

**CALS Biology Major Academic Advising Syllabus**

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McCarty D Room 2020	McCarty D Room 2020

**Advising Philosophy:** Academic Advising is an ongoing and developmental relationship between student and advisor that goes beyond semester course selection discussions. The advisor is responsible for providing information that the student can use to make decisions toward educational, professional, and personal goals with support from the full range of resources offered by the College of Agricultural and Life Sciences and the University of Florida.

Advisor Responsibilities	Student Responsibilities
<ul style="list-style-type: none"> <li>• Provide an open and welcoming environment for students</li> <li>• Use multiple methods for engagement and timely communication</li> <li>• Effectively communicate UF and CALS policies and procedures</li> <li>• Seek resources to complement/support student academic and career pursuits</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with Academic Advisor at least once per year</li> <li>• Actively participate in educational planning and goal setting during advising sessions</li> <li>• Review degree audit each semester to monitor tracking toward graduation</li> <li>• Seek and accept guidance from advisors, faculty, and other mentors</li> <li>• Read UF email regularly</li> <li>• Be aware of/participate in UF and CALS events</li> <li>• Know UF and CALS policies and procedures</li> </ul>

**Academic Advising Hours**

**Walk-In Hours** 9:00-12:00 PM Monday (Mikayla), Thursday (Britta), Friday (Alternating)  
1:00-4:00 PM Tuesday (Mikayla), Wednesday (Britta)

**Appointments** Schedule online at <http://cals.ufl.edu/biology/calendar-A.php> for Britta  
<http://cals.ufl.edu/biology/calendar-B.php> for Mikayla

*\*PLEASE NOTE\* Walk-In and Appointment availability will be adjusted during busy peak times at the beginning and end of each semester. Alternative schedules will be posted on the CALS Advising page and scheduling calendar.*

**Valuable Resources**

College of Agricultural & Life Sciences (CALS)	<a href="http://cals.ufl.edu">http://cals.ufl.edu</a>
Biology Major Website	<a href="http://major.biology.ufl.edu">http://major.biology.ufl.edu</a>
CALS Biology Track Electives	<a href="http://cals.ufl.edu/biology/">http://cals.ufl.edu/biology/</a>
UF Calendar	<a href="http://calendar.ufl.edu">http://calendar.ufl.edu</a>
CALS Calendar	<a href="http://cals.ufl.edu/all-events.php">http://cals.ufl.edu/all-events.php</a>
U Matter, We Care	<a href="mailto:umatter@ufl.edu">umatter@ufl.edu</a>
Counseling and Wellness Center	<a href="http://www.counseling.ufl.edu/cwc">http://www.counseling.ufl.edu/cwc</a>

**Important Events**

Fall	Spring
Sep. – Study Abroad Fair, CALS Solutions Seminar, CALS Kickoff (Student Organizations)	Jan. – Study Abroad Fair, CALS Solutions Seminar
Oct. – CALS Solutions Seminar #2, TailGATOR	Feb. – CALS Career Expo
Nov. – Register for Spring Classes	Mar. – CALS Scholarship application deadline, CALS Solutions Seminar #2
Dec. – Commencement	Apr. – CALS Award Banquet, Register for fall/summer courses
	May - Commencement

Whether you plan to pursue professional school, graduate school, or a full-time job upon graduating with a CALS Biology degree, you will want to make the most of your time as an undergraduate student. Your advisors can help you create a plan to allow you to explore your interests and develop valuable professional skills by combining co-curricular and extra-curricular activities. Below is a guideline to help you prepare to make the most of your time as a CALS Biology student at the University of Florida.

**Year 1:****Academic Planning and Success**

- Navigate course schedule
- Identify Biology major tracking requirements
- Identify support services to maximize academic success (Professors/TAs, peer study group, tutors, Learning Center, Counseling/Wellness Center, Disabilities Resource Center, Advisors, etc.)
- Meet with academic advisor BEFORE your registration appointment and prior to course registration
- Develop strong study skills and habits

**Career Planning**

- Identify Career Resource Centers on campus (CALS and UF)
- Relate academic plan to career goals
- Assess skills and strengths/weaknesses
- Attend career exploration events on campus (CALS & UF)

**Campus Involvement**

- Attend CALS organizations fair
- Attend UF organizations fair
- Explore options for involvement
- Attend Study Abroad Fair
- Attend CALS & UF sponsored events (see calendar)

**Year 2:****Academic Planning and Success**

- Complete Biology major tracking requirements
- Meet with Advisor to develop graduation plan (discuss summer requirement)
- Consider a minor to broaden education
- Investigate research opportunities (<http://cur.aa.ufl.edu/>)
- Consider Study Abroad opportunities
- Meet with Pre-Health Advisor if applicable
- Attend advising workshops

**Career Planning**

- Explore connections between interests, strengths, and potential careers
- Identify skills employers and graduate/professional schools seek
- Create resume and cover letter
- Pursue internship/volunteer/shadowing opportunities to confirm goals and interests

**Campus Involvement**

- Attend campus club/organization fair(s)
- Attend UF Volunteer Fair
- Commit to being involved in student organizations
- Attend CALS & UF sponsored events (see calendar)

**Year 3:****Academic Planning and Success**

- Confirm graduation plan
- Prepare for/complete graduate/professional school/career applications
- Prepare for graduate/professional school entrance exams

**Career Planning**

- Update resume and cover letter as needed
- Assess academic performance and research specific career options for best fit
- Develop relationships with faculty who can provide letters of recommendation
- Meet with career counselor to practice interview skills
- Identify skills employers and graduate/professional schools seek

**Campus Involvement**

- Pursue leadership role in campus organization(s)
- Attend CALS & UF sponsored events (see calendar)

**Year 4:****Academic Planning and Success**

- Graduation check with advisor/**Apply** to graduate
- Apply to graduate/professional school
- Take entrance exams for graduate/professional school AND/OR apply for employment/internship
- Complete Honors thesis

**Career Planning**

- Update resume and cover letter as needed
- Strengthen relationships with faculty and secure letters of recommendation
- Work to build professional network
- Identify skills employers and graduate/professional schools seek

**Campus Involvement**

- Maintain leadership role in campus organization(s)
- Apply for student awards and other recognition
- Attend CALS & UF sponsored events (see calendar)

**Graduate!**