



THE UNIVERSITY OF ARIZONA  
COLLEGE OF FINE ARTS

Fred Fox School of Music

# UNDERGRADUATE ADVISING SYLLABUS 2021-2022

## DAVID J. BOULTON

ACADEMIC ADVISOR

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| <b>Office</b>       | Music Building 109 (1017 North Olive Road, Tucson, Arizona) |
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| <b>Fax</b>          | (520) 621-8118  |
| <b>Office Hours</b> | Monday – Friday 9 a.m. to 5 p.m. (in person or via Zoom)    |

## ADVISING INTRODUCTION: WHAT IS ADVISING?

### YOUR ADVISOR WILL

- Provide a safe, respectful, and confidential space to ask questions and discuss any questions, issues, worries, or concerns about any part of your UArizona life.
- Assist with and effectively communicate your degree requirements, required courses, suggested class scheduling, and other important information.
- Assist and support you in making small and large decisions that contribute to your success.
- Provide helpful referrals to people and resources in your School, College, UArizona, and beyond.

### YOU CAN EXPECT

- Prompt and helpful responses to all email communication (within 48 hours during the semester and within 72 hours at other times except in extraordinary circumstances).
- Easy availability for advising meetings at times convenient for you (within 3 days during the semester and within one week at other times except in extraordinary circumstances).
- A responsive, friendly, and professional advisor who is committed to your success.
- An advisor who will be proactive in finding answers and solutions to simple and complex issues.
- The opportunity to provide anonymous feedback on any advising interaction. Go to this link <https://forms.gle/HBTHyrzX5RcdhvCw7> (which can be found in every email sent by your advisor) to share your thoughts confidentially.

# OBJECTIVES & OUTCOMES

## ADVISING OBJECTIVES

The purpose of advising is to make progress towards your academic goals as smooth and successful as possible. Advising is a partnership between you, your advisor, your professors, and other members of the UArizona community who are invested in your success.

## ADVISING OUTCOMES

- Students will feel safe, supported, and confident in the professionalism and integrity of the advisor.
- Students will be confident that they receive accurate and appropriate information and advice in a timely manner.
- Students will feel comfortable and empowered to reach out to their advisor at any time with any question or problem.

# STRATEGIES FOR SUCCESS

## FOR ADVISING

- Meet with your advisor at least once each semester.
- Contact your advisor with any questions or problems (even if they seem small) as early as possible.
- Be familiar with your degree program and graduation requirements.
- Check your schedule a month before each semester, a week before each semester, and once a week during the semester. Contact your advisor if there are extra, missing, or confusing classes on your schedule.
- Take ownership of your education and University experience; your advisor will work hard to support your success, but your degree is your responsibility;
- Read your UArizona email every day; important information is sent by email and it is your responsibility to read and respond promptly.
- Respond immediately to individual correspondences from instructors and advisors.
- Check the PDF version of your Advisement Report on UAccess at the beginning and end of each term, any time you change your schedule, and before attending advising meetings.

## FOR ADVISING AND ALL CLASSES

- Use a calendaring system to organize your time. Put all class times, due dates, final exams, etc. on this and check it throughout the day, every day.
- Get to know your instructors by attending office hours. They need to know who you are in order to help you succeed.
- Contact your professor immediately if you have difficulty with the course material.
- Keep your address and phone information up to date on UAccess.
- Review your grades on UAccess at the end of each term

# COMMUNICATION

In person meetings are generally the best and most productive way to address small or large advising issues. Please see the link provided at the top of this syllabus to schedule meetings with the advisor.

Email is a secondary medium for receiving advising information and addressing issues and problems. Although in-person meetings are preferable, simple questions and requests can usually be taken care of promptly over email. You can expect to receive a response to email communication within 48 hours during the semester and within 72 hours at other times except in extraordinary circumstances.

Important information is sent by email to students from their advisor, professors, College, and UArizona. Please check your email daily and respond where necessary promptly. Always ask your advisor if you have questions or concerns about anything that you receive.

# REQUIRED READING

You are expected to read and understand the contents of this **advising syllabus, all emails received from your advisor, and the Undergraduate Handbook** (<http://music.arizona.edu/students/advising/undergraduate/>)

# ADVISING SYLLABUS POLICIES

You should find the statements below in all UArizona syllabi. Syllabi for your courses should also include: required extra-curricular activities; assignment/examination dates; grading scale and policy; attendance and absence policy, and scheduled topics/activities.

## ADVISING BEHAVIOR POLICY

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

## THREATENING BEHAVIOR POLICY

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

## ACCESSIBILITY & ACCOMODATIONS

At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the Disability Resource Center (520-621-3268, <https://drc.arizona.edu/>) to establish reasonable accommodations.

## UARIZONA NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

## SUBJECT TO CHANGE STATEMENT

Information contained in the course syllabus may be subject to change with advance notice, as deemed appropriate by the advisor.

