

Advisor/Advisee Partnership Agreement

This partnership is a collaboration between a BCOE academic advisor and a BCOE student to achieve the universal educational and professional goals of the student, the Bourns College of Engineering, and the University of California, Riverside. This partnership is also in line with [UCR's Principles of Community](#).

BCOE academic advisors aim to

- provide academic guidance and developmental support services
- enhance the college experience
- build rapport, respect, trust and cooperation to expand impact

BCOE Academic Advisor Responsibilities:

1. Help students plan their programs of study, professional development and post-UCR plans
2. Listen to students' academic concerns and needs
3. Be available to students and take an active interest in their welfare
4. Be knowledgeable about policies and degree requirements
5. Keep accurate records and maintain confidentiality
6. Maintain an awareness of resources, the ability to make resource referrals, and follow-up on progress
7. Communicate changes to program requirements, policies and procedures, and campus life

BCOE students aim to

- avail themselves to academic, social, and personal growth opportunities
- actively pursue their undergraduate degree
- prepare to apply their knowledge to and participate in life after UCR

BCOE Student Responsibilities:

1. Use their degree audit, general catalog and other campus resources
2. Consult with the academic advisor before making major academic career changes
3. Accept their ultimate responsibility for degree completion
4. Arrive prepared for drop-ins or an appointment
5. Review email and iLearn communications prior to engaging with an academic advisor
6. Determining the extent to which information can be found from alternate sources previously provided by the advisor before initiating advisor contact
7. Use proper email communication protocol and professional correspondence

It is the responsibility of both academic advisors and students to practice effective communication. That means listening attentively to develop shared meaning and understanding. BCOE requires both parties to find a respectful voice in which to engage each other. Use that voice to connect with your advisor with decency and tact, trust the process, and expect that in return.

Please communicate any concerns about your approach or your advisors attempt to fulfilling these responsibilities to Roderick Smith, the Director of BCOE Advising, rsmith@engr.ucr.edu, in a timely manner.