

# The Department of Chemistry

## Advising Syllabus

### The Department of Chemistry

(309) 438-7661

Julian Hall 214

Mon-Fri; 8:00 am-4:30 pm

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<http://chemistry.illinoisstate.edu/>

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### The Department of Chemistry

The Department of Chemistry is an academic department within the College of Arts and Sciences at Illinois State. There are two majors: Chemistry (CHE) and Biochemistry (BIC). Within the Chemistry major, there are two sub-plans: General Chemistry (CHE) and Chemistry Teacher Education (CTE).

### Advising Mission Statement

Academic Advising at Illinois State University is an integral part of the educational process. Working in partnership with advisors, students learn about academic policies, procedures, and University resources to develop strategies to pursue their individual educational goals.

### Advising Objectives

Through the Department of Chemistry advisement, students will be able to:

1. Access their assigned academic advisor when needed
2. Acquire and demonstrate awareness of student services on campus
3. Create short-term and long-term goals
4. Register for classes on their enrollment date
5. Assess causes and identify solutions to academic problems
6. Understand and articulate Department and University policies and procedures
7. Explain how their major curriculum helps achieve their goals
8. Schedule courses based on their educational plan so that they can graduate in a timely manner
9. Connect their educational plan to their career goals
10. Complete all necessary requirements to obtain an Illinois Professional Educators License (if applicable)

## Advising Appointments

The Department of Chemistry advisors serve undergraduate students who have earned a minimum of 24 credit hours and have declared a Chemistry or Biochemistry major or a Chemistry minor. Advisors will also serve students who have an interest in adding the above-mentioned majors or Chemistry minor. Students who are interested in pursuing admission to graduate-level programs in the [health professions](#) (i.e. going to medical school, dental school, pharmacy school, etc.) are also encouraged to meet with Kate Weiser ([kgweise@ilstu.edu](mailto:kgweise@ilstu.edu)), the pre-professional advisor in University College.

### Appointment Scheduling

Advisors meet with students regularly throughout the year through scheduled appointments. While Mandy does not have designated walk-in hours, she's happy to see students if she is available.

Mandy uses *Achieve Appointment Manager* to schedule appointments with students. *Achieve Appointment Manager* is an online scheduling system that students can use to sign-up for appointments, receive reminder emails about appointments, or cancel appointments. To sign-up for an appointment, [please use this link](#). Note: Mandy does not add appointment blocks to this system during the summer. Please schedule a summer appointment with her via email.

To schedule an appointment with Drs. Boesdorfer or Swanson, please send them an email.

### Cancellation and No Show Policy

Students should cancel their appointment in a timely manner through Appointment Manager or by sending their advisor an email. It is encouraged that students cancel their appointment at least 24 hours in advance. A no-show is when a student fails to notify their advisor that they will not be able to make it to their scheduled appointment. Frequent cancellations and no-shows are unprofessional and therefore unacceptable. Students are only permitted three no-shows in an academic year. Students in excess of this standard will not be permitted to make appointments through Appointment Manager and will be required to come in as a walk-in.

## Registration and Class Permission (Override) Request Policy and Procedures

Your registration date/time can be found by logging into My.IllinoisState.edu, clicking on “Academics” at the top of the page, and then scrolling down to “Registration Times.” To register for courses, you will also log-in to My.IllinoisState.edu and click on “Course Registration” in your “Academics” tab. Prior to registration, ensure that all holds and items on the To-Do list have been cleared. These holds and items may block you from registering. [Click here to learn how to register for courses.](#)

### Requesting permission into a closed Chemistry course

Students are expected to register on time for classes. If a student is interested in being enrolled in a Chemistry course that is already closed, a student can ask to be put on the waitlist by contacting the Department of Chemistry office staff, emailing your advisor, or completing an online override request form. The Course (Permit) Override Request form can be accessed through My.IllinoisState.edu under your “Academics” tab in the “Registration” section. Be prepared to give your name, ULID, UID, major, year, and all sections of the closed course that will fit into your schedule in the order of your preference. If a seat becomes available in a course, you will receive an email informing you that an override has been granted and to register for the course before a given expiration date. Failure to register by the given deadline may result in a loss of the seat.

