Advisor checklist

Items to review during each advising session, besides classes for next semester

- With NEW MAJORS: Review the overall major and refer them to the handbook (on the POLI website: http://polisci.cofc.edu/documents/handbook2013.pdf and hardcopy available in main office)

- With JUNIORS and SENIORS: Remind them that the capstone is required in last 9 hours of POLI coursework and that they must complete an application available in the main office after advising session the semester they want to take it. They must complete POLI 205 before taking a capstone.

- WITH ALL POLI MAJORS discuss:

1. **Study abroad** - mention any department study abroad offerings and tell them about the Center for International Education.

2. **Internships** – if student qualifies for an academic credit internship or will soon, encourage them to contact Erin Blevins and begin search early if they can fit in. If student does not want academic credit also encourage them to consider an internship.

3. **Summer plans and plans after graduation** – graduate school, job, internship, what is the plan?

4. **Networking** – get to know your professors, attend lectures and panels, join campus organizations, connect online with alumni through LinkedIn –In and Facebook, volunteer.

5. **Resume** – do you have a current resume? Have you had a professional review it for you? Consider making an appointment in the career center to have it reviewed.

6. **Career center** – have you investigated their services? Schedule a meeting with a career center staff member to explore and develop career goals and strategies. Explore Cistern Online for volunteer, summer jobs and internships. Attend some of the events the Career Center organizes such as the Career Fair, Graduate and Professional School Fair, Resume workshop, or Networking workshops.

7. **Languages** – is taking more right for you? We live in a globalized world, make your resume stand out.

8. **Possible minors** – Consider a minor that adds to the skills you gain as a POLI major. A minor in Geography also goes well with POLI.

9. **Bachelor’s Essays/Independent studies** - Is your advisee a candidate for Departmental Honors (3.5 GPA)? If so, explain that to receive departmental honors they must complete 12 hours of independent work (Bachelor’s essay plus 6 additional hours through internship AND/OR independent study). HONS students are required to already do a B.E. and an independent study for the HONS program so they would just need one additional independent course to be considered for Departmental Honors.

10. **Applied Learning opportunities** to consider include: Model UN, Model AU, Model OAS, , Mock Trial

11. **Electives/Gen ed recommendations** - Practical course recommendation ideas: internship class, public speaking class, Finance 120, Computer courses such as 110, 112 or 114. Remember each student needs 12 hours of humanities coursework – this is the area that students often still need to fill in their junior/senior year. Introduction to interdisciplinary programs all count for humanities (wgst, afst, aast,) and intro to phil course is a nice tie in to our POLI 150. And if they want to go to law school then Critical Thinking (PHIL 115)is a good class. Note that DegreeWorks will tell the student which gen eds still need to be completed.