



**College of Business
Department of Management
Academic Advising Syllabus
Northern Illinois University**

Statement of Intent:

This syllabus is designed to outline what is expected of you in the academic advising process during your time as a student in the Department of Management at Northern Illinois University. I am here to help you every step of the way. Please refer to this document before each advising appointment to make sure that you are familiar with how to make the most of our time together.

Your Academic Advisor:

- Preferred name: Steph Horgan
- Pronouns: She / Her / Hers

It is an honor to work at my alma mater. NIU is my home away from home. I earned both my Bachelor of Arts in psychology with minors in sociology and deaf rehabilitation, and my Master of Science in Education in school counseling here at NIU. This is a place where you can be yourself and know that faculty, staff and even students are rooting for you!



Office Location: Barsema Hall Room 245A	Phone: 815-753-1124 Email: sluka1@niu.edu
Hours: Monday through Friday 8 a.m. to 4:30 p.m.	Website: go.niu.edu/mgmt

Advising Philosophy:

I believe that academic advising is much more than just helping you register for courses each semester. Academic advising not only empowers you to make decisions you need to make now, but also gives you the knowledge and skills you need to make decisions for your future career and life decisions. It is about me establishing a connection with you, which allows for honest and meaningful interaction. As your advisor, I am fully committed and dedicated to providing advising, resources and support in your personal development and transitions. I will be your biggest cheerleader and you will be able to count on me throughout your journey. I hope to make a positive difference in your life because I know you will make a positive difference in mine.

What is Academic Advising?

- Advising is a developmental process.
- Advising fosters clarification of life and career goals.
- Advising assists in the development of educational plans.
- Advising is a decision-making process.
- Advising is an ongoing partnership.
- Advising is the shared responsibility of both student and advisor.



Academic Advising Goals:

The College of Business provides professional academic advisors to assist you in meeting your undergraduate academic and career goals. The advisors work collaboratively with you to:

- Explore and strive for academic and career goals and aspirations.
- Develop an academic plan guiding you to degree completion.
- Effectively utilize campus resources.
- Complete necessary paperwork and logistical items necessary to your degree progress.

The Advising Relationship – Your and Your Advisor’s Expectations:

Expectations of You	Expectations of Your Advisor
To be an active participant in your educational planning process.	Assist you to understand university policies and procedures, general education requirements and program curriculums.
To strive for educational achievement to your highest attainable standard.	Encourage and guide you in the process of defining, developing and attaining your academic and career-related goals.
Initiate and maintain regular contact with your advisor (minimally once per semester).	Assist you in developing skills needed to create realistic and attainable educational plans.
Come prepared and on time for appointments.	Provide information regarding relevant campus resources and services that will assist you in enhancing your academic performance and college experience.
Be aware of and utilize the various campus resources and follow through with referrals.	Foster a collaborative partnership between faculty, staff and students.
Understand how to read and interpret your academic requirement report.	Maintain confidentiality.
Become knowledgeable about university policies, procedures and programs.	Uphold obligation as a Title IX responsible employee.
Identify your academic and career-related goals.	Be accessible to all students for questions and concerns.
Be responsible for developing your educational plan.	Encourage your ability to think critically, solve problems and make informed decisions about your future life plans.



Appointment Preparation:

How to Schedule Your Appointment:

1. Please call 815-753-1124, visit Barsema Hall 245 or schedule your advising appointment through Navigate.
2. You may email to ask about if any walk-in appointments are available.
3. Arrive promptly for your meeting. If you are going to arrive late or cannot attend, please inform the office.

Be open with me on how things are going at school and in your classes.

Share things about yourself so I can better understand your goals and interest!

Items to Bring to Your Appointment:

- Current Academic Requirement Report.
- Ideas for desired class schedule.
- Paper and pen or pencil for taking notes.
- List of questions or concerns.
- Any previous advising notes.
- A smile! :-)



Email Etiquette:

- Use NIU email **only**.
- Enter a clear subject line (e.g., "Question about MGMT 355").
- Include full name and Z-ID number.
- Do not be too casual with me. Use proper English, proofread and spell check (no text abbreviations).
- Allow 72 hours for my response, excluding weekends and holidays. Trust me, I will get back to you!

Advising Resources:

- Undergraduate Catalog — Your official source of information regarding academic programs and policies at NIU (go.niu.edu/catalog-ug).
- College of Business Advising Handbook (go.niu.edu/cobadvhandbook).
- Four Year Degree Paths (go.niu.edu/4yrdegreepath).

Your Graduation Timeline:

1. Schedule an appointment with Steph each semester. Make your appointment early because planning ahead is always a great idea.
2. Review your Academic Requirement Report each semester through MyNIU. I am here to help, but you are also responsible for your graduation requirements. Your Academic Requirement Report is prepared by Registration and Records, the office that will do a final check on your academic requirements for graduation.
3. Check your financial aid and scholarship status each semester, if applicable.
4. Make sure encumbrances are removed prior to registration. You will not be able to register unless they are addressed.
5. Always check with Steph if you are going to adjust anything on your schedule.



Get Involved! Student Organizations in the Department of Management:

- Business Administration Student Association (BASA).
- Collegiate Association of Unreasonable Entrepreneurs (CAUSE).
- Collegiate Entrepreneurs Organization (CEO).
- Management and Business Administration Student Advisory Board (MBSAB).
- Student Hospitality Association (SHA).
- Society for Human Resource Management (SHRM).

Financial Assistance in the Department of Management:

We offer scholarships and awards to support business administration majors, management majors, business innovation and entrepreneurship minors, social entrepreneurship minors, and social entrepreneurship certificate students.

More information about financial assistance can be found at go.niu.edu/mgmtfinassist.

Internships in the Department of Management:

A management internship will help develop your professional business skills. Plus, your experience may lead to a full-time position with your internship employer after graduation.

More information about internships and careers can be found at go.niu.edu/mgmtcareers.

Graduation Application Timeline: Apply on MyNIU

- May Graduation: Must apply between Aug. 1 and Feb. 1.
- August Graduation: Same as May graduation (allows participation in May commencement ceremony).
- December Graduation: Must apply between March 1 and Sept. 1.

Prepare for Life After Graduation:

- Contact Career Services for assistance with resume and job search techniques.
- Attend job fairs and recruiting events.
- Network. Network. Network.

