ACADEMIC ADVISING SYLLABUS

MISSION STATEMENTS

INNOVATION ACADEMY ADVISING MISSION
The mission of Innovation Academy Academic Advising is to further the teaching mission of the university by providing easily accessible, knowledgeable and honest advising to all IA students. IA Academic Advisors help students successfully transition to the university and make progress toward meeting their educational and career goals. Your IA advisors are here for you to discuss the IA program, the IA minor, IA majors, your career and your personal goals, in addition to sharing information about campus resources.

WHICH ADVISOR TO VISIT:

**IA ADVISOR**
- Innovation Minor
- IA Program
- General Education Questions
- Career/Personal Goals
- Help with Major Selection

**MAJOR ADVISOR**
- Critical-Tracking Requirements
- Degree-Specific Requirements
- Flexibility with Program Plans
- Changing Majors/Adding a Minor
- Graduation

STUDENT LEARNING OBJECTIVES

**BY MEETING WITH AN ACADEMIC ADVISOR, YOU WILL LEARN TO:**
- Know your advisors
- Utilize advisors’ office hours for concerns
- Register for classes on time
- Demonstrate knowledge of university policies
- Understand Drop/Add
- Be proactive with your education
- Make progress in your IA minor classes
- Complete tracking courses
- Make progress toward graduation and career goals

**WHEN TO SEE YOUR IA ADVISOR:**
- Your first semester!
- When you have questions or concerns
- To discuss your Academic Plan
- Discuss IA Holds
- Learn about study abroad/internship options
- Discuss Innovation Minor
- Discuss Submitting a University Petition

innovationacademy.ufl.edu   321 Infirmary Building   (352) 294-1785   iacademy@ufl.edu

UFInnovationAcademy   @UF_IA   UFInnovationAcademy
STUDENT RESPONSIBILITIES

- Check your UF GatorLink e-mail daily
- Schedule appointments with your major and IA advisors when needed
- Recognize when you need help
- Come ready to listen and be open to alternate routes to your goals
- Follow the advisors comments and advice
- Ask for an explanation when you don’t understand
- Make an effort to gain knowledge about your major, campus resources and future decisions
- Be independent and fully responsible for your actions

ADVISOR RESPONSIBILITIES

- Provide proactive, holistic advising to ensure students’ progression to graduation
- Maintain FERPA/ privacy standards at all times
- Act as a source of knowledge to all IA students
- Be knowledgeable of UF policies, procedures and resources
- Utilize all necessary means to make students aware of the importance of higher education

WALK-IN OFFICE HOURS & SCHEDULING APPOINTMENTS

IA Advising walk-in office hours can be found on our website, innovationacademy.ufl.edu. Students will be seen on a first come, first served basis during these office hours. Office hours have been scheduled for student convenience, and no appointment is required. We will do our best to see you in a timely manner. However, if you need more than 20 minutes, or cannot make it during the scheduled office hours, a meeting can be arranged to take place outside the office hours at a time that is mutually agreed upon between you and your advisors. * Please be aware that office hours are subject to change as needed, but students will be notified via email when possible if hours change for the upcoming week.

Cancelling: We understand a situation may arise, and you might not make it to your appointment with us. In this case please call (352) 294-1785 or email bhoover@aa.ufl.edu or zavirich@aa.ufl.edu to reschedule or cancel, at least two hours in advance. The same courtesy will be extended to you if we must cancel your appointment.

* Appointments can be made by contacting us directly at 352-294-1785

MINOR IN INNOVATION

COURSE (CREDITS)  SEMESTER(S)

IDS 1353 (2) - Creativity-in-Context  Spring
IDS 1359 (2) - Creativity-in-Action  Summer
ENT 3003 (flex) (4) / EGN 4641 (3) - Entrepreneurship I / Engineering Entrepreneurship  Spring
AEC 3410 (3) / EGS 4038 (3) - Fostering Innovation Through Leadership / Engineering Leadership  Summer
PHI 3641 (3) - Conduct, Change, & Consequences  Spring
IDS 4950 (2) OR ENT 4015 (2) - Senior Project or The Venture Accelerator  Summer