### Requesting permission into an open Chemistry course but receiving error

There are many reasons that a student will be unable to register for a course that is open. If you believe that you have met the prerequisites for a course, but you are still receiving an error message please contact the Department of Chemistry or complete an online override request form. The Course (Permit) Override Request form can be accessed through My.IllinoisState.edu under your “Academics” tab in the “Registration” section. Once an override has been approved, you will receive an email instructing you to register by a given expiration date. Failure to register by the given deadline may result in a loss of the seat.

### Requesting permission into CHE 290 and CHE 299

In order to enroll in CHE 290, you will need to complete an application for enrollment with faculty signature. CHE 290 forms are available in the Department of Chemistry Office or online at <http://chemistry.illinoisstate.edu/research/undergraduate/>.

CHE 299 forms are available online through the Honors website:

[http://honors.illinoisstate.edu/academics/honors\\_learning/research/independent\\_study/](http://honors.illinoisstate.edu/academics/honors_learning/research/independent_study/)

### Requesting third time enrollment into a Chemistry course

A course in the major may not be taken twice unless the course description states “may be repeated.” A third time exception may be requested once during a student’s undergraduate career if the GPA in the major plan and the overall GPA is 2.00 or higher.

### Requesting permission into a course other than Chemistry

If you are requesting permission into a course other than Chemistry, please use the online override form or contact the departmental office that is offering the course.

## Advising Resources

### My.IllinoisState

My.IllinoisState is the web portal for Illinois State students. You can access your degree requirements, student account information, course registration, and email through <https://my.illinoisstate.edu/>

### Academic Calendar

The registration schedule, deadlines to add/drop or withdraw from classes, and University closures are posted online at <http://registrar.illinoisstate.edu/calendar/>. It is encouraged to speak with your academic advisor and financial aid advisor before making changes to your schedule.

### Course Catalog

Course sequencing is an important part of academic planning and ISU's catalog is an excellence resource for general education requirements, IAI courses, and course prerequisites. The course catalog is available online at <http://illinoisstate.edu/catalog/>. Be sure to confirm your catalog year with your advisor. Students follow the catalog for the year in which they started the program, but there is an option to change to the catalog for the year the student graduates. Discuss which is best with your advisor. Course descriptions can be found at <https://coursefinder.illinoisstate.edu/>.

### Julia N. Visor Center

Tutoring, workshops, and support programs are available through University College.

Tutoring: <https://universitycollege.illinoisstate.edu/help/tutoring/>

Workshops: <https://universitycollege.illinoisstate.edu/help/workshops/>

Student Communities: <https://universitycollege.illinoisstate.edu/communities/>

### Math Tutoring Center

The Math Tutoring Center is located in Stevenson 330.

<https://math.illinoisstate.edu/resources/tutoring/>

### Chemistry Tutoring

The Department of Chemistry offers drop-in tutoring for many of its courses in the Bohn-Nielsen Resource Room (Julian Hall 215). There is a posted schedule listed on the door. The Department also has a list of private tutors available in the main office.

### Student Access and Accommodation Services

Any student needing to arrange a reasonable accommodation for a disability and/or medical/mental health condition should contact Student Access and Accommodation Services at Fell Hall 350, (309) 438-5853 (voice) or (309) 438-8620 (TTY). Their website is <https://studentaccess.illinoisstate.edu/>

### ALEKS Math Placement Test

The ALEKS Math Placement Exam is a web-based test that determines which math courses you are eligible to take at Illinois State University and does not need to be taken in a proctored environment.

More information about the exam can be found here:

<https://registrar.illinoisstate.edu/testing-services/aleks-math-placement/>

**Transfer Transcripts**

If you complete coursework at another institution, please send your final transcripts to ISU:

<https://registrar.illinoisstate.edu/transcripts/submit-transcript/>

**Career Center**

The mission of the Career Center is to assist student with developing, evaluating, and/or implementing career, education, and employment decisions. Career advisors are available to help students create a resume, prepare for an interview, explore other majors, and find internship/job opportunities. The career advisor for Biochemistry, Chemistry, and Chemistry Teacher Education students is Megan Kayfish ([meturne@ilstu.edu](mailto:meturne@ilstu.edu)).

