The Department of Chemistry
Advising Syllabus

The Department of Chemistry
(309) 438-7661
Julian Hall 214
Mon-Fri; 8:00 am-4:30 pm
chemistry@ilstu.edu
http://chemistry.illinoisstate.edu/

Dr. Sarah Boesdorfer  
sbboesd@ilstu.edu  
Chemistry Teacher Ed.

Shanna McDaniels  
slcasey@ilstu.edu  
Gen. Chemistry & Biochemistry

Elisha Swanson  
eswans@ilstu.edu  
Chemistry Teacher Ed.

The Department of Chemistry
The Department of Chemistry is an academic department within the College of Arts and Sciences. 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 minors. Students that are interested in applying to a pre-professional school (i.e. medical school, dental school, pharmacy school, etc.) are also encouraged to meet with Kate Weiser (kgweise@ilstu.edu), the pre-professional advisor, in University College. All other students are advised by University College.

Appointment Scheduling
Advisors meet with students regularly throughout the year through a combination of individual and walk-in appointments.

Shanna uses Appointment Manager to schedule appointments with students. Appointment Manager is an online scheduling system students can use to sign-up for appointments, receive reminder e-mails about appointments, or cancel appointments. To sign-up for an appointment, please use the link below.

Shanna McDaniels: https://appointments.illinoisstate.edu/ramonline/Appointment?AGID=1056&P=178&AG=1056&D=-5000

While Shanna does not have designated walk-in hours throughout the year, her door is always open and she will see students if she is available.

To schedule an appointment with Dr. Sarah Boesdorfer or Dr. Elisha Swanson, please send them an e-mail (see page 1).

Cancellation and No Show Policy
Students should cancel their appointment in a timely manner through Appointment Manager or by sending their advisor an e-mail. It is encouraged that students cancel their appointment at least 24 hours in advanced. 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 time can be found in your Student Service Center in the Enrollment Dates section. To register for courses, login 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. This is a guide to navigating the new registration format: https://registrar.illinoisstate.edu/downloads/registrationformat2019.pdf

Students are ultimately responsible for meeting graduation and licensure requirements. Fall 2019
**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 be asked to be put on the waitlist by contacting the Department of Chemistry office staff, e-mailing your advisor, or completing an online override request form. The online 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. If a seat becomes available in the course, you will receive an e-mail 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 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 pre-requisites 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 online 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 e-mail instructing you to register by a given expiration date. Failure to register by the given deadline may result in loss of the seat.

**Requesting permission into CHE 290 and CHE 299**

In order to enroll in either CHE 290 or CHE 299, you will need to complete a class permission request form. CHE 290 forms are available online at [http://chemistry.illinoisstate.edu/research/undergraduate/](http://chemistry.illinoisstate.edu/research/undergraduate/) or can be obtained in the Department of Chemistry Office.

CHE 299 forms are available 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. Students requesting a third time enrollment must get permission from the professor teaching the course, their Advisor, and the Department Chair.

**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 e-mail 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 pre-requisites. The course catalog is available online at http://illinoisstate.edu/catalog/. Be sure to confirm your catalog year 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/tutoringCenter/

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 documented disability 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/
Transcript Transcripts
If you complete coursework at another institution, please send your final transcripts to ISU:
Evaluation Services
Illinois State University
Campus Box 2202
Normal, IL 61790

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).
Chemistry Teacher Education
Advising Notes

As a Chemistry Teacher Education (CTE) majors, 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/](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.

   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 must apply to student teaching no later than 6 months prior to the student teaching semester to be considered for a placement. Secondary programs prefer an earlier deadline to secure a placement.

- Visit [https://education.illinoisstate.edu/teacher/stt/](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](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 qualify and plan to substitute an ACT/SAT score for the TAP-Test for Academic Proficiency, refer to the directions found at the following link: [https://education.illinoisstate.edu/teacher/gateways/tap.php](https://education.illinoisstate.edu/teacher/gateways/tap.php).
4. 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.
5. CHE 161 is only offered during Spring semesters. CHE 301 is only offered during Fall semesters. CHE 302/STT 399.73 is only offered during Spring semesters.
6. 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? Check out Dr. Sarah Boesdorfer’s research page: [http://chemistry.illinoisstate.edu/faculty_staff/profile.php?ulid=sbboesd#fs-tabs-accord1](http://chemistry.illinoisstate.edu/faculty_staff/profile.php?ulid=sbboesd#fs-tabs-accord1)
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 times (i.e. dress and language), including while attending advising appointments.

E-mail Etiquette

When writing an e-mail 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 e-mail, 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.

<table>
<thead>
<tr>
<th>First Time College Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
</tr>
<tr>
<td>- Understand student advisor roles and responsibilities (see above)</td>
</tr>
<tr>
<td>- Understand overall graduation requirements (including general education, major requirements, and, where appropriate, teacher education requirements)</td>
</tr>
<tr>
<td>- Learn how to use academic resources such as undergraduate catalog and learn how to register for classes in Campus Solutions</td>
</tr>
<tr>
<td>- Discuss on-going academic performance with your instructor and advisors</td>
</tr>
<tr>
<td>- 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</td>
</tr>
<tr>
<td>- Explore your major and sequence</td>
</tr>
<tr>
<td>- Check out participation options in Registered Student Organizations (RSO)</td>
</tr>
<tr>
<td>- Explore opportunities for Study Abroad and National Student Exchange and the Honors Program</td>
</tr>
<tr>
<td>- Recognize how academic and personal choices and actions can impact your future, including ISU’s Student Code of Conduct</td>
</tr>
<tr>
<td>- Advising Transition session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Understand your Departmental advising procedures and expectations and how it may differ from freshman year advisement</td>
</tr>
<tr>
<td>- Develop and refine your plan of study and connect it to career goals</td>
</tr>
<tr>
<td>- As needed, engage in methods for improving your academic performance, such as meeting with instructors, seeking tutoring, attending workshops, or participating in Project Success</td>
</tr>
<tr>
<td>- Get involved with RSOs, volunteer in the community, and/or attend campus events</td>
</tr>
<tr>
<td>- Visit and explore career planning resources and activities available through the Career Center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year and Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Regularly review your academic advisement report and meet with your advisor to refine your plan of study</td>
</tr>
<tr>
<td>- Prepare for future goals by selecting and participating in appropriate out side of class experiences, including internships, research, and leadership positions and involvement in student organizations</td>
</tr>
<tr>
<td>- 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</td>
</tr>
<tr>
<td>- If appropriate complete applications for teacher education and Honors Program designations</td>
</tr>
<tr>
<td>- Apply for graduation in a timely manner and plan in advance for graduation</td>
</tr>
</tbody>
</table>
**Transfer Student**

**First Semester at Illinois State University**
- Utilize Illinois State’s Transfer student resources such as the Transfer Mentor Program the registered student organization Transfers Unite!
- Enroll in IDS 109 Transfer Student seminar if appropriate
- 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
- Check out participation options in Registered Student Organizations (RSO)
- 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, attending workshops, or participating in Project Success
- 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, and leadership positions and involvement in student organizations
- 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