Total Credits: 15-16
## RESOURCES ON CAMPUS

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<tr>
<th>RESOURCE</th>
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<th>PHONE</th>
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<tbody>
<tr>
<td>Broward Teaching Center</td>
<td>teachingcenter.ufl.edu</td>
<td>(352) 392-2010</td>
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<tr>
<td>Career Resource Center</td>
<td>crc.ufl.edu</td>
<td>(352) 392-1601</td>
</tr>
<tr>
<td>Counseling &amp; Wellness Center</td>
<td>counseling.ufl.edu/cwc</td>
<td>(352) 392-1575</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>dsp.ufl.edu/drc</td>
<td>(352) 352-8565</td>
</tr>
<tr>
<td>Housing &amp; Residence Education</td>
<td>housing.ufl.edu</td>
<td>(352) 392-2171</td>
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<tr>
<td>IA Advising Directory</td>
<td>innovationacademy.ufl.edu/advising</td>
<td>(352) 294-1785</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>recsports.ufl.edu</td>
<td>(352) 846-1081</td>
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<tr>
<td>Student Financial Affairs</td>
<td>sfa.ufl.edu</td>
<td>(352) 392-1275</td>
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<tr>
<td>Student Health Care Center</td>
<td>shcc.ufl.edu</td>
<td>(352) 392-1161</td>
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<tr>
<td>U Matter, We Care</td>
<td>umatter.ufl.edu</td>
<td>(352) 392-2273</td>
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<tr>
<td>Registrar</td>
<td>registrar.ufl.edu</td>
<td>(352) 392-1374</td>
</tr>
<tr>
<td>University of Florida Operator</td>
<td>telecom.cns.ufl.edu/UniversityOperator</td>
<td>(352) 392-3261</td>
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## INNOVATION ACADEMY TEAM

- **Jeff Citty, Ed.D.**  
  Director  
  jcmitty@aa.ufl.edu

- **Ayesha Mian, M.Ed.**  
  Assistant Director  
  ayeshamian@aa.ufl.edu

- **Brittany Hoover**  
  Academic Advisor  
  bhoover@aa.ufl.edu

- **Xavier Richardson**  
  Academic Advisor  
  zavirich@aa.ufl.edu

- **Jacolyn Mitchelson**  
  Senior Secretary  
  jchamberlain@ufl.edu

## COLLEGE & MAJOR ACADEMIC ADVISORS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ADVISOR</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Larah Clark</td>
<td>210 GER</td>
<td>(352) 273-0200</td>
</tr>
<tr>
<td>Agricultural Ed. &amp; Communication</td>
<td>Kristin Theus</td>
<td>113B BRY</td>
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</tr>
<tr>
<td>Animal Science</td>
<td>Dr. Chris Mortensen</td>
<td>100 ANS</td>
<td>(352) 392-0133</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Jaime Little</td>
<td>333 HVNR</td>
<td>(352) 273-0165</td>
</tr>
<tr>
<td>Computer Science Engineering</td>
<td>Todd Best</td>
<td>405 CSE</td>
<td>(352) 392-1090</td>
</tr>
<tr>
<td>Design, Construction &amp; Planning</td>
<td>Patric DeJong</td>
<td>331 ARCH</td>
<td>(352) 392-4836 x301</td>
</tr>
<tr>
<td>Digital Arts &amp; Sciences Engineering</td>
<td>Todd Best</td>
<td>405 CSE</td>
<td>(352) 392-1090</td>
</tr>
<tr>
<td>Engineering (1st Year Students)</td>
<td>Deb Mayhew</td>
<td>204 WEIL</td>
<td>(352) 392-0944</td>
</tr>
<tr>
<td>Engineering (1st Year Students)</td>
<td>Maureen Cox</td>
<td>204 WEIL</td>
<td>(352) 392-0944</td>
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<tr>
<td>Entomology &amp; Nematology</td>
<td>Dr. Rebecca Baldwin</td>
<td>2208 EYN</td>
<td>(352) 273-3974</td>
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<tr>
<td>Finance/ Info Systems</td>
<td>Bernadine Thomas</td>
<td>333 HVNR</td>
<td>(352) 273-0165</td>
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<tr>
<td>Finance/ Info Systems</td>
<td>Renee Clark</td>
<td>333 HVNR</td>
<td>(352) 273-0165</td>
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<tr>
<td>Fine Arts</td>
<td>Dana Myers</td>
<td>108 FAC</td>
<td>(352) 273-3056</td>
</tr>
<tr>
<td>Industrial &amp; Systems Engineering</td>
<td>Heather Nemeth</td>
<td>371 WEIL</td>
<td>(352) 392-1464 x2026</td>
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<tr>
<td>Journalism &amp; Communications</td>
<td>Meisha Wade</td>
<td>1000 WEIM</td>
<td>(352) 392-1124</td>
</tr>
<tr>
<td>Journalism &amp; Communications</td>
<td>Judy Hunter</td>
<td>1000 WEIM</td>
<td>(352) 392-1124</td>
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<tr>
<td>Liberal Arts &amp; Sciences</td>
<td>Richard Blake</td>
<td>100 AAF</td>
<td>(352) 392-1521</td>
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<tr>
<td>Marketing/Economics</td>
<td>Melissa Forgione</td>
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<td>(352) 273-0165</td>
</tr>
<tr>
<td>Plant Science</td>
<td>Amy Alexander</td>
<td>1545 FIF</td>
<td>(352) 273-4573</td>
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(352) 294-1785  
iacademy@ufl.edu
IA First Year Calendar

