

Advising Conversation Starters & Related Resources

This guide, along with other materials for faculty advisors, is available at:

<http://www.oxy.edu/advising-center/faculty-resources>

The lists below include several questions and topics you may wish to bring up during your advising meetings with students. These lists are by no means comprehensive and are provided only as a starting point to launch deeper dialogs.

Topics and Questions Relevant to All Advisees

- Make sure that your advisees know the best way to connect with you. Share your email address, office location, office hours, etc.
- Early-in-semester check-in:
 - *How are classes going?*
 - *What's your favorite class?*
 - *Have you encountered any challenges or difficulties?*
 - *Do you know about the Writing Center and Peer Tutoring?*
- Advising Week check-in:
 - *How are classes going? Have you looked at your Mid-Semester Progress Reports? Do you want to look over them together?*
- For students needing support:
 - *Have you looked at the Student Success web page to see what resources are available? Want to look at it together? (oxy.edu/student-success)*
- For students interested in Health professions:
 - *Have you made an appointment with the Pre-Health Advising Office and looked at the information on their web page?*
- Students interested in legal careers:
 - *Have you connected with the Pre-Law Advisor or looked at the Pre-Law web page for more information?*
- For students interested in applying for awards and fellowships:
 - *Do you know about the National and International Fellowships office? Have you considered applying for a fellowship?*

For First-Year Students

- Initial Meeting Questions:
 - *Tell me about your academic interests—Do you have a major in mind or are you still exploring different options?*
 - *What are you hoping to accomplish during their time at Occidental? Are there specific experiences and opportunities you are hoping to have?* (It is often helpful to discuss some of the resources and opportunities available on campus. For example, off-campus study, summer research, undergraduate research, internships, etc.)
 - *Do you know how to access Degree Works to check your progress with Core and other requirements?* (Students can access Degree Works by going to myOxy → the “Academics” box near the top of the dashboard → select the Degree Works link.)
- Follow-up Meeting Questions:
 - *How has your experience at Occidental been so far?*
 - *How have your classes been going?*
 - *Have you joined any clubs or other organizations?*

For Sophomores

- If undeclared: *Have you decided on a major? If not, do you want to talk about your options? If so, when do you think you’ll declare? Do you know what the major declaration process is?*
- *Are there opportunities like fellowships, internships, undergraduate research, etc., that you are hoping to pursue this year or in the future?*
- *Are you thinking about doing a study-abroad program next year or during the summer? Have you attended one of the information sessions offered by the International Programs Office?*

For Juniors

- *Are you on track to complete all of your Core Requirements by the end of the year?*
- *How are you doing with your major/minor requirements? Are there any courses or requirements you’re concerned about?*
- *Are there opportunities like fellowships, internship, research, etc., that you are hoping to pursue?*
- *Are you feeling prepared for senior comps?* (This question may be more relevant for majors where the senior comps have specific preparatory steps during the junior year.)

For Seniors

- *Are you on track to have all of your requirements finished by the end of the year? Will you have 128 units?*
- *Do you have any concerns about comps or other major requirements?*
- *What are your plans for after graduation? Have you visited the Hameetman Career Center?*

Advising & Academic Support Resources

Advising Center

Location: Johnson Student Center 134

Phone: 323-259-1341

Email: advisingcenter@oxy.edu

www.oxy.edu/advising-center

While faculty advisors are the primary source of academic advising at Occidental, the Advising Center is an additional resource for students on routine academic matters, including questions about academic policies and procedures, tracking Core Requirements, placement exams, transferring credit from other institutions, and so on. Advising Center advisors also frequently meet with students who are undecided about a major or minor and wish to discuss the various options, and it's a good first stop for students who aren't sure which office or faculty member to talk to regarding a specific program or objective.

Visit the Advising Center web page for the current hours and other helpful information!

Pre-health Advising

Location: Hameetman Career Center

Director: Kat Wang (katwang@oxy.edu)

Phone: 323-259-2665

www.oxy.edu/pre-health-advising

The Office of Pre-Health Advising (OPHA) at Occidental College provides information, resources, and in-depth advisement to students and alumni who are interested in matriculating to professional graduate programs in various health professions. Students who are possibly interested in pursuing a health profession are encouraged to register with the Office of Pre-Health Advising so that they can receive important information and announcements. To register, students should write to Angela Wood at awood@oxy.edu with their full name, email address, major and minor (if declared), graduation year, and medical interest.

