

ACADEMIC ADVISOR'S HANDBOOK

(<http://www.db.uth.tmc.edu/Acad-Affair/Publications/AdvHndbk.htm>)

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INTRODUCTION

The Committee extends its appreciation to the faculty who, as advisors, have demonstrated their commitment to the education and development of young professionals.

The Academic Advisor Program was established in 1973 to enhance the Dental Branch students' academic and professional development. Students of dentistry are expected to progress beyond competent technical performance. They must also be instilled with those ethical values that society expects from health professionals: personal integrity, compassion, and professional values. The Academic Advisor Program is designed to assist in fulfilling these expectations.

To these ends, the goals of the program are (a) to monitor and facilitate the students' academic and clinical activities as they progress through the curriculum and (b) to encourage each student's maximum development as a professional who will maintain the standards of dentistry and make significant contributions to society. The program includes four areas of advisor responsibility. These are to:

1. meet with students to review their progress, provide emotional support and offer assistance;
2. help students to explore problems as they develop and assist them in generating effective and practical solutions;
3. direct students to various resources in the school where they can obtain specific assistance in resolving their problems; and
4. model values by demonstrating that the advisor respects the student as an individual and that, likewise, dentistry is a helping profession.

The advisor's role does not necessarily presume special ability or expertise. It does require some knowledge of the curriculum, the school's resources, and sincere interest and effort. The benefits of the Advisor Program are not unilateral. In return for their efforts advisors receive the satisfaction of having helped another, of contributing to the students' professional growth and development, of forming lifelong friendships with future professional colleagues, and of having served the University.

The purpose of the Advisor's Handbook is to describe the Academic Advisor Program and to present information an individual advisor needs to assist students effectively. This material is dynamic. As the curriculum changes, so must the advisor system. To accommodate these changes, the Advisor Committee welcomes suggestions from faculty, staff and students.

SPECIFIC OBJECTIVES OF THE PROGRAM

1. The advisor should establish rapport with each advisee, stimulating active interaction and discussion of progress and other student-related concerns or activities.
2. The advisor should have basic understanding of the curriculum and be knowledgeable about the fundamental principles underlying the curriculum design and progress through that curriculum. S/he should also be familiar, through general knowledge and study of the *Academic Advisor's Handbook*, with the various faculty and administrative offices at the Dental Branch that can provide consultation for specific problems regarding curriculum and other student-related concerns or activities.
3. The advisor will monitor student progress to ensure that such progress is adequate. Where student performance is not acceptable, the advisor must be informed of such deficiencies. Such information will come from the following sources.
 - a. Review of dental student's progress through UTLINK Faculty.net. Select the current dental term and under the Admin tab select advisees.
 - b. Review of the Dental Student Progress Record available from the Office of Academic Affairs/Office of Student Affairs.
 - c. Notification from the student.
 - d. Report of unsatisfactory progress from the department chairperson, clinical directors, Dental Students Evaluation and Promotion Committees, or deans.

Note: The advisors may request any relevant academic information pertinent to their advisee from the above sources.
4. If unacceptable student performance is identified, the advisor will discuss the problems and their cause with the individuals involved and provide appropriate directions. All academic actions which emanate from the sources listed above in 3c should be discussed by the faculty advisor with the student advisee.
5. In cases where the student is asked by a Dental Branch Committee or the Administration to explain his or her actions, the advisor may be asked to be present to provide relevant information.
6. Advisors should furnish to the Chair of the appropriate Student Evaluation and Promotion Committee a report on their individual advisees who are having difficulty at the end of each semester, prior to the grade meetings. If an advisee is having a problem, state that you are aware of the situation. The nature of the problem may be stated if the advisee so desires. Also, any advisor may request to attend such committee meeting, if he/she deems it necessary.
7. The advisor will establish an availability schedule for meetings with their advisees.
8. Each advisor should use the *Academic Advisor's Handbook* for a referral source beyond the advisor's areas of responsibility and expertise.
9. A copy of the *Student Guide to Academic Studies* is provided to all faculty and is also available on the Dental Branch web site. If you have not received your copy, please contact the Office of Academic Affairs.

10. If an advisor for a student changes, the advisee file should be transferred to the new advisor. This information is essential for the new advisor to consult with the student. The responsibility for the transfer of the file resides both with the previous advisor and the new advisor. Student advisors' names are available from the Chair of the Academic Advisors Committee or the Office of Academic Affairs. An advisee file should stay intact until after the student is no longer enrolled at the school.
11. If conflicts between advisors, acting on behalf of their advisees, and department chairs cannot be resolved, the Chair of the Advisors Committee may be asked to intercede.

