

Advising Syllabus for Graduate Students

Office: Research and Graduate Studies Office
MAIN, 4th Floor, Suite 409
409-740-4479
gradstudies@tamug.edu

Hours: **By Appointment** by visiting <https://calendly.com/richardh-7> for Holly Richards or <https://calendly.com/areitberger> for Andrew Reitberger
Monday through Friday, 9 a.m. to Noon, 1 p.m. to 4 p.m.
Appointments can be face to face or virtual appointments by phone or Zoom.

Drop-In Advising (No guarantees that an advisor will be able to meet with you, so plan accordingly.)

*Graduate Studies supports student success and the academic mission of the graduate community at Texas A&M University at Galveston. We foster broad collaborations with graduate studies stakeholders to expand knowledge, enhance skills, and champion personal and professional development. We continually strive to create new opportunities for graduate students to become global thinkers, and their success is determined by their enduring **commitment and ownership** to their educational experience.*

Who Is Your Advisor?

Holly Richards Last names starting with A through M
Andrew Reitberger Last names starting with N through Z

Learning Outcomes:

Academic advising is a process which includes intentional interactions between a student and an academic advisor centered on student learning outcomes designed to encourage the student's self-efficacy and development of meaningful educational and professional goals.

-National Academic Advising Association (NACADA)

Through the academic advising process at Texas A&M University at Galveston, students are expected to achieve the following learning outcomes:

- Assess their personal and professional interests,
- Assess their academic abilities,
- Build a network of scholars,
- Create a degree plan that meets the University and/or program requirements,
- Effectively manage their time and meet university required goals, and
- Identify and utilize appropriate campus resources as needed

Expectations:

What you can expect of your Academic Advisor:	What we expect of you:
• Knowledge of policies and curriculum	• Familiarize yourself with curriculum and policies
• Connect you to campus resources at TAMUG and TAMU	• Make use of campus resources that are available
• Help monitor graduate deadlines	• Monitor degree progress and communicate issues where you need assistance
• Respond to e-mails in a timely manner	• Check your TAMU email daily
• Be available and prepared for appointments	• Keep track of your academic progress
• Maintain confidentiality (except in cases of harm, Title IX, or if student records a meeting)	• Take ownership of your academic career here at TAMUG

TAMU Integrity Policy - "An Aggie does not lie, cheat or steal, or tolerate those who do."

TAMUG Graduate Program Deadlines (TAMU Program Students Should Work With their Academic Advisor):

- For Master's students, submit your degree plan by the end of the second long semester.
- For Ph.D. students, submit your degree plan by the end of the fourth long semester.
- For research Master's students, submit your proposal by the end of the third long semester.
- For Ph.D. students, take your preliminary exam by the end of the sixth long semester.
- For Ph.D. students, submit your proposal by the end of the eighth long semester.

Ombudsperson Services:

An ombudsperson is an advocate that graduate students can utilize. We hope your graduate experience here is positive, but from time to time, graduate students need the help of our office's Ombudsperson. This service is an informal, neutral, and confidential resource for students. The Graduate Student Ombudsperson is Holly Richards

The Ombuds Officer can:

- Listen and help you achieve a greater understanding of the problem.
- Help you find information applicable to your situation and identify possible solutions to your problem.
- Explain University policies and procedures and how they apply to your specific case.
- Help you identify options for resolving conflicts with colleagues, staff, faculty, and advisors.
- Help you achieve fair and equitable solutions to problems.
- Facilitate and/or mediate communication among people in conflict.
- Provide other types of assistance to help you resolve a problem informally.
- Refer you to formal grievance or appeal procedures if you wish to engage in a formal process.
- Identify trends or patterns of complaints that might be systemic.
- Offer recommendations for changes to policies/procedures that appear outdated or problematic, while maintaining confidentiality.

The Ombuds Officer cannot:

- Advocate for the University or the student, or any particular point of view.
- Make or change University decisions, rules, or policies.
- Set aside a decision or supersede the authority of another University official.
- Participate in formal grievance procedures.
- Provide legal advice.
- Conduct formal investigations.

Our Academic Advising Team:

Our team of academic advisors is unparalleled and primarily focuses on a student-centric approach. This team has worked hard to assist the graduate community in navigating the policies and procedures at TAMU. This team has built an extensive resource center and networks that graduate faculty and students can tap into here at TAMUG.

Holly Richards, Director for Graduate Studies

Ms. Richards has worked for the university for over 15 years, and in higher education for over 20 years. Her passion is watching graduate students succeed in a positive environment. She earned a B.S. in Chemical Engineering from Texas A&M University in 1999 and a M.Ed. in Higher Education Administration from North Carolina State University in 2008. She is originally from College Station, Texas.

Andrew Reitberger, Assistant Director for Graduate Studies

Mr. Reitberger has worked in higher education for 23 years. He has B.A. in Multinational Organizational Studies from St. Mary's University and a M.S. in Educational Administration from Texas A&M University. Andrew's hometown is Victoria, Texas.

Need Personal Counseling:

Our counseling center team are licensed counselors who assist graduate students with academic and personal aspects of life and beyond. Their office is located in the Seibel Building, Building 3030, Suite 104. To learn more about their services, please visit <https://www.tamug.edu/counsel/>. Graduate students can request to meet with a counselor in the Jack K. Williams Library.