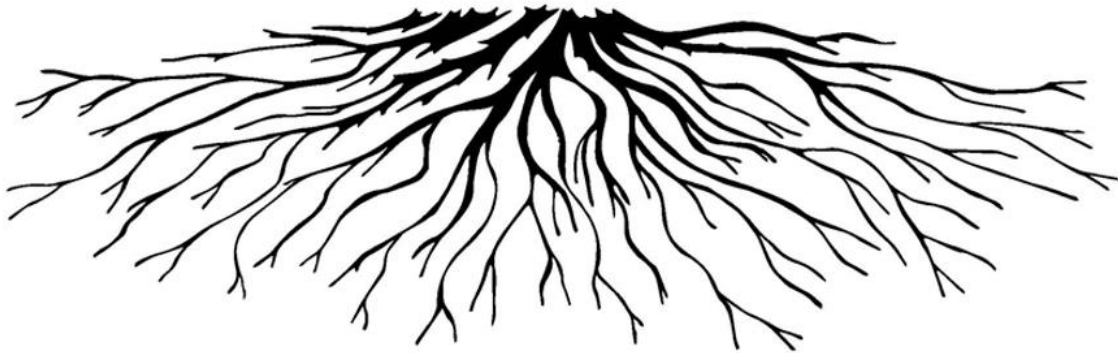




**McGill**

Department of  
**Geography**

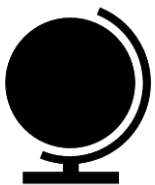
Département de  
**géographie**



## Advising Syllabus

A guide for undergraduate students in ***Geography, Urban Studies, & Sustainability, Science and Society*** programs

Fall 2023 Edition



As an undergraduate student at McGill, you may be questioning yourself about a number of things, including but not limited to:

- Choice of program(s) of study
- Program requirements and course selection
- Registration issues
- Study away and exchange opportunities
- Field courses and [Field Study Semesters](#)
- Internship and research opportunities
- How to be strategic with academic and career goals
- Services available on and off campus

There are countless resources at McGill to help you find the answer to these questions- your first points of contact are your Academic Advisors. Department Advisors will collaborate with your Faculty Advisors to help support you throughout your degree. Department Advisors are primarily responsible for overseeing that program requirements are met, while the Faculty Advisors oversee degree requirements.

Your **Undergraduate Program Advisor**, or Department Advisor is **Michelle Maillet**.

Michelle is responsible for [all undergraduate programs that fall under the Department of Geography](#) (including majors, minors, honours, joint honours, and Interfaculty programs). She holds a wealth of knowledge about navigating the McGill bureaucracy and can help you be strategic with your undergraduate studies.

Michelle's office on campus is located in [Burnside Hall, room 322](#). She is available to answer your questions **by email**, **by virtual appointment held on MS Teams**, or **via in person weekly drop-in office hours** Mondays and Wednesdays from 1-4pm.

## What can you expect from your Advisor?

- ✓ She will **treat you as an individual**– with your own background; your own reasons and motivations for coming to McGill.
- ✓ She will be respectful with you.
- ✓ She will be on time for appointments.
- ✓ She will **respect confidentiality**; she will not discuss your record with unauthorized 3rd parties (including your parents) without your explicit consent.
- ✓ She will help you recognize and articulate your goals and objectives, and will advise you on the ways and means McGill can help you reach these goals.
- ✓ She will be well informed about the rules and regulations in the university, and know how they can be best applied to your particular circumstance(s).
- ✓ She will help you navigate any difficult situation(s) (personal or academic) that you might encounter during your time at McGill in a non-judgmental manner.

- ✓ She **will not make your decisions for you**– she will advise you on choices, directions, opportunities, courses of action, and resources at your disposal so that you can make informed decisions.
- ✓ She will **refer you to appropriate resource(s) or people** when your questions are outside of the scope of her expertise.

## What does your Advisor expect from you?

- ✓ You will make an effort to **inform yourself about your degree and program requirements**. This includes:
  - Being familiar with the [undergraduate programs](#) and [new undergraduate students resources and FAQ](#) sections of the Department of Geography’s website.
  - Being familiar with your Faculty’s degree requirements and advising website.
  - Verifying your **unofficial transcript in Minerva** to ensure that the program and course registration information is accurate, and that your record is up to date.
  - Checking your **McGill email** regularly so as not to miss any important advising information.
- ✓ You will come prepared for advising meetings and arrive on time.
- ✓ You will take responsibility for your actions and decisions.
- ✓ You will be honest and respectful with your advisor and understand the limitations of their power.
- ✓ You will not only see your advisor to help troubleshoot problems, but also to share success stories and good news as things develop throughout your degree.

## Advising as teaching and learning

Through the advising relationship, which consists of virtual meetings (and potentially in-person meetings if public health measures permit) as well as email conversations, the student will develop the following skills:

1. Communication, decision-making, and planning skills;
2. Personal balance and wellness;
3. Resource identification;
4. Curriculum integration: Understanding the relationship between your classroom and campus experiences and your academic, career, and personal goals;
5. Understand the importance of “experiential learning” in your educational plan;
6. Relational development;