

# Student Success Center

## Success Coaching Syllabus

### Promoting Student Success

#### Student Learning Outcomes

You will learn to:	When?
1. know your Success Coach.	after initial advising interaction
2. access your academic advisor when needed.	after initial advising interaction
3. utilize your academic advisor in a supportive and caring environment.	each semester
4. participate in regular, individualized academic interactions with you academic advisor.	upon completion of first semester
5. register for classes by the end of the enrollment period.	upon completion of first semester
6. acquire and demonstrate awareness of Quincy University.	each semester
7. acquire and demonstrate awareness of university support services.	upon completion of first semester
8. demonstrate knowledge of university policies.	each semester
9. make progress toward graduation.	after second advising appointment
10. understand critical tracking.	after initial advising interaction
11. understand your degree checklist/degree audit.	after first semester

#### Your education at Quincy University consists of these four competencies:

- Critical thinking
- Communication – written and verbal
- Crossing disciplines
- Global citizenship

#### Student Success Center Mission Statement

QU's Student Success Center advocates for student success, retention, and graduation through purposeful academic relationships and community building.

[quincy.edu/academics/academic-services](http://quincy.edu/academics/academic-services)



# Recommended Calendar of Activities

Fall Semester	
<b>August • anticipate</b>	<b>October • explore</b>
Δ Verify the start date, end date, and add/drop deadline for each class.	Δ Predict your GPA for the fall semester.
Δ Identify books, websites, study aides, and classroom location for each class.	Δ Identify your registration date for spring on Moodle.
Δ Familiarize yourself with Moodle.	!! Make an appointment with your academic advisor to discuss academic and career goals and to plan for spring semester.
Δ Check your class schedule prior to classes starting.	Δ Check Moodle for Midterm Grades.
Δ Visit your Academic Advisor during the first week of classes.	► Expect to hear from your Success Coach regarding Midterm Grades.
± Understand how your classes fit into a major checklist.	Δ What resources can you use to help you get back on track if necessary?
► Expect an email from your Success Coach.	Δ Use the tutoring and Student Success Center.
<b>September • plan</b>	<b>November • evaluate</b>
!! Make an appointment with your academic advisor to discuss academic and career goals and to plan for spring semester.	!! Register for spring classes after meeting with your academic advisor.
Δ Connect with tutoring services and the Student Success Center.	Δ Visit your Success Coach to learn how to prepare for finals.
Δ Learn about community resources and workshops.	Δ Prepare for finals.
± Decide on an academic goal you would like to accomplish this semester.	± Evaluate the classes you are currently taking and plan to take in the spring.
± What steps do you need to take now to achieve that goal?	► Expect an email from your Success Coach.
± What obstacles may be preventing you from reaching that goal?	<b>December • prepare</b>
± What resources can help you to reach your goal?	Δ Determine where and when your final exams will take place.
► Expect an email from your Success Coach.	Δ Make an appointment with your academic advisor if needed.
	± Ensure your schedule for spring is aligned with your critical tracking requirements.
	<b>Winter Break • double-check</b>
	Whew! You made it through your first semester of college.
	Δ Check your grades on Moodle. Grades will not be mailed to you.
	± Ensure your schedule for spring is aligned with your critical tracking requirements.

## Key

!! Important action.

Δ Recommended action.

± Think critically.

► Success Coach action.

## Your Responsibilities

- Attend regular appointments and make regular email and phone contact with your advisor each semester.
- Come prepared to each appointment 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.
- Complete all “to dos” or recommendations from your advisor.
- Gather all relevant decision-making information.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for your decisions.

