



This document clarifies the roles and responsibilities of advisors and students and articulates the fundamental contributions each partner makes in the Carson College of Business Advising Partnership. Further, the Carson Advising Partnership aligns with WSU Academic Regulation 108 which states that the student has the ultimate responsibility for meeting all graduation requirements, and plans their program of study each semester in consultation with the advisor.

Academic advising is a collaborative partnership between advisor and student that serves as an essential component of the student experience within the Carson College of Business at Washington State University. Attending to the individual needs and goals of students, the Carson Advising Partnership promotes each student's success by:

- Supporting students in developing meaningful personal, educational, and career goals that are consistent with their own personal interests, values, and abilities;
- Guiding students through the planning and decision-making processes associated with the achievement of their goals;
- Assisting students in utilizing academic success resources in order to achieve their goals;
- Empowering students to become self-directed, autonomous learners who take full advantage of the opportunities and network afforded to them as part of the Carson Cougar education and experience.

As such, both advisor and student must each contribute to the partnership in order to ensure the success of our students and our programs. The Carson Advising Partnership enhances the effectiveness of our degree programs and the achievements of our students, and is based upon four key pillars—respect; open & clear communication; responsibility; and teamwork.

The Carson College of Business Advisor

Carson College of Business academic advisors provide the time, attention, and support necessary to meet the specific needs of students as they navigate through their education to successful completion of their business degree. Academic advisors share valuable information, experience, and insight with students to inform their decisions as they evaluate and realize their personal, educational and career potential. As part of this process, advisors also:

- Teach students to research and appropriately apply information as they learn how to autonomously navigate their higher education and pursue their goals
- Explain degree requirements and associated policies and procedures and guide students as they plan their program of study
- Identify and connect students with college or university resources that may further support their success
- Encourage students as they make progress toward achieving their academic and personal goals and becoming self-directed, autonomous learners
- Uphold WSU and the Carson College of Business's academic regulations and ethical standards

The Carson College of Business Student (a.k.a. “Carson Cougar”)

Carson College of Business students are responsible for their personal, educational, and careers goals and the decisions and actions related to the pursuit of those goals. Hence, the role of the Carson Cougar is to appropriately apply the information, experience, and insight shared as part of the Carson Advising Partnership to the planning and decision-making process as they work to explore and achieve their goals. As a result, this requires Carson Cougs to:

- Research, learn, and appropriately apply information discussed during advising as they navigate their higher education
- Seek guidance from advisors at appropriate times
- Learn and understand degree requirements and associated policies and procedures and plan their programs of study each semester
- Utilize appropriate college or university resources and make connections with campus partners
- Commit sustained effort toward achieving personal, academic, and career goals
- Assume responsibility for making steady academic progress and becoming self-directed, autonomous learners
- Follow WSU and Carson College of Business academic regulations and ethical standards

Pillars of the Carson Advising Partnership

<i>Students may expect from their advisor:</i>	<i>Advisors may expect from their students:</i>
<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Respect as a person, student, and future business professional - Recognition and respect for differences in culture, ethnicity, gender, and other dimensions of diversity - Commitment of time and effort to advising partnerships; advising only as many students as resources permit - Ability to communicate and express concerns without the fear of retribution - Understand student’s individual strengths/weaknesses; values; interests; needs; and personal/educational/career goals 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Respect both as a professional educational practitioner and person; recognizing the value of advisors’ time and their responsibilities - Recognition and respect for differences in culture, ethnicity, gender, and other dimensions of diversity - Commitment of time and effort to the advising partnership; coming prepared to meetings with topics at hand and relevant questions as well as completing important advising-related tasks by expected deadlines - Understand that advising is tailored for each individual student and adjusted for progress in the degree program
<p style="text-align: center;">Open & Clear Communications</p> <ul style="list-style-type: none"> - Hold the availability for students to schedule regular, 30-minute 1:1 meetings with students and attend weekly drop-in advising as necessary - Communicate with students regularly via email, and respond to students’ communication within 3-5 business days unless otherwise noted (such as 	<p style="text-align: center;">Open & Clear Communications</p> <ul style="list-style-type: none"> - Schedule and attend regular 30-minute 1:1 advising meetings each semester well ahead of the beginning of registration period, and provide at least 24 hours notice when cancelling or rescheduling - Attend drop-in advising for immediate concerns

<p>during the first week of classes, registration, winter closures, and WSU holidays).</p> <ul style="list-style-type: none"> - Return student's requests such as study abroad course pre-approvals, sponsorship, VA enrollment verification, graduation status, etc. prior to the deadline (when appropriate two weeks' advance notice has been provided by the student). - Reply to students inquiries about academic progress and graduation status within two weeks 	<ul style="list-style-type: none"> -Communicate regular updates and concerns via email and respond to advising communication within 3-5 business days unless otherwise noted (such as when deadlines are imminent). - Provide advisors with two weeks' advance notice when making requests regarding study abroad course pre-approval, sponsorship, VA enrollment verifications, academic progress, graduation status, intercampus enrollment or change of campus, etc. - Discuss difficulties with advisor first, before turning to other means for conflict resolution - Provide timely updates and feedback on academic progress, including notifying your advisor of additions or deletions in degree, major, minor, etc. at least two semesters prior to graduation
<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Provide guidance on planning and managing degree requirements to completion within a reasonable, mutually agreed upon time frame - Explain academic regulations, expectations and deadlines, and ethical standards - Advise on aligning courses, majors, minors, degrees and high impact learning experiences with students' intended career goals - Refer students to appropriate resources to support personal, educational, and career success - Guide and support students in becoming self-directed, autonomous learners as they work to achieve their personal, educational, and career goals. - Abide by academic regulations, expectations, and ethical standards - Provide information, experience, and insight when appropriate while recognizing the individual needs, goals, autonomy, and responsibility of the student 	<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Learn and understand WSU and Carson College of Business degree requirements and expectations - Follow university deadlines and register for classes on your assigned day and time - Learn and progress through the program, assuming more independence as progress toward goals is made - Plan and manage degree requirements to completion within a reasonable, mutually agreed upon time frame - Utilize appropriate resources to support personal, educational, and career success - Work toward becoming a self-directed, autonomous learner - Abide by academic regulations, expectations, and ethical standards - Take guidance and feedback seriously and respond appropriately
<p style="text-align: center;">Teamwork</p> <ul style="list-style-type: none"> - Work well with students to understand and assist them in meeting their personal, educational, and career goals - Clearly communicate expectations and deadlines - Provide ample time to respond to requests 	<p style="text-align: center;">Teamwork</p> <ul style="list-style-type: none"> - Work well with advisors to meet personal, educational, and career goals by applying the information, experience and insights learned - Learn, understand, and commit effort toward meeting expectations and deadlines - Provide ample time to respond to requests