SPRING SEMESTER

January - Transition to UF
- Attend Launch Into IA Convocation
- Move-in
- Classes begin
- Learn about Drop/Add dates
- Pay tuition and fees online to avoid fines
- Get involved on campus
- Attend an IA program

February - Settle in
- See your IA or major advisor for Summer plans
- Schedule of Courses is released for Summer/Fall
- Resolve holds (Check ISIS)
- Join a club or organization!

March - Get ready!
- Receive email from advisor to prep for Advance Registration
- Advance Registration available to IA students for Summer and Fall / Priority registration for IA
- Spring Break
- Look into Internship/Study Abroad opportunities for Fall
- Update resume at CRC
- Attend an IA program or Speaker Series

April - Almost done!
- Withdrawal deadline
- Reading/Study days for finals
- Don’t stress! Attend an IA program for fun!
- Finals
- Classes end Intersection break
- Summer rent due to Housing Department

SUMMER A/C SEMESTER

June - Study hard, end strong!
- Withdrawal deadline for Summer A
- Ambassador applications due
- Summer A Classes end
- Final exams (Summer A) in class
- Attend an IA program or campus event

SUMMER B BEGINS (END OF JUNE)

July - Round 2!
- 2 Days for Summer B Drop/Add
- Tuition and fees Due Summer B
- Study Stay involved - Attend an IA Program
- Finalize plans to Study Abroad

August - Bye, bye summer!
- Withdrawal deadline Summer B/C
- Finals in class for Summer B/C
- Commencement
- Fall online courses/Internships begin
- Drop/Add for Fall online connection courses
- Tuition and fees due
- Fall rent due to Housing Department

FALL BEGINS (END OF AUGUST)

September - Enjoy your Fall semester!
- Online classes through UF or take classes at local state University/college
- Volunteer
- Study Abroad
- Intern
- Work
- Enjoy some R&R

October - Make the most of your opportunities!
- Schedule of courses released for Spring
- Meet with an advisor to check in

November - Go Gators!
- W/D deadline
- Advanced Registration for Spring
- Gator Homecoming game - No Classes

December - Happy Holidays!
- Final exams / Classes end
- Winter Break
- Prepare for Spring semester
- Spring rent due to Housing

SUMMER A/C (CONT’D)

May - Gear up!
- Classes begin
- Apply to be an IA Ambassador
- 2 Days for Summer A/C Drop/Add
- Tuition and fees due Summer A/C
- Receive email from advisor about Spring grades
- Receive email from advisor if you are off track for minor or major
- Stay involved / Attend an IA program