GENERAL SUGGESTIONS FOR EFFECTIVE ADVISING

The Advisor's Function

1. The advisor's primary function is to help the student. The advisor should try to establish a relationship with the advisee such that the advisee feels free to come to the advisor with any type of problem.
2. The advisor should act as an intermediary between the student and the school faculty and administration, if necessary.
3. An advisor should be familiar not only with the curriculum and clinical expectations of the year he is advising, but also of the previous year. (For example, a third year class advisor should be familiar with the second year and the third year requirements.)

For students who are not progressing through the curriculum satisfactorily, the advisor should be familiar with the possible recommendations for academic action of the Evaluation and Promotion Committee to the administration.

4. The advisor should be knowledgeable about resources for the student who is experiencing problems, either personally or academically. The advisor should not hesitate to refer the student to these sources whenever it is appropriate.

The Advisee File

The advisor should keep a file on each advisee. This file should contain the information listed below. Samples of the forms in (1) and (2) mentioned below are included in the appendix.

1. A Biographical Profile.
2. Advisor-Advisee Contact Record — an informal record of every meeting between the advisor and the advisee.
3. Copies of memos sent to the advisor dealing with the advisee. (Such as notification of a failed exam, department deficiencies, etc.)
4. Copies of memos sent from the advisor dealing with the advisee, such as contracts and/or schedules between the advisor and the advisee. Any advisor whose advisee is experiencing academic and/or clinical difficulties should also send copies of such memos to the Office of Academic Affairs. This information will be placed in the student's permanent file; therefore, nothing of a personal nature should be included.
5. Any other material which the advisor feels is appropriate.

Advisor/Advisee Meetings

1. Generally, during the first two years, the student's advisor will be a faculty member from a basic science or pre-clinical department. During the third and fourth years, the advisor will be from a clinical department.
2. Before the first meeting
 - a. Familiarize yourself with your new advisees by consulting with their advisor(s) from the previous year.
 - b. Familiarize yourself with your new advisees by reviewing their record on UTLINK Faculty.net.
 - c. Introduce yourself personally to your new advisees as their advisor and set up a time for your first meeting.
3. At the first meeting
 - a. Reiterate that you are there to help the student, and what your responsibilities are, as outlined in "The Advisor's Function" on the previous page.
 - b. Inform the student of your office hours, office extension, and home telephone number. Although there are no rules for frequency of meetings with your advisees, a suggested schedule is included below.
 - 1) first year student—every two weeks for the first two months, then a minimum of once a month.
 - 2) student having no academic or clinical difficulties—a minimum of twice a semester.
 - 3) student experiencing difficulties—once every two to four weeks.

THE CURRICULUM

All advisors should be knowledgeable with the *Student Guide to Academic Studies*.

SPECIAL ADVISING AREAS

Financial Aid

http://www.uth.tmc.edu/ut_general/research_acad_aff/registrar/services/finaid.html

The UT-H HSC Dental Branch has limited loan and scholarship funds. These funds may be available based on proven financial need and/or academic excellence. Limited emergency loan funds are also available. Application forms and complete information describing the various funds may be obtained from:

The University of Texas
Health Science Center at Houston
Student Financial Aid
PO Box 20068
Houston, TX 77225
(713) 500-3870

The Office of Student Financial Aid is located in the University Center Tower (UCT), Room 2220.

Housing

Favrot Hall, operated by the Texas Medical Center, offers apartments for singles and married couples. For more information contact:

Director of Housing
Laurence H. Favrot Hall
6540 Bellows Lane
Houston, TX 77030
(713) 797-0962

Students residing in Favrot Hall must park in the Brown Lot.

University Housing also has apartments available. For more information contact:

University Housing
7900 Cambridge
Houston, TX 77054
(713) 500-8444

Outside the Texas Medical Center, apartments can be found for varying costs. Possible references would include apartment locating agencies and daily papers.

Parking

Parking within the Texas Medical Center is controlled by the Contract Parking Office. Students may park in the South Extension Lot (Brown Lot) located at 1522 S. Braeswood Blvd. and

William C. Harvin Blvd., a remote parking lot serviced by a free shuttle bus. Parking may be paid on a quarterly basis. Contract Parking permit offices are located in Garages 2 or 4.

Specialized Professional Counseling

1. Student Support Service—Tutorial Assistance

Students requiring tutorial assistance with subjects in the basic science or preclinical curriculum may make arrangements through the Office of Student Affairs, room 155, 500-4151. No fee is required.

