



# Academic Advising Syllabus

## INNOVATION ACADEMY

### IA ADVISING MISSION

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The Innovation Academy (IA) empowers all IA students to take ownership of their education by providing proactive and holistic advising in a supportive environment dedicated to student success. We seek to facilitate students' personal and professional growth related to their educational and career goals by providing accurate and reliable information related to the IA minor, UF policies, and campus resources.

### WHICH ADVISOR VISIT?

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#### IA Advisor

- Innovation Minor
- Spring/Summer Calendar
- Fall Opportunities
- General Education Questions
- Professional and Personal Goals
- Help with Major Selection

#### Major Advisor

- Critical-Tracking Requirements
- Degree-Specific Requirements
- Flexibility with Program Plans
- Changing Majors and/or Adding a Minor
- Course Planning for Major
- Graduation

### STUDENT LEARNING OBJECTIVES

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- Understand who are your advisors
- Understand how to identify holds and resolve them
- Know when to meet with your Major Advisor vs IA Advisor
- Can identify advisors' office hours and locations
- Understand the registration process
- Understand Drop/Add
- Know INV Minor course requirements
- Know where to find your 8 Semester Plan
- Make progress toward graduation and career goals
- Demonstrate knowledge of university policies
- Learn about Growth Year Planning

#### When to see your IA Advisor:

- At least once per semester
- INV Minor/program questions
- Discuss your Academic Plan for INV Minor
- Discuss IA Holds
- Learn about study abroad/internship options
- Discuss Submitting a University Petition
- Questions about INV Minor or Spring/Summer calendar
- Don't know where to go, come see us!

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@ufinnovationacademy



@UFInnovationAcademy



@University of Florida Innovation Academy



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## STUDENT RESPONSIBILITIES

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- Check your UF e-mail daily and add IA Advisor contact info to address book
- Meet with your major advisor and IA Advisor at least once a semester and prior to registration (or when needed)
- Recognize when you need help, seek assistance, and ask questions
- Take an active role in your advising session by coming prepared with questions
- Be open and willing to consider advice from faculty, advisors, and other mentors
- Be aware of college/university policies and procedures
- Seek knowledge about your major, campus resources, career aspirations, and growth Year Planning
- Seek advising **prior** to advanced registration
- Resolve all holds **prior** to advanced registration

## ADVISOR RESPONSIBILITIES

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- Welcome students with a positive and genuine attitude
- Actively listen to a students' needs, concerns, and ideas
- Provide proactive, holistic advising to ensure students' progression toward graduation and career goals
- Maintain FERPA/ privacy standards at all times
- Be a source of knowledge to all IA students
- Be knowledgeable of UF policies, procedures, and resources
- Make students aware of the importance of higher education

## SCHEDULING ADVISING APPOINTMENTS

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### 5-10-minute Rapid Advising Appointment

For quick questions such as:

- INV Minor course planning (one semester)
- Dropping a course
- Registration
- Degree audit question
- Submit a form

### 25-30-minute Advising Appointment

For topics such as:

- INV Minor course planning (more than one-semester)
- Major exploration and/or selection
- Complete an INV Minor Tracking Contract
- Internship and/or study abroad opportunities
- Professional goal planning
- Petitions

Bookings open 14 days out and can be scheduled by scanning this qr code:



### Email Advising

Send us an email to receive specific feedback related to your inquiry within 1-3 business days. Be sure to use your GatorLink email address, include your UFID in your message, and provide the advisor with your specific questions and any necessary context information.

