

# Academic & Career Advising Syllabus



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

# Academic Advising & Career Centre **Mission Statement**

The Academic Advising & Career Centre (AA&CC) are a team of professionals who advise, counsel and coach individuals with their learning and career development. Recognizing every individual's unique potential, we empower students to gain the knowledge, understanding and experience necessary to make informed decisions now and for the future.

## **Our Values**

- Student-Centred: Your success is our success
- Continuous Learning: We fuel curiosity and expand knowledge
- Community: Partner with us to support and foster engagement
- Service Excellence: We are here for you
- Evidence-Based: Research informs our best practices



# Student Success

We are partners in your success!

## Role of a Student

- **Actively** seek a thorough understanding of UTSC's academic calendar, policies and procedures
- **Ask** questions and access campus resources
- **Collaborate** with the AA&CC to develop realistic educational and career plans
- **Use** online (Degree Explorer and Choosing Your Program guide) and in-person resources to work towards course, program and degree completion
- **Take ownership** for your academic decision making and academic performance
- **Prepare** for advising and career development appointments. Come with a list of questions and be prepared to take notes!



## Role of the AA&CC

- **Provide** information and interpretation of UTSC's academic calendar, policies and procedures
- **Engage** students in discovering their strengths and planning for realistic educational and career goals
- **Promote** research-based study and learning skills for academic success
- **Provide** opportunities for career learning, both on and off campus
- **Support** student questions and concerns in one-on-one appointments, group workshops and online (email, chat and social media).
- **Collaborate** with faculty and staff as campus partners to enhance student success



# Your Pathway to Academic & Career Success

## 0 - 3.5 Credits

### DEGREE PLANNING

- Start to think about how you would like your transcript and resume to look in 4 years (or at the end of your degree).
- Use the online calendar and Degree Explorer ([rosi.utoronto.ca/degree\\_explorer.php](https://rosi.utoronto.ca/degree_explorer.php)) to get to know your degree and program requirements. You can also refer to the Degree and Program Checklist ([uoft.me/degreeplanning](https://uoft.me/degreeplanning)) to help with your longer term planning.
- Explore different kinds of courses. This will also help with fulfilling your breadth requirements and electives.
- Start thinking about what program(s) you want to study at UTSC. Attend Choosing Your Program Month Events in March and consult our online Choosing Your Program guide ([uoft.me/choosing](https://uoft.me/choosing)).

### ACADEMIC SUCCESS

- Do you know how to study for university? Attend a Study Skills workshop. Use the Career Learning Network (CLN - [cln.utoronto.ca](https://cln.utoronto.ca)) to sign up.
- Consider taking an assessment such as the Learning and Study Skills Inventory (LASSI) to find out how to use your study skills to your advantage. Sign up on CLN.
- Have other academic questions but not sure where to go? Check out our online resource navigator: [uoft.me/StARTNow](https://uoft.me/StARTNow)

### GET INVOLVED

- Start getting involved on campus. Use CLN to find events, jobs, and volunteer work.

### CAREER & EMPLOYMENT PLANNING

- Gain experience by applying to Work Study or other part time and summer jobs on and off-campus via CLN. In preparation for applying, be sure to visit the AA&CC to have your resume critiqued.

## 4.0 - 8.5 Credits

### DEGREE PLANNING

- Solidify your Programs of study - specialist, major, minor - by determining your area(s) of interest and your academic and career goals by speaking to your Professors and Departmental Program Advisors.
- Speak to an Academic & Learning Strategist or a Career Development staff member at the Academic Advising & Career Centre (AA&CC) in AC213 to discuss your program options. And don't forget our online Choosing Your Program guide! ([uoft.me/choosing](https://uoft.me/choosing))
- Continue using Degree Explorer to track your program and degree progress.
- Keep on track with your depth requirements. Remember to complete the necessary pre-requisites for the C/D level courses you will be taking next year. Check in with the appropriate Academic Calendar and the AA&CC to ensure you are on track.
- Considering courses at other U of T campuses? Consult with the AA&CC or your Program Advisor for advice on your course planning.

### ACADEMIC SUCCESS

- Optimize your study skills to get your grades where you want them to be. Connect with a Study Skills Peer Coach to discuss strategies that support your learning. Sign Up for an appointment on CLN.

### GET INVOLVED

- Build your Co-Curricular Record (CCR - [ccr.utoronto.ca](https://ccr.utoronto.ca)) and resume by getting involved on campus.

