9:30-12 & 1-4 Friday

- Individual appointments- call to schedule at least one day ahead of time
- Walk-In advising hours: 9-12 & 1-4 M-Th, 9:30-12 & 1-4 Friday
- E-advising for quick questions: leedsug@colorado.edu

Who is my advisor?

You can check for your advisor on MyCUinfo by clicking the courses tab. We recommend seeing your advisor regularly and forming a relationship with him or her. However, you may see any advisor on staff at any time and may also request a change to another advisor should you desire.

The Undergraduate Student Services Office Responsibility to you

- To help you to explore your interests, abilities, and goals and to relate them to academic majors.
- To be a responsive listener and to refer you to appropriate support services within the university when needed.
- To discuss with you your academic performance and the implications of your performance for the undergraduate programs, graduate programs and professional programs you desire to pursue.
- To clarify university policies, regulations, programs, and procedures about which you may have questions.
- To challenge you to do things and think in ways that are new and different.

Our Expectations of You

- Actively seek out help when you need it. Don't wait until it is too late in the semester.
- Read your CU email every day. Pay attention to information sent from CU departments and offices. Email is the University's official mode of communication with students.
- Be an actively engaged student.
- Observe deadlines and pre-requisites.
- Review your degree audit each semester and track your progress towards completing your graduation requirements
- Meet with your academic advisor one time per year to discuss your academic plans.

FIRST YEAR

Academic s

- Practice reading your degree audit and use it for spring registration
- Use available resources to maximize academic success (professors, recitation leaders, study groups, tutors)
- Join the Leeds School of Business Facebook page for your class for up to date information on events

Professional Development

- Create a college resume and cover letter
- Pursue an internship or shadowing experience for the summer
- Create an account in CSO (Career Services Online)

Personal Development

- Become a mentee in the Leeds Peer 2 Peer mentoring program
- Explore different student group organizations
- Attend the Leeds Student Club BBQ to explore membership opportunities
- Attend Student Involvement Week Activities

SECOND YEAR

Academics

- Explore study abroad. Attend Leeds Study Abroad Night (offered in October & February)
- Explore areas of business emphasis. Attend Curriculum to Career Night, visit “Declaring your area of emphasis” (leeds.colorado.edu/advising). Declare your area by April.
- Increase your GPA. Utilize tutors, SASC (Student Academic Services Center) workshops, study groups
- Understand your degree audit. Meet with your advisor at least once this year to discuss academic/graduation plans

Professional Development

- Increase your leadership skills. Consider joining a student organization or volunteer organization.
- Discover internships and career possibilities with Career Services
- Join the Leeds Professional Mentorship program as a mentee

Personal Development

- Visit Career Services (Center for Community) and take a personality/strengths finder assessment
- Consider becoming a mentor in the Leeds Peer 2 Peer mentoring program

THIRD YEAR

Academics

- Be able to articulate what you are studying and how it relates to your career goals
- Participate in a study abroad program
- Attend the Executive Speaker Series

Professional Development

- Research specific career options. Attend the mini-career fair for your area of emphasis
- Attend the University sponsored Career Fair. Attend the Leeds sponsored Career Fair in February.
- Maintain an updated resume and cover letters

Personal Development

- Pursue a leadership position in a student organization or volunteer organization
- Consider becoming a mentor in the Leeds Peer 2 Peer mentoring program

FOURTH YEAR

Academics

- Complete a senior audit with your academic advisor
- Attend the Executive Speaker Series

Professional Development

- Market your skills and your education to employers
- Attend the University sponsored and Leeds Sponsored Career Fairs
- Attend the Leeds mini-career fair for your area of emphasis

Personal Development

- Apply for student awards and scholarships
- Consider becoming a mentor in the Leeds Peer 2 Peer mentoring program