# Recommended Calendar of Activities

Spring Semester	
<b>First week of classes January • construct</b>	<b>March • review</b>
Δ Verify the start date, end date, and add/drop deadline for each class.	Δ Predict your GPA for the spring semester.
Δ Make notes on how you could better spend your time.	Δ Identify your registration date on Moodle.
Δ Meet with your academic advisor to confirm class schedule, make changes during add/drop week if needed.	!! Make an appointment with your academic advisor to discuss academic and career goals and to plan for fall semester.
± How do you plan to improve upon last semester?	► Expect to hear from your Success Coach regarding Midterm Grades.
► Expect an email from your Success Coach.	Δ Check Moodle to see your Midterm Grades.
<b>January • discuss</b>	Δ What resources can you use to help you get back on track if necessary?
Δ Contact your academic advisor about academic and career goals.	!! Enroll in the classes you selected during your advising appointment.
<b>February • explore</b>	± Ensure your schedule for fall semester is aligned with your academic goals.
Δ Familiarize yourself with QU Career Services.	<b>April • ready</b>
Δ Explore careers of interests.	Δ Ensure your schedule for fall is aligned with your critical tracking requirements.
Δ Meet with your professors during office hours.	Δ Visit your Success Coach to learn how to prepare for finals.
± Meet with faculty to explore career and educational options available for your major.	Δ Prepare for finals.
± Research career opportunities in your field of study.	Δ Determine where and when your final exams will take place.
± What are some of the careers you are thinking about?	Δ Make an appointment with your academic advisor if needed.
► Expect an email from your Success Coach.	► Expect an email from your Success Coach.
<p><b>Key</b></p> <p><b>!! Important action.</b></p> <p><b>Δ Recommended action.</b></p> <p><b>± Think critically.</b></p> <p><b>► Success Coach action.</b></p>	<b>May and beyond • shift</b>
	You made it through your first year of college!
	Δ Check your grades on Moodle. Grades will not be mailed to you.
	± Ensure your schedule for fall is aligned with your critical tracking requirements.
	Δ Think about joining an organization next year or setting up an internship through Career Services that focuses on a career of interest.
Δ Think about joining an organization next year or setting up an internship through Career Services that focuses on a career of interest.	
Δ Think about joining an organization next year or setting up an internship through Career Services that focuses on a career of interest.	

## Success Coach Responsibilities

- Provide academic support to ensure successful progression to graduation.
- Explain academic policies and procedures.
- Assist in understanding the benefits of higher education.
- Encourage and support development of the skills necessary to attain educational plans.
- Guide decision-making and responsible development of educational plans for achievement.
- Assist in identifying university resources for finding opportunities for work, community service, and volunteer experiences.
- Teach the value of classroom knowledge as it relates to future work tasks, habits and attitudes.
- Teach how to develop the skills needed to successfully enter and thrive in a variety of work environments.
- Provide information and strategies for using university resources and services.
- Monitor and accurately document progress.
- Collaborate to ensure academic success.
- Collaborate to facilitate comprehensive student support.
- Be accessible during office hours, by telephone, or e-mail for advising.
- Maintain confidentiality pursuant to FERPA.

## Campus Resources

Academic Calendar	<a href="http://www.quincy.edu/academic-calendar/">www.quincy.edu/academic-calendar/</a>
Academic Programs and Checklists	<a href="http://www.quincy.edu/academics/degree-checklists/">www.quincy.edu/academics/degree-checklists/</a>
Moodle	<a href="http://moodle.quincy.edu/login/index.php">moodle.quincy.edu/login/index.php</a>
Career Services	<a href="http://quincy.edu/academics/career-services-center/">quincy.edu/academics/career-services-center/</a>
Student Success Center	<a href="http://quincy.edu/academics/academic-services/student-success-center/">quincy.edu/academics/academic-services/student-success-center/</a>
Financial Aid	<a href="http://quincy.edu/admissions/financial-aid-and-tuition/">quincy.edu/admissions/financial-aid-and-tuition/</a>
Academic Catalog	<a href="http://quincy.edu/academics/academic-catalog/">quincy.edu/academics/academic-catalog/</a>
Student Engagement and Success	<a href="http://quincy.edu/student-life/student-life/">quincy.edu/student-life/student-life/</a>
Clubs and Organizations	<a href="http://quincy.edu/student-life/clubs-and-organizations/">quincy.edu/student-life/clubs-and-organizations/</a>

major ≠ career  
major + internship + experience = career

The SSC Success Coaching Syllabus was adapted from the ASU Advising Syllabus (<https://cls.asu.edu/sites/default/files/advising-syllabus-cls-f15-web.pdf>)

updated 5/22/2016 NG