

Maritime College Engineering Department Administrative Policy

Title: Advisement Procedures for Engineering Faculty

No. 06-02

Date: 04.19.2006

1. Engineering Department advisors shall observe the following procedures for student advisement:

- Each advisee will be expected to make an appointment with the faculty member before or during Advisement Week.
- Prior to giving the student his or her PIN, the faculty member shall, at a minimum, review the student's transcript, review the student's mid-term grades for the current semester, and discuss the courses that the student expects to take in the coming semesters. Notations of this discussion shall be made in the student file, available from the Engineering Department Office.

2. Engineering Department advisors shall observe the following procedures for approval of internships:

- The advisee will comply with the current revision of "Internship Standards for Bachelor of Engineering Students," which is available in the Engineering Office.
- The student will prepare a proposal that clearly identifies (i) the sponsor, (ii) the supervisor, (iii) the specific learning objectives of the internship, and (iv) the deliverables by which the learning objectives will be assessed.
- The advisor shall consult with the sponsor's supervisor and the student to conclude agreement on the objectives, the deliverables, and the mode and content of the supervisor's evaluation of the student's performance. Notations of this discussion shall be made in the student file, available from the Engineering Department Office.
- Upon completion of the internship, the advisor shall review the internship report and the supervisor's evaluation, and assign a grade based on the degree to which the learning objectives were met, and the quality of the work that the student completed.

3. Engineering Department advisors shall observe the following procedures for graduation clearance:

- The advisee will fill out the appropriate curriculum sheet, indicating the grade received in each course, "TC" for courses which were transferred from other institutions, or "IP" for courses being taken in the last semester. The student will also complete and sign a degree application.
- The advisor shall review the curriculum sheet with the student, and sign and date the sheet to indicate that the review was completed. The signed curriculum sheet and the complete degree application are to be forwarded to the department secretary for the department chair's signature.