Advisor Checklist

Below is a list of items to review during each advising session in addition to classes for the upcoming semester.

With **NEW MAJORS**: Review the overall major requirements and refer them to the Handbook (hardcopies available in office, in addition to being online)

With **JUNIORS and SENIORS**: Remind them that the capstone is required in the last 9 hours of POLI coursework and direct them to the semester specific Capstone Application on Google Drive (note: all students must have completed POLI 205)

With **ALL MAJORS** discuss:

- Study Abroad – mention any department study abroad offerings and direct them to the Center for International Education (CIE) for more information
- Internships – encourage students who are eligible to take POLI 402 for academic credit or to consider a non-credit internship. Students who wish to receive credit must complete the Internship Learning Agreement and meet with Dr. Curtis for approval. Direct them to the Career Center for more information.
- Summer and post-graduation plans – internships, study abroad, volunteering, graduate school, employment?
- Networking – encourage students to get to know their professors, attend events, join campus organizations and connect with the department on social media
- Resume – ask if they’ve created a resume and encourage them to have it professionally reviewed by the Career Center staff
- Career Center – discuss services available and encourage students to attend sponsored events (i.e. career fairs, graduate-and professional-school fairs, resume and networking workshops)
- Foreign Languages – encourage students to enhance their resume in this increasingly globalized world by becoming proficient in a foreign language by going beyond the 202 level of the general education requirement
- Minors – in addition to our geography minor, there are minors throughout campus that help students explore and focus their interests, creating a unique niche that may help to set them apart post-graduation
- Bachelor’s Essays and Independent Study – a minimum 3.5 GPA and completion of at least 12 hours of exceptional independent work, will lead to a student being considered for Departmental Honors. Encourage students to pursue the mandatory Bachelor’s Essay (6 credits) and any combination of POLI 400, 401 and/or 402 to complete the 12 required hours of independent research. More info can be found in the Handbook for Majors
- Experiential Learning – in addition to POLI 402 (Field Internship), students can gain valuable experience in these Special Topics classes: POLI 119 (Mock Trial), POLI 266 (International Diplomacy) and POLI 379 (Model United Nations) More info can be found in the Handbook for Majors
- General Education Requirements – DegreeWorks will alert the student to requirements needed to fulfill their degree. You should be ready to provide practical course recommendations, especially in Humanities where 12 credit hours are required. Recommendations often include courses in AAST (African American Studies), GEOG (Geography), PHIL (Philosophy), URST (Urban Studies) and WGST (Women and Gender Studies), depending on student’s interests and goals. All requirements and approved courses found at GenEdReq’s link above.