

# Dr. McCutcheon's Advising Syllabus

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Sunderman Conservatory of Music

**Advisor:** Russell McCutcheon, Ph.D.

**Office:** Schmucker 220A

**Office Hours:** At our mutual convenience by appointment: [REDACTED]

**Advising Hours:** Certain times during the semester will be reserved for advising appointments; information will be sent via email regarding these times and sign-ups for appointments

**Email:** [REDACTED]

**Office Telephone:** [REDACTED]

## General Information

This syllabus provides an overview of essential advising activities for the year. You may need to seek advice and counsel more frequently and are encouraged to make additional appointments. You may believe you need no advising at all. Experience indicates that *all* students benefit from participation in advising activities. Before any registration period, you must meet with me to confirm your schedule choices and get my release so you can register for classes.

## Course Registration

All 1<sup>st</sup> Year students receive formal advising regarding their courses at least three times in their first academic year, once prior to the start of the fall semester and again in mid-fall as we plan your spring schedule of courses, followed by another session mid-spring to plan courses for the following academic year.

All 1<sup>st</sup> Years, sophomores, and juniors will have formal advising regarding their courses in mid-spring as we plan your course schedule for the following academic year.

All seniors are strongly encouraged, though not required, to schedule formal “graduation check-up” advising sessions in early fall to ensure we’ve got everything covered for your final year and you are on track for graduation. There are typically a number of small issues to work out, including ensuring you are receiving appropriate ensemble participation credit and the like.

## So, Let’s Talk!

My office is located in Schmucker Hall in the back corner next to the rear doors of *Paul Recital Hall*. I am in the office most every day. If the door is open (and it usually is), feel free to knock and drop in for a quick chat anytime. I also faithfully keep an Outlook Calendar and am always happy to schedule an appointment.

Many questions can be answered via email, and I do my best with this mode of communication. Please be sure to include the details of your issue or question and any other relevant information. Please allow at least 24 hours for a response; I try to answer email in blocks of time rather than throughout the day, and often in the evenings. To be honest, I receive a great deal of email and email is not always the most effective way for us to communicate. The telephone is another option, but ***I truly prefer face-to-face communication as it allows us to talk in real time and I can be a more effective resource for you.***

Whether you seek a quick answer to an easy question or would just like to sit and talk, I am available for you.

### **Your Responsibilities as an Advisee**

As a college student, you will have many challenges and experiences. Along with those come many new responsibilities. One of these responsibilities is taking charge of your college career. My role as an advisor is to do just that: advise. I can provide you with options, explain the benefits and potential consequences of a particular action, seek more information for you, and even tell you my opinion.

However, I will not tell you what to do. You are responsible for making decisions regarding personal and educational goals. The choice is all yours, but I will be by your side to guide you through the choices.

### **In order to better advise you, I request that you do the following:**

- Get in touch with me as soon as you have any concerns or worries about a class or anything else. *Don't delay – let's talk right away!*
  - Please do not wait to address small problems until they become big ones (or unsurmountable ones).
  - Please plan ahead, especially for time-sensitive issues such as items requiring my signature – I want to be there for you, but can't be on 24 hour call.
- Be sure to meet with me at least once each semester. I will initiate appointments at registration periods, but don't feel as though you must wait!
- If you have scheduled an appointment to discuss specific concerns, write down your concerns and any questions you have before our meeting takes place so we have a framework for our discussion and we can be sure to address each of your concerns.
- **Come prepared for advising appointments regarding registration for courses.**
  - Prior to meeting with me regarding registration, be sure that you have already considered all your class possibilities and have created a draft schedule for each upcoming semester.
  - Bring all necessary paperwork to our registration meeting, including:
    - Your current transcript (from the PeopleSoft Student Center)
    - Your degree progress report (from the PeopleSoft Student Center) for your current degree track (I can show you how to find and print this, ask if you need help)

- Your sample schedule for each upcoming semester – I strongly encourage use of the schedule templates on the Moodle Music Education Advising site
  - The degree checklist for your class, marked with courses completed successfully, courses in progress and courses still needed
  - Any other relevant materials or dates, including your planned recitals, student teaching, etc.
- If you must miss a scheduled appointment, please email or call before the scheduled time to cancel.

### **My Responsibilities as Your Advisor**

As your advisor, I am here to serve you. My primary role is as an academic advisor, helping guide you from matriculation through graduation and serving as a guide along that path. I will challenge you to make your own choices and offer my thoughts where appropriate. I will be familiar with the curriculum both in the Sunderman Conservatory and the Gettysburg College curriculum.