### CAREER & EMPLOYMENT PLANNING

- Gain experience by applying to Work Study, part time and summer jobs via CLN.
- Interested in research opportunities? Talk to your professors. Start the discussion in their office hours.
- Check out the various career and employment workshops and sign up on CLN.
- Investigate research opportunities in the U of T Research Catalogue via CLN!

## 9.0 - 13.5 Credits

### DEGREE PLANNING

- Continue to review your program and degree progress on Degree Explorer. If you have not already checked-in with an AA&CC staff member, make sure you visit us at the AA&CC.
- If your program combination has overlapping courses, make sure you have at least 12 distinct credits between your programs. Consult with AA&CC for advice.

### ACADEMIC SUCCESS

- Continue fine-tuning your study skills by attending our study skills workshops and visiting our Study Skills Peers. Sign up on CLN.
- Continue building rapport with your Professors and TAs. They are great partners in supporting your success in courses.

### CAREER & EMPLOYMENT PLANNING

- Build your brand and portfolio to boost your employability and market your transferable skills. Use CLN to sign up for workshops on networking, interview skills and to have your resume critiqued.
- Attend the Graduate & Professional Schools Fair, to learn about your options for further education and professional studies.
- Speak to a Career Development staff member at the AA&CC to explore your career and employment options.
- Continue to build your experience with Work Study, part-time and volunteer opportunities on CLN.
- Connect with U of T Alumni at events through CLN and via 10,000 Coffees ([tenthousandcoffees.com](https://tenthousandcoffees.com))

## 14.0 - 20.0 Credits

### DEGREE PLANNING

- Confirm course selection for your final year of study by reviewing your program and degree requirements on Degree Explorer and by meeting with an Academic & Learning Strategist if there is an issue. Make sure you have fulfilled your breadth requirements.
- Ensure that you fulfill the depth requirements by taking various C and D level courses on campus for your program(s) and degree.

### ACADEMIC SUCCESS

- Make your last 5 credits the best yet!

### CAREER & EMPLOYMENT PLANNING

- Attend our Get Hired Conference ([uoft.me/gethired](https://uoft.me/gethired)): A 3-day experiential learning opportunity that covers job search, personal branding, industry awareness, networking and workplace etiquette. Sign up on CLN.
- Update your previous research on professional and graduate schools and adjust plans accordingly – where do you see yourself in 3 years?
- Meet with a Career Development staff member at the AA&CC to ensure your applications for graduate or professional school stand out.
- Meet with a Career Development staff member at the AA&CC to ensure your resume and cover letter are up to date and meet the requirements for the positions you are applying for.
- References for both employment and further education are important, so continue to keep in contact with your Professors and TAs.
- Use CLN to stay in the loop about job openings, information sessions and job fairs, which will help expand your network.



# Resources on Campus

## ■ AccessAbility Services

416.287.7560

[utsc.utoronto.ca/ability](https://utsc.utoronto.ca/ability)

## ■ Athletics & Recreation

416.283.3211 (General Line)

416.283.5222 (TPASC Front Desk)

[utsc.utoronto.ca/athletics](https://utsc.utoronto.ca/athletics)

## ■ Centre for Teaching & Learning

416.208.5173

[utsc.utoronto.ca/ctl](https://utsc.utoronto.ca/ctl)

## ■ Department of Student Life

416.208.4760

[utsc.utoronto.ca/studentlife](https://utsc.utoronto.ca/studentlife)

## ■ Health & Wellness Centre

416.287.7065

[utsc.utoronto.ca/hwc](https://utsc.utoronto.ca/hwc)

## ■ Office of the Registrar

416.287.7001

[utsc.utoronto.ca/registrar](https://utsc.utoronto.ca/registrar)

## ■ Student Housing & Residence Life

416.287.7365

[utsc.utoronto.ca/residences](https://utsc.utoronto.ca/residences)

# Academic Advising & Career Centre

## Office Hours

### Fall & Winter (September - April)

Monday	9am - 5pm
Tuesday	10am - 5pm
Wednesday	9am - 6:45pm
Thursday	9am - 6:45pm
Friday	9am - 3pm

### Summer (May - August)

Monday	9am - 4pm
Tuesday	10am - 4pm
Wednesday	9am - 6:45pm
Thursday	9am - 4pm
Friday	9am - 3pm

Sign up for AA&CC events & workshops at  
**[cln.utoronto.ca](https://cln.utoronto.ca)**

Academic & Career  
Advising & Centre  
DIVISION OF STUDENT AFFAIRS

AC213  
416.287.7561  
[www.utsc.utoronto.ca/aacc](http://www.utsc.utoronto.ca/aacc)