

ETHNIC STUDENT CURRICULUM CAREER ADVISORY PROGRAM

Administrative Responsibility - Director

The Director will assume a full-time staff position. Preferably the person should be of American ethnic background, i.e., Chicano, Black, American Indian. The Director will work under the direct auspices of the Academic Vice President. The Director will have consultant services available from the Assistant Dean for Student Advisory Services responsible for advising American ethnic students. The Director's responsibilities will be as follows:

1. To have an operational and philosophical understanding of the program.
2. To coordinate the needed functions that are required to implement the program.
3. To establish an advisory faculty bank that would be committed to meeting regularly with students on a personal and advisory basis.
4. To evaluate the program utilizing the methods of a questionnaire and group feedback sessions, with the purpose of soliciting from the student what would be most facilitative to individual needs.
5. To direct and support the Student Coordinators through an interpersonal exchange of the program process.
6. To review all Freshman and Sophomore academic schedules with the purpose of matching pre-college test scores and personal interviews to the individual's interests and abilities.

Student Coordinators' Responsibilities

There will be three Student Coordinators, one from each ethnic group, who will be responsible for meeting with students and developing relationships that would foster a relaxed atmosphere. The Student Coordinators should receive some type of compensation for their work such as resident assistantships, free board and room or irregular help monies. They will help in formulating program plans that are "action" oriented and will encourage the development of students.

The specific duties of the Student Coordinators are as follows:

1. To develop relationships with Freshman and Sophomore students that foster good communication for the scholastic and personal development of the students.
2. To disseminate a monitor sheet to each student's major professor in person.
3. To complete a follow-up monitor sheet once a month.
4. To make referrals when needed.
5. To coordinate tutorial assistance.
6. To assist in accumulating and evaluating the data for program and student development.

Faculty Advisor

Needless to say, one of the program's essential foundations is the Advisor. Academic advisement is generally construed to mean advising during the pre-registration period and this session is usually on an impersonal level. The student is under stress due to the pressures of registration and the need to make decisions quickly. Usually there are no further contacts with the Advisor the remainder of the semester. Hopefully, the Advisor can serve as a consultant in terms of general academic dynamics and will perform the following duties:

1. Advise student in academic scheduling.
2. See students at least twice a month.
3. Work toward developing a personal relationship and share professional expertise with the student. (This might better be understood in terms of the Advisor sharing his/her own experiences in college and guiding the student in the present college environment.)
4. Give students an opportunity to identify with a professor as a friend and potential professional role model.
5. Keep personal folder as a reference and make contact notes when needed.
6. Keep a calendar on times met.
7. Use the time in whatever way the advisor and advisee feel would be most beneficial, eg., discussing academic problems, engaging in career investigation, visiting laboratories, or just visiting.

General Faculty

The cooperation and participation of the general faculty will be needed for the complete operation of the program. Each student's professor will be contacted by the Student Coordinator once a month with a monitor sheet. The feedback obtained from the monitor sheet will serve to deal with academic problems while there remains time to resolve them. Also the feedback may serve as positive reinforcement. The professors can feel free to contact the Student Coordinator or other personnel with whom he/she might need to meet in reference to minority student needs.

Orientation to the University (2 - 4 credits)

The objective of this class is to enable the student to survive academically and personally in the University environment through intensive orientation to the University in the following areas:

1. To have an understanding of the general operation of the University.
2. To develop communication skills for classroom situations.
3. To develop an understanding of the University catalog.
4. To practice communication skills in micro lab situations.
5. To be able to utilize the library to a maximum.
6. To meet and interview various professors, administrators, student service personnel from the University.