When I don't know the answer to a question, I will reach out to those who do and together we can find the answer. I will point you to others who may be of assistance for areas outside my expertise, including College Life staff, the Office of Academic Advising, the Registrar's Office, Off-Campus Studies, ALLies (The Office of LGBTQA Advocacy & Education is committed to the creation of an inclusive and supportive campus community where all students are empowered to succeed regardless of their sexual orientation, gender identity, and gender expression), Health and Counseling, Students with Disabilities, the Peer Learning Program, the Writing Center, and more.

### **For all Music Students**

For all music majors and minors, the first stop for any information should be the Sunderman Conservatory Student Handbook.

The handbook can be found online at:

<https://www.gettysburg.edu/academic-programs/sunderman-conservatory/current-students/>

This comprehensive document outlines everything from curricula and courses to recital procedures, lessons, requirements, checklists...all you need to succeed. It is **your** responsibility to ensure you are meeting all of your obligations and requirements.

Do not rely on word of mouth...check for yourself. For example, if you are preparing a recital, you should become an expert on our recital procedures. Who knows – you may even be able to lead your applied professor through the process instead of the other way around.

## For Music Education Majors

After the handbook, your second stop is the Music Education Moodle site. This important resource contains information particular to music education in the Sunderman Conservatory, including:

- A calendar of Music Education Program events for the year (including CNAfME)
- Links to professional associations, journals and notable websites
- Information on your Music Education advisors
- Information on the required Praxis/PAPA examinations for teacher certification
- Information on how to obtain FBI/Criminal History Background checks for field experience and student teaching
- Information about field experience and observation
- Information on the Music Education Sophomore Interview process, including important forms and checklists
- Information relevant to academic advising (most important!), including:
  - Curriculum Plans and Checklists for each class
  - A suggested course progression matrix for each class
  - Student Schedule templates in both .pdf and editable Word formats
  - A course selection guide that outlines how music education and the Gettysburg Curriculum intersect
  - Important and relevant links, including the Office of Academic Advising, the Registrar's Office, the Gettysburg College Honor Code, Courses that fulfill the Gettysburg Curriculum, and more

## FreeBusy

I use a service called **FreeBusy** that is linked to my professional and personal calendar. FreeBusy is a free web service that requires no registration and sends no spam or advertising. Using FreeBusy, you can view my schedule which is updated in real-time on the site and schedule appointments as needed at our mutual convenience.

### Tips for successful meeting invites:

- **Create a meaningful meeting topic.** "Meeting" is not very useful when I'm looking at my calendar; "Discussion regarding dropping a course" is much better!
- **Use the location function.** My office is Schmucker 220A, but don't feel as though we must meet in my office. Be creative...how about Ragged Edge or the Commons?
- **Don't send an invitation on one day with a meeting request for the next day.** Since I process my email in blocks, if I've already checked email for the day I might not see your request until your proposed time has expired.

My FreeBusy URL is: [REDACTED]

You can also find my FreeBusy info and schedule directly on the "Meet with Dr. McCutcheon" page on all my courses and the Music Education Moodle site.

## **Advising Activities Each Semester**

There is no set schedule, but each semester I try to plan one informal gathering of all of us either in the Commons Coffee Shop, Specialty Dining or another location around campus.

Watch your calendars for the last day to drop or add a class and the last day to withdraw from a class with a "W" on your transcript.

We will have required meetings when scheduling time approaches – in these meetings we will confirm your academic goals fit with the stated curricula of your program, monitor your progress toward a degree, and I will sign your registration sheets upon satisfactory completion of our advising session.

## **Special Circumstances**

If you have a learning, sensory, medical, or psychiatric disability, appropriate accommodations can be made for you in your advising. Let's talk about what we need to do to accommodate your needs.

## **Academic Integrity**

Based on the belief that dignity of all people and individuals' intellectual potential relies on mutual trust as its foundation; Gettysburg College promotes and ensures honesty and integrity among students.

By affirming the Gettysburg College Pledge students assume the obligation to be honest in their particular relationships with each course instructor and all members of the College community supporting their education. Students and faculty members are expected to accept the responsibility for maintaining the conditions for and the fact of that honesty.

## **Diversity**

Faculty, staff, and students are encouraged to:

- 1) examine and challenge how perceptions, ideas, and experiences influence conduct and behavior;
- 2) increase awareness about issues of difference based on the intersecting identities of race, ethnicity, class, gender, age, sexual orientation, gender identity, physical ability, and religion; and
- 3) make a personal commitment to understand, respect, value, and appreciate all members of the campus community.