## Chemistry Teacher Education Advising Notes

As a Chemistry Teacher Education (CTE) major, students must follow the coursework outlined in the plan of study and also complete a series of requirements established by the College of Education and the State of Illinois. In addition to advising communications and methods courses, two websites will help students identify and complete these additional requirements to complete the program and attain licensure in Illinois.

1. <https://education.illinoisstate.edu/teacher/gateways/>  
*The Gateway system at ISU articulates requirements for students to achieve specific milestones as they progress through their teacher education program.*
2. <https://education.illinoisstate.edu/teacher/gateways/elis.php>  
*Teacher candidates seeking licensure in Illinois must set up an Educator Licensure System (ELIS) Account in order for the Illinois State Board of Education to acknowledge and record personal information, test scores, degree(s), and endorsements.*

CTE students will take methods course from the Department of Chemistry and the School of Teaching and Learning. Most of these courses require clinical experience hours to give students first-hand instructional experiences in the classroom. The student teaching semester provides an intensive, culminating practicum experience to help pre-service teachers transition into in-service professionals. Candidates apply to student teaching in the fall semester one year prior to student teaching. Secondary programs prefer an earlier deadline to secure a placement. Timely information and reminders will be provided to candidates, but student should be aware of the early application process.

- ✓ Visit <https://education.illinoisstate.edu/teacher/stt/> for important application details.
- ✓ For a longer experience that could give you a competitive edge in the job search, consider the full-year student teaching experience offered through the PDS program.  
PDS Brochure: <https://education.illinoisstate.edu/downloads/teacher/brochure.pdf>

### Additional Tips to Consider...

1. Carefully monitor your Gateway/Milestone status. If you are seeking Departmental Approval to exit a Gateway, you must make an appointment with an advisor.
2. A grade of "C" or better is required for teacher certification in Illinois in all CTE major-related coursework. This includes all courses within the CTE plan of study except general education courses.
3. If you plan to register for TCH 216, you will also need to register for the lab section, TCH 216A10. You must meet the following pre-requisites to register: 2.5 Cumulative and Major GPA, C or better in TCH 212. Avoid scheduling your U-High clinical immediately before or after another class on campus. Ten minutes does not allow for enough travel time between the school and campus.
4. CHE 161 and CHE 261 are only offered during Spring semesters. CHE 301 is only offered during Fall semesters. CHE 302/STT 399.73 is only offered during Spring semesters.
5. If you have taken a course at a different institution to meet a CTE plan of study requirement, be sure to have your transcript sent to ISU and send an advisor a request to complete a petition for a substitution.

**Interested in research in chemical education?** Chat with or check out Dr. Sarah Boesdorfer or Dr. Willy Hunters 's research pages: [https://chemistry.illinoisstate.edu/faculty\\_staff/faculty-research/](https://chemistry.illinoisstate.edu/faculty_staff/faculty-research/)

## Standards for Behavior

### Roles and Responsibilities

#### *Illinois State advisors*

- Provide an encouraging and supportive environment for students to share their goals, concerns, and interests
- Understand and effectively communicate Illinois State University degree requirements
- Assist students in making informed course decisions and finding majors
- Refer students to appropriate resources
- Maintain confidentiality of student records as outlined in the University Catalog
- Uphold the values, policies, and procedures of their schools, departments, and Illinois State University

#### *Illinois State students*

- Schedule regular and timely appointments with their advisors
- Regularly review their academic progress and assume responsibility for meeting academic requirements
- Craft coherent educational plans based on assessment of abilities, aspirations, interests, and values
- Read both print and electronic university communication and respond when required
- Assume responsibility for all decisions and actions which may impact academic and career options

### Professionalism

Professional behavior includes being responsible, prepared, and engaged. Students are expected to present themselves professionally at all time (i.e. dress and language), including while attending advising appointments.

### Email Etiquette

When writing an email to your academic advisor, please use your Illinois State University account. This is considered an official form of communication by the University. Make sure you include your full name, proofread your email, and practice professional email etiquette (clear subject line, salutation, be polite, don't forget an appropriate sign off).

