

# FACULTY'S ROLE IN ADVISING AND MENTORING

Faculty Development Series  
Friday, October 2, 2015 - noon

# ACADEMICS

- ▶ Meet with advisees at least once a semester

# ACADEMICS -

## Course scheduling considerations

- ▶ Knowledge of curriculum (sequence, core courses, electives, cognizant of pre-requisites)
- ▶ Cumulative GPA
- ▶ Academic performance current semester
- ▶ Selection of electives - career goals and personal interests
- ▶ Personal issues affecting school - [LSUHSC Community Assistance Program \(CAP\)](#)
- ▶ Credit hours
  - ▶ Full-time students carry at least nine hours in the fall and spring semesters and six hours in the summer.
  - ▶ **Students are not allowed to pursue more than 15 hours in any semester without the permission of the Associate Dean for Academic Affairs.**
  - ▶ Graduate assistants must be full-time students in fall and spring semesters. Fellowship recipients may also be required to register in the summer semester.

# ACADEMICS - Registration Process

- ▶ Preregistration is required of all continuing students.
- ▶ Students should consult with their advisor before course selection and registration.
- ▶ Online course registration system
  - ▶ Students access instructions for adding and dropping courses through [Student Self-Service](#) and click on [Enrollment: Add Classes](#) or [Enrollment: Drop Classes](#)
  - ▶ Students register online @ [Academic Self-Serve](#) using student LSUHSC login and password
- ▶ After registering online, students must print their schedule and meet with their academic advisor for review and signatory approval. The student is to submit the signed schedule to the Office of Admissions and Student Affairs.
- ▶ Dates/deadlines regarding registration and adding/dropping courses are found on the [Academic Calendar](#)

# ACADEMICS

## Transfer of Credit -MPH (max of 10)

- ▶ Procedure follows:
  - ▶ The MPH student submits a [Request for Transfer Credit](#) with the syllabus of the course taken at the other university to the LSUHSC SPH program for the course the student is attempting to substitute.
  - ▶ The Program Director in consultation with the Program Faculty determines whether to approve the transferred credit based on its consistency with the LSU course's learning objectives and competencies.
  - ▶ No transfer credit is permitted for coursework receiving a grade below B.
  - ▶ Transfer credits used for another earned degree will not reduce credit hour requirements.
  - ▶ The program director signs the [Request for Transfer Credit](#) as Transfer Credit Evaluator and forwards both the form and syllabus to the Office of Admissions and Student Affairs.
  - ▶ The Director of the Office of Admissions and Student Affairs sends a copy of the completed [Request for Transfer Credit](#) to the student informing him/her of the approval, and to notify him/her that s/he is required to have the other university send an official transcript directly to the SPH Office of Admissions and Student Affairs.
  - ▶ The Director of the Office of Admissions and Student Affairs then sends the official transcript with the form to the LSUHSC Registrar. The grade will appear on the unofficial transcript.

# ACADEMICS -

## Transfer of Credits for MS (max of 13)

- ▶ Procedure follows:
  - ▶ The student submits a [Request for Transfer Credit](#) with the syllabus of the course taken at the other university to the MS Graduate Coordinator.
  - ▶ The Program Director, in consultation with the Program Faculty, determines whether to approve the transferred credit based on its consistency with the LSU course's learning objectives and competencies.
  - ▶ No transfer credit is permitted for coursework receiving a grade below B.
  - ▶ If approved, the Graduate Coordinator signs the [Request for Transfer Credit](#) as Transfer Credit Evaluator and forwards both the form and syllabus to the Office of Admissions and Student Affairs.
  - ▶ The Director of the Office of Admissions and Student Affairs will send a copy of the completed [Request for Transfer Credit](#) to the student requesting transferred credits to inform the student of the approval and to notify him/her that s/he is required to have the university for the approved course(s) send an official transcript directly to the SPH Office of Admissions and Student Affairs.
  - ▶ The Director of the Office of Admissions and Student Affairs then sends the transcript with the form to the LSUHSC Registrar. The grade will appear on the unofficial transcript.

# ACADEMICS -

## Transfer of Credits for PhD (max of 18)

- ▶ Procedure follows:
  - ▶ The PhD student submits a [Request for Transfer Credit](#) with the syllabus of the course taken at the other university to the program's PhD Graduate Coordinator.
  - ▶ The Program Director and Graduate Coordinator in consultation with Program Faculty determines whether to approve the transfer based on its consistency with the LSUHSC SPH's course's learning objectives and competencies.
  - ▶ No transfer credit is permitted for coursework receiving a grade below B. Transfer credits used for another earned degree will not reduce credit hour requirements.
  - ▶ If approved, the Graduate Coordinator signs the [Request for Transfer Credit](#) as Transfer Credit Evaluator and forwards both the form and syllabus to the Office of Admissions and Student Affairs.
  - ▶ The Director of the Office of Admissions and Student Affairs sends a copy of the completed [Request for Transfer Credit](#) to the student requesting transferred credits to inform the student of the approval and to notify him/her that s/he is required to have the other university send an official transcript directly to the SPH Office of Admissions and Student Affairs.
  - ▶ The Director of the Office of Admissions and Student Affairs then sends the transcript with the form to the LSUHSC Registrar. The grade will appear on the unofficial transcript.

# ACADEMICS - Change of Advisor

- ▶ The student completes the top section of the [Change of Advisor Form.](#)
- ▶ The student has the current and proposed advisors sign the form.
- ▶ The student submits the form to the Office of Academic Affairs for the Associate Dean's signature.



# ACADEMICS - Academic Standards

- ▶ Academic Probation
- ▶ Incomplete grades - I to F
- ▶ Concerns with grade - Grade Appeals
- ▶ Advisor review of students' previous semester grades
- ▶ Informing advisor and professors of personal stressor
- ▶ LSUHSC Community Assistance Program (CAP)
- ▶ Conduct and Misconduct
- ▶ Code of Conduct
- ▶ CM-56 Misconduct

# Request for Preliminary Exam, and Report of Preliminary Exam

- ▶ Student submits [Request for Preliminary Exam](#) at least two weeks prior to defense date.
- ▶ Advisor submits the [Report of Preliminary Exam](#) to the Office of Academic Affairs

# Request for Thesis/Dissertation Defense, and Final Report for Thesis/Dissertation Defense

- ▶ Student submits request for Thesis/Dissertation Defense with this [form](#) at least two weeks prior to defense date.
- ▶ Advisor submits the following [Thesis/Dissertation Defense Final Report](#) to the Office

# Mentoring by Advisors and Other Faculty

- ▶ Research Opportunities
- ▶ Work study
- ▶ Volunteering
- ▶ Professional organizations
- ▶ Local conferences
- ▶ Internship/fellowship opportunities
- ▶ Careers
  - ▶ Resume review
  - ▶ Contact for a job

# Culminating Experience 2016

- ▶ Status for Spring 2016
- ▶ Prerequisites for CE in the future
- ▶ Future of the Project Format