

ADVISING SYLLABUS

COLLEGE OF JOURNALISM AND COMMUNICATIONS

Who we are: Professional advisors dedicated to our shared mission of assisting you in your effort to thrive and succeed in our college. We help you to look ahead and plan with your post-graduation goals and career in mind.

- PATH office: Weimer Hall, room 1060
- Appointments: advising@jou.ufl.edu
- Walk-ins: See cjadvising.com for the most updated hours
- College website: www.jou.ufl.edu

What do Advisors do?

- Degree planning
- Explain and enforce UF and college policies, requirements, and procedures, including FERPA privacy laws
- Degree certifications
- College, campus, and community referrals
- Transfer admissions and readmissions
- Outreach activities to prospective majors

First year students' expectations:

- Understand your degree audit and tracking requirements and use this information to stay on track and in good academic standing.
- Understand degree requirements for your major, including foreign language, outside concentration or quantitative option, English electives, UF gen-ed requirements, UF summer requirement, 24,000 words requirement, and residency requirement.
- Demonstrate the ability to find [dates and deadlines](#) in the undergraduate catalog and incorporate them in your planner.
- Draft an 8 semester plan for your major with your advisor.
- Successfully complete MMC1009: Intro to Media and Communications.
- Explore outside concentrations or minors of your interest and learn the requirements.
- Collect contact information for the variety of college resources related to your academic success: Department Chair, faculty mentor, [CRC Career Liaison](#), [the Agency](#), [Librarian](#), [Immersion Experience](#) supervisors, [Knight Division](#) functions (scholarships, career resources, multicultural resources).
- Learn about and include in planner contact information for important UF support resources ([tutoring](#), [CWC](#), [DSO](#), [CRC](#)).
- Join a student organization and attend as many out of the following: CJC Student Involvement Fair, [CJC Career Day](#), [Knight Division](#) workshops, your department's advisory council events and [UF Career Showcase](#).
- Evaluate your success after each semester. If you are not meeting your own goals and/or our expectations, schedule an appointment with an advisor to review ways to improve.
- Review your plans for the summer (or fall for Innovation Academy students) to determine whether or not you'll take courses elsewhere as a transient student.

Second year students' expectations:

- Confirm your major choice and review your degree requirements.
- Complete an 8 semester plan and have it verified by an advisor.
- Complete tracking requirements.
- Decide on an outside concentration (or a minor) and complete your foreign language requirement/quantitative option.
- Review your plans for summer (or fall for Innovation Academy students) to determine whether or not you'll take courses elsewhere as a transient student.
- Review options for [combined degree programs](#).
- Explore connections between your interests, strengths, and potential careers.
- Update your resume and social media platforms with career goal information and professional pictures.
- Build strong relationships with professors who can write you letters of recommendation.
- Learn and practice your interviewing skills at the [Career Resource Center](#).
- Find out about opportunities for professional growth and development, including [internships](#), [study abroad](#), [immersion experiences](#), and [combined degrees](#) (4+1 Bachelor's-Master's degrees).
- Attend at least two of the following: CJC Student Involvement Fair, [CJC Career Day](#), [Knight Division](#) Workshops, your department's advisory council events and UF Career Showcase.

Third year students' expectations:

- Review your 8 semester plan with an advisor.
- Finish any remaining critical tracking and general education requirements within the first semester.
- If appropriate, enroll in a combined degree program.
- Understand excess hours and the implications.
- Identify elective courses, internships, and [immersion experiences](#) that will help you develop workplace skills.
- Schedule an appointment with our [Librarian](#) for research assistance and/or [CRC liaison](#) to explore internships.
- Research specific career options and create a plan for transitioning from UF to the workforce or grad school.
- Network with at least three people who work in a field of interest to you. Options for doing this include Advisory Council visits, study abroad, visits to professional organizations in the state or elsewhere. Meet with your department chair for additional professional contacts.
- Update resume and cover letters. Schedule a resume review with our [CRC liaison](#).
- Pursue executive positions in your student organization(s).
- Consider an honors project or University scholar's program.
- Evaluate your success after each semester. If you are not meeting your own goals and/or our expectations, schedule an appointment with an advisor to review ways to improve.

Fourth year students' expectations:

- In the first semester, complete a graduation check with your advisor.
- Review your transcript and degree audit for "Incomplete" grades and accuracy.
- Research [graduate programs](#) and their admission requirements and start the application process.
- Complete a degree application and consider applying for graduating with high/highest honors, if applicable.
- Complete commencement [checklist](#).
- Apply for student awards and other types of recognition.
- Continue your job search with the help of our [Career Liaison](#).
- Understand skills employers and grad schools seek.
- Schedule a mock interview to polish your style.
- Attend the [CJC Career Day](#), UF Career Fair, [Knight Division](#) workshops.
- Complete CJC Graduation survey.
- If applicable, consider applying for graduating with honors.

Helpful Hints:

- Meet with your adviser every semester.
- Review your transcript and degree audit every semester.
- Keep a copy of your course syllabi
- Reach out for help as needed, advisors are here to help you!



PATH

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