Advisor Checklist

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

With **NEW MAJORS**: Review the overall major requirements and refer them to the [Handbook for Majors](#).

With **JUNIORS** and **SENIORS**: Remind them that the capstone is required in the last 9 hours of POLI coursework and direct them to the current Advising Newsletter ([found here](#)) for the link to the Capstone application. Note: All students must have completed POLI 205 to be eligible.

Also, **JUNIORS** and **SENIORS** should be encouraged to participate in the mentorship program. Direct them to the [FAQs](#) page on our website.

Discuss with **ALL MAJORS**:

- **Study Abroad** – identify specific trips led by our faculty and direct them to the [Center for International Education](#) for more information.
- **Internships** – encourage students to gain internship experience prior to graduation and discuss our internship class (POLI 402) where (if eligible) they may be able to get academic credits for doing so. Requirements for credit-based internships and more info can be found on the [Internships](#) page of our website.
- **Summer and post-graduation plans** – encourage internships, study abroad, volunteering, graduate/law school, etc. Direct them to the [Career Center’s Handshake app](#) for opportunities.
- **Networking** – encourage students to get to know their professors, attend events, join campus organizations and clubs, and stay connected to 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 (career fairs, graduate-and professional-school fairs, resume & networking workshops, etc)
- **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 gen ed 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. Direct them to the [Majors and Minors page](#) of the CofC website for more info.
- **Bachelor’s Essays and Independent Study** – Encourage students to pursue Bachelor’s Essays (6 credits) and any combination of POLI 400, 401 and/or 402. 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.
- **Experiential Learning** – “Model” courses give students valuable experiences to be active participants in regional or national conferences and should be highly encouraged. Our
“model” courses include: POLI 261 (Model UN); POLI 267 (Model African Union) and POLI 268 (Model Organization of American States). Information for these courses and all other catalog courses can be found in the Undergraduate Catalog.

- General Education Requirements – Degree Works 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 credits are required. Recommendations often include AAST (African American Studies), GEOG (Geography), PHIL (Philosophy), URST (Urban Studies) and WGST (Women and Gender Studies), depending on students’ interest and goals. All requirements and approved courses can be found on the General Education Requirements page.