## Advising Timeline

**It is encouraged that you meet with your advisor  
at LEAST once a semester before registration.**

<b>First-Time College Student</b>
<p><i>First Year</i></p> <ul style="list-style-type: none"> <li>• Understand student advisor roles and responsibilities (see above)</li> <li>• Understand overall graduation requirements (including general education, major requirements, and, where appropriate, teacher education requirements)</li> <li>• Learn how to use academic resources such as undergraduate catalog and learn how to register for classes in Campus Solutions</li> <li>• Discuss on-going academic performance with your instructor and advisors</li> <li>• Explore academic and non-academic support services such as University College, Student Access and Accommodation Services, Milner Library, Julia N. Visor Academic Center, Financial Aid, Student Counseling Services, and Student Health Services</li> <li>• Explore your major and sequence</li> <li>• Check out participation options in Registered Student Organizations (RSO)</li> <li>• Explore opportunities for Study Abroad and National Student Exchange and the Honors Program</li> <li>• Recognize how academic and personal choices and actions can impact your future, including ISU's Student Code of Conduct</li> </ul>
<p><i>Second Year</i></p> <ul style="list-style-type: none"> <li>• Understand your Departmental advising procedures and expectations and how it may differ from freshman year advisement</li> <li>• Develop and refine your plan of study and connect it to career goals</li> <li>• As needed, engage in methods for improving your academic performance, such as meeting with instructors, seeking tutoring, or attending workshops</li> <li>• Get involved with RSOs, volunteer in the community, and/or attend campus events</li> <li>• Visit and explore career planning resources and activities available through the Career Center</li> </ul>
<p><i>Third Year and Beyond</i></p> <ul style="list-style-type: none"> <li>• Regularly review your academic advisement report and meet with your advisor to refine your plan of study</li> <li>• Prepare for future goals by selecting and participating in appropriate outside of class experiences, including internships, research, leadership positions and involvement in RSOs</li> <li>• Relate academic coursework and experiences to your post-graduation plans by working with your advisor, instructors, and the Career Center to: 1) develop a resume/CV and 2) explore employment and/or graduate school options</li> <li>• If appropriate complete applications for teacher education and Honors Program designations</li> <li>• Apply for graduation in a timely manner and plan in advance for graduation</li> </ul>



## Transfer Student

### *First Semester at Illinois State University*

- Utilize Illinois State's Transfer student resources such as the Transfer Redbirds RSO. The purpose of this organization is to provide students who transfer to ISU a place to feel welcome and become involved.
- Consider enrolling in IDS 109 Transfer Student Seminar
- Meet with your advisor during the first few weeks of class to discuss your transition to ISU
- Understand student and advisor roles and responsibilities (see above) and Departmental and academic policies and procedures
- Understand your overall graduation requirements (including Illinois Articulation Initiative/IAI and how to use iTransfer.org and transferology.com)
- Learn how to use academic resources such as undergraduate catalog and learn how to register for classes in Campus Solutions
- Discuss your on-going academic performance with your instructors and advisors
- Explore academic and non-academic support services such as University College, Student Access and Accommodation Services, Milner Library, Julia N. Visor Academic Center, Financial Aid, Student Counseling Services, and Student Health Services
- Explore your major and sequence
- Explore opportunities for Study Abroad and National Student Exchange and the Honors Program
- Recognize how academic and personal choices and actions can impact your future, including ISU's Student Code of Conduct

### *Second Semester or Additional First Semester Activities*

- Develop/refine your plan of study with regard to degree program continuance, general education, and other graduation requirements using available tools
- Review your academic performance and determine whether you are on track for achieving your major and career goals
- As needed, engage in methods for improving your academic performance, such as meeting with instructors, seeking tutoring, or attending workshops
- Get involved with RSOs, volunteer in the community, and/or attend campus events
- Visit and explore career planning resources and activities available through the Career Center

### *Third Semester and Beyond*

- Regularly review your academic advisement report and meet with your advisor to refine your plan of study
- Prepare for future goals by selecting and participating in appropriate outside of class experiences, including internships, research, leadership positions and involvement in RSOs
- Relate academic coursework and experiences to your post-graduation plans by working with your advisor, instructors, and the Career Center to: 1) develop a resume/CV and 2) explore employment and/or graduate school options
- If appropriate, complete applications for teacher education and Honors Program designations
- Apply for graduation in a timely manner and plan in advance for graduation