2. Student Counseling Service

http://www.uth.tmc.edu/ut_general/research_acad_aff/scs/index.html

The Student Counseling Service provides for the counseling and short-term therapy needs of all Health Science Center students. Services offered include evaluation and group therapy as well as counseling for students, spouses, dependents, and married couples. Records are kept confidential and there is no fee for services. Individuals desiring, or who are in need of long-term therapy will be referred to the Department of Psychiatry at The University of Texas Medical School. The Student Counseling Service also sponsors outreach and preventive services such as stress reduction workshops and support groups to enhance adjustment to professional schools.

The Student Counseling Service is located in the UCT, room 1600. The office hours are from 8:00 am to 6:00 pm, Monday through Friday. Referrals are not necessary and students are encouraged to call and set up their own appointment (713-500-3113).

Special Problems Related to Advising

1. Student Progress

See "Progress Evaluation" in the *Student Guide to Academic Studies* regarding evaluation requirements at mid-semester evaluation, end of semester evaluation, end of year evaluation and evaluation for graduation.

2. Advisor-Student Incompatibility

At the beginning of each school year students will be assigned a faculty member as their advisor. If the student or advisor believes a personal conflict has developed, then either person should report the problem to the chair of the Academic Advisors Committee or the Office of Academic Affairs for resolution. This information is to be kept confidential and should not include other faculty, students, or classified employees.

3. Transfer and Advanced Standing Students

These students have the same rights and responsibilities of the class with which they matriculated.

These students will be assigned to an advisor as soon as they enroll.

4. Attendance Policy (*Student Guide to Academic Studies*, p. 5-5)

Attendance is expected at all scheduled lectures, clinics, laboratories, seminars, case presentations, rotations, and individual faculty appointments. Attendance is considered one measure of a student's **professional conduct**. Students who abuse attendance requirements will be considered for academic action.

At the discretion of the course director, attendance may be taken through the use of various methods such as sign-in rosters, assigned seating and/or quizzes. Class begins promptly on the hour. Students are expected to be in their seats at that time. Tardiness or leaving class early may be counted as an absence at the discretion of the course director. Attendance records are official school documents, and thus falsification of these records by any student will constitute a significant act of dishonesty. At the discretion of the course director, attendance may play a part in the course grade as described in the course syllabus.

Policies on attendance in the clinics are found in The UT-Dental Branch Clinic Manual, Section 5.40.

Procedures for Reporting Absences

All absences are to be reported by the student to the Office of Student Affairs (713-500-4432) no later than 11:00 am on the day of the absence. The student is to provide the following information: his/her name, reason for the absence, and a list of classes and their course directors that will be missed on that day. The student must call the Office of Student Affairs on subsequent days unless the Associate Dean for Academic Affairs grants a leave of absence (see leave of absence below). Documentation of the reason for the absence will be required in most instances in order for an excused absence to be granted.

It is the student's responsibility to contact the course directors of missed classes within five days of returning to school to determine what, if any, arrangements are to be made for missed coursework (examinations, practical exams, etc.). The Office of Student Affairs will retain records of reported absences and inform course directors of excused and unexcused absences. If a scheduled examination, quiz, or required activity will be missed, the course director should also be contacted, preferably before the scheduled start of the examination or required activity.

Anticipated absences, e.g. advanced program interviews, doctors' appointments, etc., should be discussed with the appropriate course directors prior to the absence so that arrangements can be made as needed. Students should go to the Office of Student Affairs, Room 155, prior to the anticipated absence to complete the Student Request for an Excused Absence form.

In the case of an absence necessitating cancellation of patient appointments, it is the student's responsibility to notify their practice leader and the affected patients.

5. Sexual Harassment Policy (*Student Guide to Academic Studies*, p. 5-7)

It is the policy of the Health Science Center to maintain an educational environment free of sexual harassment and intimidation. The Equal Employment Opportunity Commission states that unwelcomed sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an

individual's employment or student admission, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or student evaluation affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment (Section 1604.11a). Academic sexual harassment is the use of authority to emphasize the sexuality or sexual identity of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, climate, or opportunities.

Such conduct on the part of faculty, students or other employees is expressly prohibited and offenders are subject to disciplinary action. Students should also be aware that University personnel may make complaints against students under any of the above categories or for enticement, such as offering sexual favors to obtain unearned grades or other forms of reward.

The complete sexual harassment policy and complaint procedures for students and all UT-H HSC personnel are contained in the *UT-H HSC Handbook of Operating Procedures*, Section 2.04, p. 2-7, which is available in the Dean's Office and the Student Counseling Service. Guidelines, overview and resource persons may also be found through the World Wide Web:

http://www.uth.tmc.edu/ut_general/special_interest/committees/

The current resource persons and a brief summary of the process follows.

