

Advising and Career Syllabus

Advising & Career Services Locations

Library 100
McMullen First Floor West Wing

Main Phone Numbers

406-657-2168
406-657-2240

Office Email

advising@msubillings.edu
careers@msubillings.edu

Office Websites

www.msubillings.edu/fye
www.msubillings.edu/advice
www.msubillings.edu/careers

Advising & Career Services Overview

We assist you in understanding your academic requirements, enabling you to complete your program requirements as efficiently as possible. Through one-on-one meetings and First Year Seminar courses, we help you develop the skills necessary to be successful. We provide career exploration and help you access part-time jobs, internships, and work-study opportunities while you are in school, and help you secure full-time employment upon graduation.

Philosophy of Advising

Students are at the heart of guiding our decisions on a daily basis. We are here to help make sure your academic and career goals become a reality. By asking questions and providing resources, we encourage you to think critically and make informed decisions. We value diversity and support students in their individual endeavors. Integrity is a platform of our professional values. We understand the information we provide you has a lasting impact on your future. It is ultimately your responsibility to know and to meet all university requirements, rules, and regulations. Using our experience, knowledge, and connections, we will do our very best to guide you through a successful educational journey.

To Schedule Appointments

To schedule an appointment with our office you may contact us at 406-657-2168 or 406-657-2240. We offer appointments in person, over the phone, or via WebEx. Be sure to indicate your setting preference when scheduling your appointment. We also offer walk-in appointments, designed to provide you with on the spot assistance in a short timeframe. Before attending a walk-in, please contact our office for availability.

Outline of what you will learn in your upcoming years as a student

Below is an outline of what you can expect to learn each year from your advising experience. These outcomes are designed to provide you with a holistic approach so that you may continuously add upon your academic and professional experience. The outcomes you achieve below during your first year should be a building block for your future years as a student. Our hope is that you continue to utilize what you learn each year to continue expanding your knowledge, even though not all outcomes are in each individual year below.

Spread your Wings!	
Upon Completion of the First Year (0-29 credits), students will be able to:	
Academic	Career
Recognize the role of the advising syllabus	Explore part-time, work-study, and volunteer opportunities to start building/adding to resume
Understand General Education & Degree requirements	Start a resume that can be updated throughout academic career
Be aware of the ASC 111 course offerings	Participate in Career Exploration opportunities
Be familiar with navigating the course schedule	Get involved on campus and in the community
Complete to-do items on the After-Registration Checklist	Log in to CareerLink
Log in to D2L, Degree Works, and MyInfo	
Become familiar with services on campus	
Learn to manage time successfully	
Collect your Tools!	
Upon Completion of the Second Year (30-59 credits), students will be able to:	
Academic	Career
Use first year experiences to re-evaluate academic goals and plans	Participate in atleast one Career event
Make contact with appropriate folks to discuss planning post-graduate options	Understand importance of getting involved and impact on profession
Make contact with the Office of International Studies to discuss Study Abroad opportunities	Update Resume and Cover Letter
Understand Academic Standing and its impact on their academic goals	Get involved in atleast one additional event or activity that you did not participate in your freshman year
Apply for scholarships	
Build your Hive!	
Upon Completion of the Third Year (60-89 credits), students will be able to:	
Academic	Career
Approach one faculty member for a letter of recommendation	Attend, at minimum, one Make an Impression workshops
Make academic, career, and personal goals –using the SMART approach	Explore Internship opportunities
	Actively engage and network at the Career Fair
	Research at least three possible career options and make list of five potential employers
	Update Resume and Cover Letter
Become a Worker Bee!	
Upon Completion of the Fourth Year (90-120 Credits), students will be able to:	
Academic	Career
Apply for graduation at http://www.msubillings.edu/reg/graduation.htm	Attend, at minimum, Make an Impression workshop
Have two more faculty letters of recommendation	Actively engage and network at the Career Fair
Prepare for career or licensure exams	Update Resume and Cover Letter

Roles and Responsibilities between you and our office

Our advising relationship with you is a collaborative process. Ultimately, it is your responsibility to meet all university requirements, rules, and regulations. However, we have outlined some responsibilities that will help ensure you have a successful experience as we work together to help you achieve your educational and professional goals.

You should know your advisor’s name, keep appointments, and call if you cannot be available for appointment.

We should know your name, keep your appointments, and call if something comes up.

You should arrive with some questions in mind.

We should provide accurate and specific information to help answer your questions.

You should arrive with necessary materials; examples include tentative schedule, petition forms, appeals, resume, and career exploration documents.

We should have resources and materials ready (catalog, handbook, internship opportunities, career information, etc.).

You should ask questions and inquire about other resources on campus and in the community.

We should refer you to the appropriate office and suggest other sources of information.

You should be open and vocal about your schoolwork, study habits, academic progress, career goals, work schedules, time management, etc.

We should listen and help you determine a good course of action.

You should build a schedule free of time conflicts.

We should check the schedule for an appropriate selection of courses based on your time and academic goals.

You should actively engage in learning about job application skills and opportunities.

We should provide opportunities for you to gain the appropriate skills to apply for internship and employment opportunities.

You should make your own decisions concerning your choices – career, major, schedule changes, etc.

We should suggest options and challenge you to think critically!

Recommended Resources

<p>First Year Experience Website: www.msubillings.edu/fye</p> <ul style="list-style-type: none"> • Semester Checklist • Success Strategies • First Year Seminar 	<p>Advising & Career Services Website: www.msubillings.edu/advise</p> <ul style="list-style-type: none"> • Academic requirements • Resume Writing Tools • Time block Schedule
<p>CareerLink Website: http://www.msubillings.edu/careers/clmenu.htm</p> <ul style="list-style-type: none"> • Search for Work-study jobs • Search for Part-Time Jobs • Search for Internship Opportunities 	<p>MyInfo Account: www.msubillings.edu (select Menu then MyInfo under Resources)</p> <ul style="list-style-type: none"> • Add and Drop Classes • Access Degree Works