

**Memorandum of Understanding
For Intake Advising for On Campus Students
Between
The UW-Superior On Campus Advising Center
And
The Department of World Languages, Literatures, and Cultures**

Overview

This Memorandum of Understanding pertains to the Intake Advising model being developed by UW-Superior. It serves to clarify the responsibilities and expectations of all partners, formalize resource commitments, and establish consensus regarding the general process of advising in this model. As a volunteer in this pilot, the Department of World Languages, Literatures, and Cultures has the unique opportunity to inform this new model and create the standard by which on campus advising will be delivered to UW-Superior students in the future.

This new 'Intake Advising Model' will begin in the Spring Semester of 2015, with the acceptance and signature of this Memorandum of Understanding.

The UW-Superior On Campus Advising Center agrees to:

1. Provide advising services to all on campus freshman and transfer students who are admitted to UW-Superior and declare a major in English through the general education requirements.
2. Provide the English Program access to the English major advisee list.
3. Forward the transfer analyses to the English Program for final approval after the transfer analyses have been vetted by the advisement center.
4. Provide an advisor specialist to work with the English Program who will attend Department meetings (when appropriate), build relationships and work collaboratively with English Program instructional staff and faculty and learn the Department's preference for advising. This will include any course pre-requisites that are required for admission into the English major. The English Department will provide plans of study to be used for the advising center staff.
5. Ensure timely attention and response to all declared English major students for whom the specialist advisor is assigned.
6. Initiate and conduct enrollment and advising conferences for all new and transferring English majors.

7. Attend all summer SOAR sessions to help facilitate the advisement and registration of declared English students. The English program will provide over rides for 200 level courses as needed.
8. Inform students about available on campus support services, including but not limited to financial aid, tutoring, health services, and career services.
9. Monitor student progress throughout the semester and reach out to students who may exhibit signs of risk.
10. Use results of the Noel Levitz College Student Inventory Survey to identify areas where students may need additional help.
11. Follow advising standards set for by NACADA (The Global Community for Academic Advising and CAS (Council for the Advancement of the Standards in Higher Education)).

The UW-Superior World Languages, Literatures, and Cultures Department agrees to:

1. Allow the on campus advisor specialist assigned to the Department to attend department and program meetings (when appropriate).
2. Provide guidance about how best to advise declared English majors in the general education requirements and program pre-requisites.

It is mutually agreed that:

1. Both the advising center and the Department will meet regularly to assess and effectiveness of the Intake Advising model and make decisions about changing procedures when necessary.
2. The Department will have the opportunity to withdraw from this arrangement at any time.


Summary and Signatures

This Memorandum of Understanding applies to the UW-Superior Academic Advising Center and the UW-Superior Department of World Languages, Literatures, and Cultures regarding the 'Intake Advising Model' for on campus students at UW-Superior. By signing this MOU, the undersigned agree to continue their involvement as a partner in the ongoing development, implementation and delivery of the Intake Advising Model for on campus students at UW-Superior.

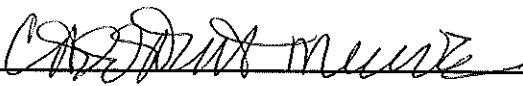
Approved by:

 1/27/15


Faith Hensrud, Provost

 1/27/15

Nicholas Sloboda, Chair, World Languages, Literatures, and Cultures

 1.27.15

Christina Kline, Interim Director, Academic Advising

 1.27.15

Natasha Anderson-Butler, Associate Advisor