- [InnovationAdvisor@aa.ufl.edu](mailto:InnovationAdvisor@aa.ufl.edu)



## MINOR IN INNOVATION


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### General Concentration

- **IDS 1940** Creativity and Design Thinking for Innovation (2)
- **IDS 1359** Innovation in Action (2)
- **ENT 3003** Principles of Entrepreneurship (4) **OR**  
**EGN 4641** Engineering Entrepreneurship (3)
- **AEC 3410** Fostering Innovation Through Leadership (3) **OR**  
**EGS 4038** Engineering Leadership (3) **OR** **GEB 3017** Leading Organizations (3)
- **PHI 3641** Ethics in Innovation (3, GE-H, 2k) **OR**  
**PHI 3681** Ethics, Data and Technology (3)
- **IDS 4950** Senior Project (2) **OR**  
**ENT 4015** The Venture Accelerator (2)

**Total Credits: 15-16**

### Artificial Intelligence Track

- **IDS 1940** Creativity and Design Thinking for Innovation (2)
- **IDS 1359** Innovation in Action (2)
- **EGN 4641** Engineering Entrepreneurship (3)
- **EEL 3872** AI Fundamentals (3)
- **PHI 3681** Ethics, Data and Technology (3)
- **College Specific Course** (3-4) 

**Total Credits: 16-18**

\* Please reach out to an IA advisor to ensure you have the most up-to-date information regarding course offerings.

## RESOURCES ON CAMPUS

Student Success Connections Center	<a href="http://studentsuccess.ufl.edu">studentsuccess.ufl.edu</a>	(352) 392-3261
Counseling & Wellness Center Disability	<a href="http://counseling.ufl.edu">counseling.ufl.edu</a>	(352) 392-1575
Resource Center Housing & Residence Education	<a href="http://housing.ufl.edu">housing.ufl.edu</a>	(352) 392-2161
Recreational Sports	<a href="http://recsports.ufl.edu">recsports.ufl.edu</a>	(352) 846-1081
Student Financial Affairs	<a href="http://sfa.ufl.edu">sfa.ufl.edu</a>	(352) 392-2244
Student Health Care Center	<a href="http://shcc.ufl.edu">shcc.ufl.edu</a>	(352) 392-1161
U Matter, We Care	<a href="http://umatter.ufl.edu">umatter.ufl.edu</a>	(352) 294-2273
University Registrar	<a href="http://registrar.ufl.edu">registrar.ufl.edu</a>	(352) 392-2244
University of Florida Operator		(352) 392-3261
George A. Smathers Libraries	<a href="https://uflib.ufl.edu/">https://uflib.ufl.edu/</a>	(352) 273-2525

## INNOVATION ACADEMY TEAM

<b>Jeff Cityy, Ed.D.</b> <i>Director</i> <a href="mailto:jjcityy@aa.ufl.edu">jjcityy@aa.ufl.edu</a>		<b>Joanna Barousse, B.M.</b> <i>Assistant Director</i> <a href="mailto:jbarousse@aa.ufl.edu">jbarousse@aa.ufl.edu</a>		<b>Diane "DP" Porter-Roberts, Ph.D.</b> <i>Academic Coordinator</i> <a href="mailto:dianep@coe.ufl.edu">dianep@coe.ufl.edu</a>	
<b>Lucy Searcy, M.A., CCSP</b> <i>Academic Advisor</i> <a href="mailto:lucysearcy@aa.ufl.edu">lucysearcy@aa.ufl.edu</a>		<b>Janna Edwards, M.S.</b> <i>Academic Advisor</i> <a href="mailto:jannaedwards@aa.ufl.edu">jannaedwards@aa.ufl.edu</a>		<b>Charlie Cummings, MFA</b> <i>Lecturer</i> <a href="mailto:charlie@ufl.edu">charlie@ufl.edu</a>	
		<b>Natasha Livingston, B.S.</b> <i>Administrative Specialist</i> <a href="mailto:n.livingston@aa.ufl.edu">n.livingston@aa.ufl.edu</a>			

