

## **Department of Landscape Architecture**

### **Department Policies**

DATE: December 10, 2010

SUBJECT: LA AOP 12.02 – STUDENT ADVISING AND MENTORING

#### **PURPOSE**

The purpose of this Landscape Architecture Academic Operating Policy and Procedure (LA AOP) is to emphasize the importance of advising within the department and to provide guidelines for establishing quality advisement for all our students.

#### **REVIEW**

This LA AOP will be reviewed every four years or whenever circumstances require an earlier review by the department's Advising and Mentoring committee, with recommendations for revision presented to the landscape architecture faculty.

#### **POLICY**

Every student in the Department of Landscape Architecture will have access to quality academic advising and mentoring.

#### **PROCEDURE**

1. Undergraduate students declaring landscape architecture as their major will be assigned a landscape architecture faculty mentor and advisor. Faculty advisors for undergraduate landscape architecture students are distributed equitably across the faculty, excluding the MLA and LCM coordinators. Students will be assigned a faculty advisor after declaring landscape architecture as their major or prior to their first registration. Faculty advisors will be listed alphabetically (last name) with students assigned to advisors chronologically. Department staff will maintain advisor and advisee list.
2. Undergraduate students declaring landscape contracting and management as their major will be advised by that program's coordinator. The MLA program coordinator will advise graduate students. All students will be informed of the faculty advisor's name to which they have been assigned.
3. The department will interview our students annually to aid in assessing the effectiveness of the student advising and mentoring process. Following the next regularly scheduled policy review, conducted by the department's Advisory and Mentoring committee, the committee

will present its findings to the faculty. A majority vote of the faculty will be required to initiate changing the policy. If the faculty votes to change the policy, the advising committee will develop policy revisions. The revised policy shall earn the support of a majority vote of the department faculty.