

New Faculty Orientation

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Advising vision and mission

- The mission of advising at Loyola University Maryland is to promote student success and help students to discern and achieve their personal, academic and professional goals while at the university through advising, mentoring and tutoring.

Advising philosophy

Loyola is moving beyond transactional advising to a developmental model, one that targets students' growth over time toward independence and ownership, and that emphasizes advising as teaching and mentoring.

What does the Office do?

- AASC, Academic advising x5050:
 - registration for private study and independent study; drop/add (by end of 4th day of the semester); withdraw from courses (and many more).
- The Study:
 - tutoring, workshops and academic coaching
- My office:
 - Student success especially directed at first year, DSS and probation students, Leaves of absence, Transfer discernment x5547
- Messina –
 - program for first year students with small classes

Reporting

- Midterm grades: you are required to report all grades for first year students and deficiency grades (any grade below a C) for upper class students.
- These grades are reported through WebAdvisor.
- Please report promptly by the deadline as we follow up on students.

Reporting

- *Progress reports:* you may have students in your class that are more proactively advised. If you receive a report request email from AASC, we ask that you respond. These reports help us to advise ISP students, athletes, ROTC and other groups of students such as those on academic probation.

Incomplete grades

- “At the discretion of the course instructor, a temporary grade of *I* may be given to a student who is **passing** a course **but for reasons beyond the student's control** (illness, injury, or other nonacademic circumstance), is unable to complete the required coursework during the semester.”
- Completion dates after which an “I” automatically become an “F”.
 - Fall Semester February 1
 - Spring Semester July 1

Honor Code violations

- The Honor Code was initiated by students over a decade ago and covers: plagiarism, cheating, lying (including fabricating data), stealing, duplicate submission, forgery, not reporting an observed violation
- If a student violates the Honor Code, you must address the issue with the student and present the facts as you know them with the Honor Code violation form. [Honor Code](#)
- Return the completed and signed form to my office.

My Student is Missing

You have a duty to act:

If one of your students has stopped attending your class, please try to contact the student. If you receive no response, please contact my office and we will follow up.

Follow-up may include an email to other instructors to see if the student is missing those classes, a wellness check through Student Development, or work with the counseling center.

Students of concern

- What should you do if a student is ill and cannot attend class?
 - Notify through my office or AASC (x5050).
 - We will follow-up with a Faculty Notification of Student Absence if a student has a confirmed reason for missing several classes (out for 3 or more days).
- What should you do if a student seems emotionally stressed?
 - *Handout for what to do in various situations*
 - *Cognito Through Counseling Center*

Questions?

Summary

- Functions of my office:
 - AASC, Study, Messina, Class Deans
- Honor Code: reporting violations
- Reporting: Midterm grades and progress reports: functions in retention
- Incomplete grades: policy
- Students missing class: reporting and faculty notification of absence
- Students of Concern: handout from the Counseling Center

The Jesuit difference

- What is the outcome of a Loyola education?
 - Skills – *techne* These are some of what will prepare you for a job.
 - Practical wisdom or *prudencia* The art of applying the general to the particular. Approaching a problem asking “What can be done, what should be done and how”.
 - To have a good life – happiness – *eudaimonia* – the complete fulfillment of a human being. What are you meant to be? This is the Jesuit difference.
- A Loyola education addresses all three outcomes.