## COLLEGE & MAJOR ADVISORS

DEPARTMENT	ADVISOR	LOCATION	TELEPHONE
Accounting	Accounting Advising	210 Gerson Hall	(352) 273-0200
Agricultural Ed. & Communication	Becky Cook	121E Bryant Hall	(352) 273-2588
Biology (AG)	Tracy Moorman	2044 McCarty Hall D	(352) 273-3572
Business (All majors)	Melissa Forgione	333 Heavener Hall	(352) 273-0165
Computer Science Engineering (2nd year and up)	<a href="#">CISE Advising</a>	405 CSE	(352) 392-1090
Design, Construction & Planning	Patric DeJong	331 ARCH	(352) 294-1400 ext. 301
Digital Arts & Sciences Engineering (2nd year and up)	<a href="#">CISE Advising</a>	405 CSE	(352) 392-1090
Education Sciences	<a href="#">Earl Mckee</a>	1-106 Norman Hall	(352) 273-4378
Engineering 1st Year	A-L: Deb Mayhew M-Z: Jennifer Gove-Cooper	204 Weil Hall	(352) 392-0944
Entomology & Nematology	Dr. Rebecca Baldwin	2208 EYN	(352) 273-3974
Industrial & Systems Engineering (2nd year and up)	Jennifer Booker / Meredith Hartig	380 Weil Hall	(352) 294-7710
Journalism & Communications	Judy Hunter / Meisha Wade	1060 Weimer Hall	(352) 392-1124
Liberal Arts & Sciences	Academic Advising Center	100 Farrior Hall	(352) 392-1521
Plant Science	<a href="#">Dr. Dina Liebowitz</a>	1137 W.M. Fifield Hall	(352) 273-4573
Pre-Health	<a href="#">Pre-Health Advising</a>	100 Farrior Hall	(352) 392-1521
Pre-Law	<a href="#">Pre-Law Advising</a>	100 Farrior Hall	(352) 392-1521

Check our website for the most up to date college advisors : <https://innovationacademy.ufl.edu/academics/advising/who-is-my-major-advisor/>

# IA SPRING/SUMMER CALENDAR

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## Pre-Enrollment

- First Fall Connection Courses (Optional)
- Study Abroad - Maynooth

## SPRING SEMESTER

### January

- Housing Move-in
- Attend Launch into IA Convocation
- Classes begin
- Drop/Add
- Pay tuition and fees to avoid fines
- Get involved on campus
- Subscribe to the IA newsletter

### February

- Schedule of Courses is released for Summer/Fall
- Resolve holds (Check one.uf.edu)
- Join a club or organization!
- Attend Speaker Series

### March

- See your IA and college major advisor for Summer schedule
- Advanced Registration available to IA students for Summer and Fall
- Spring Break
- Look into Internship/Study Abroad opportunities for Fall
- Update resume at Career Connections Center
- Attend Speaker Series

### April

- Spring withdrawal deadline
- Reading/ Study days for finals
- Don't stress!
- Finals
- Classes end
- Summer rent due to Housing Department
- IA Ambassador Recruitment

## SUMMER A/C SEMESTER BEGINS

### May

- Classes begin
- 2 Days for Summer A/C Drop/Add
- Tuition and fees due Summer A/C
- Spring Summit for IA graduates
- Apply to the IA Local Internship Experience
- Meet with an IA advisor to plan for INV minor
- Stay involved / Attend a college or IA program

## SUMMER A/C (CONT.)

### June

- Withdrawal deadline for Summer A
- Summer A Classes end
- Final exams (Summer A) in class
- Attend Catalyst (Summer A)
- Finalize Fall Study Abroad Plans

## SUMMER B BEGINS

### July

- Classes begin (always check UF Dates & Deadlines)
- Tuition and fees due Summer B
- 2 Days for Summer B Drop/Add

### August

- Withdrawal deadline Summer B/C
- Attend Catalyst (Summer B)
- Finals in class for Summer B/ C
- Commencement
- Summer Summit for IA graduates
- Fall online courses/Internships begin
- Fall Drop/Add
- Tuition and fees due
- Fall rent due to Housing Department

## FALL BEGINS (END OF AUGUST)

### September

- Take online classes through UF or classes at local state University/college (Transient courses)
- Opportunities: Volunteer, Study Abroad, Intern, Work, Research, or Enjoy some R&R

### October

- Schedule of courses released for Spring
- Meet with an advisor to check in
- Advanced Registration available to IA students for Spring

### November

- Withdrawal deadline
- Plan Spring semester schedule
- Incoming IA students register for 1st spring

### December

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