Information about courses commonly required by medical programs can be found at:

<http://www.oxy.edu/pre-health-advising/academic-preparation>

Pre-law Advising

Director: Prof. Marisol León (mleon@oxy.edu)

<https://www.oxy.edu/academics/student-success/pre-law-advising>

Through one-on-one counseling and individualized support, pre-law adviser Prof. Marisol León guides pre-law students in making well-informed decisions and building important skill sets. In addition, support is provided for writing personal statements, navigating the law school application process and networking with Oxy alumni that are currently in the law field. This support is available to those who want to enroll in law school immediately following graduation as well as those who choose to take time off first.

The Pre-Law Advising office strongly encourages Oxy students to stay connected with the pre-law advisor and their peers. Students can sign up to the email list by going to the webpage listed above. The list is used to announce workshops, seminars, and speaker events, in addition to providing important resources for planning and preparing for law school.

National and International Fellowships

Location: Hameetman Career Center

Director: Jennifer Locke (jl Locke@oxy.edu)

Phone: 323-259-2742

www.oxy.edu/national-international-fellowships

The National and International Fellowships Office provides individualized advising appointments for students and alumni to help them identify sources of external funding (through foundations, governments, organizations) relevant to their short and long-term interests and goals. The office also works closely with students on their application materials and proposals, provides interview preparation, and conducts mock interviews for the fellowships that require them.

Fellowship opportunities exist for first years, sophomores, juniors, seniors, and alumni. Fellowships fund a wide variety of activities: language learning, independent research, leadership training, research assistant opportunities, academic experiences, study abroad, graduate training/programs/school, professional development/work experiences, teaching English, and public service opportunities. While some programs require a high GPA, many others value effective leadership and involvement as much as or more so than grades.

Subject Tutoring

Location: Academic Commons

Contact: Prof. Doug Duquette (dduquette@oxy.edu)

www.oxy.edu/academics/student-success/peer-learning/subject-tutoring

Tutoring is offered for a wide range of subject through the Subject Tutoring program. Peer Tutors are available in the Academic Commons on the ground floor for all academic disciplines other than languages. (See Language Advisers below)

Language Tutoring

Location: Johnson Hall

Contact: Luz Forero (lforero@oxy.edu)

www.oxy.edu/academics/student-success/language-study-placement/peer-language-advising

Tutoring is offered for all of the languages offered at Occidental. Language tutors typically meet with students in the Johnson Hall atrium. See the website for additional details.

Writing Center

Location: Academic Commons (Ground Floor)

Director: Prof. Julie Prebel (jprebel@oxy.edu)

www.oxy.edu/writing-center

The Writing Center offers students from all disciplines two types of support to work on their writing: peer-to-peer, drop-in consultations with knowledgeable Writing Advisers and appointments with Faculty Writing Specialists from the Writing and Rhetoric department. For more information, visit the Writing Center webpage.

Academic Mastery Program

Director: Prof. Doug Duquette (dduquette@oxy.edu)
www.oxy.edu/academic-mastery-program

The Academic Mastery Program (AMP) provides challenging workshops for students enrolled in general chemistry, organic chemistry, introductory physics, cellular and molecular biology, and basic calculus courses. These workshops are led by upper-level students and provide an opportunity to test knowledge and skills in the context of new and challenging problems. The workshops provide a time to work intensively and collaboratively with other committed students in an atmosphere that is demanding yet relaxed. Information about these workshops is provided in the relevant courses at the beginning of each semester.

Scientific Scholars Achievement Program

Contact: ssap@oxy.edu
www.oxy.edu/ssap

The mission of the Scientific Scholars Achievement Program (SSAP) is to support the development of a diverse body of individuals who will advance and enhance STEM (Science, Technology, Engineering, and Math) professional fields in an endeavor to meet the complex and evolving demands of a culturally heterogeneous society.

SSAP provides tutoring in introductory and gateway STEM courses and encourages collaboration among classmates. All questions and learning styles from students are welcomed and encouraged in our program. Through educational and social events, SSAP aims to build community between faculty and students studying math and science at Occidental.