Contact **ANY** of the following sexual harassment resource persons:

Ms. Yolanda Davis, Chair	Office of Equal Opp & Diversity	713-500-3079	Yolanda.K.Davis@uth.tmc.edu
Dr. Irina Cech*	School of Public Health	713-500-9227	Irina.Cech@uth.tmc.edu
Dr. Lillian Eriksen	School of Nursing	713-500-2115	Lillian.R.Eriksen@uth.tmc.edu
Dr. Victoria Knutson	Medical School	713-500-9860	Victoria.P.Knutson@uth.tmc.edu
Ms. Roshni Mobed*	Houston Recovery Campus	713-331-2706	Roshni.J.Mobed@uth.tmc.edu
Dr. Dorothy Otto	School of Nursing	713-500-3189	Dorothy.A.Otto@uth.tmc.edu
Dr. Deborah Pearson*	Medical School	713-500-2580	Deborah.A.Pearson@uth.tmc.edu
Dr. Randolph Scott	Health Information Sciences	713-500-3908	Randolph.H.Scott@uth.tmc.edu
Ms. Brenda York	Harris County Psychiatric Center	713-741-7891	Brenda.V.York@uth.tmc.edu
Dr. Rita Zachariasen	Dental Branch	713-500-4521	Rita.D.Zachariasen@uth.tmc.edu

* term expires August 31, 2004

Discuss the general problem with the representative without giving specific names.

If you decide to make a formal complaint, you must do so in writing, including names.

The first action of the formal complaint mechanism is attempted mediation by Board representatives with both parties. If successful, a written agreement is signed and reviewed in six months.

If mediation fails, a panel of Sexual Harassment Board members who have not been involved with the complaint will make an investigation of the allegation.

If the Board determines that the charge is founded, the accused will be subject to appropriate disciplinary action, as outlined in the *UT-H HSC Handbook of Operating Procedures*.

The accused may appeal disciplinary action through regular grievance procedures as published.

6. Electives and Continuing Dental Education Programs

The electives program at the Dental Branch is designed to offer enrichment courses in a variety of areas beyond the scope of the required predoctoral curriculum. Every student must complete four credit hours (4.0) of elective courses in addition to the core curriculum.

All elective courses must be added or dropped within the first two (2) weeks of any semester.

Students are also required to participate in two (2) Dental Branch approved Continuing Dental Education Programs. Participation in this activity helps introduce students to the concept of lifelong learning and the quality and advantages of continuing dental education. In a world that changes so rapidly, the only way to be an informed dental practitioner is through participation in high quality continuing dental education programs.

Refer to the *Student Guide to Academic Studies*, pp. 2-1 - 2-2, for further details.

7. Other Sources of Information

- a. *Dental Branch Catalog*
- b. *Dental Branch Student Guide to Academic Studies*
http://www.db.uth.tmc.edu/student-acad/StudentGuides/DDS-studentGuide/student_guide_title.htm
- c. *UT-H HSC Student Guide*, available from the Office of the Registrar, DCT 2250
http://www.uth.tmc.edu/ut_general/admin_fin/planning/pub/sgindex.html
- d. *Guide for Entering Dental Students*, available from the Office of Student Affairs, room 155

8. Advanced Education Programs

All information of various programs can be obtained from the Office of Student Affairs, room 155 (ext. 4151).

9. Research Programs

All information on research programs and opportunities can be obtained from the Office of the Associate Dean for Research, room 4.109 (ext. 4161).

APPENDIX

REFERRAL SOURCES

Office of the Dean

Dean Dr. Catherine Flaitz 713-500-4021

Office of Academic Affairs

Associate Dean for Academic Affairs Dr. Leslie Roeder 713-500-4166
Director, Office of Academic Affairs Ms. Judith Penn 713-500-4166

Clinical Education

Director for Clinical Education Dr. Stephen Jessee 713-500-4106
Practice Leader (green) Dr. Betty Shynett 713-500-4268
 Patient Care Coordinator Duane Crawford 713-500-4163
Practice Leader (red) Dr. Lisa Thomas 713-500-4112
 Patient Care Coordinator Cecilia Garza 713-500-4370
Practice Leader (blue) Dr. Matthew Seals 713-500-4014
 Patient Care Coordinator Janice Thomas 713-500-4244
Practice Leader (yellow) Dr. Gene Stevenson 713-500-4136
 Patient Care Coordinator Trenise Butler 713-500-4162

Department Chairs

Basic Sciences Dr. Karen Stortz 713-500-4362
Diagnostic Sciences (Interim) Dr. John Valenza 713-500-4111
Oral & Maxillofacial Surgery Dr. Mark Wong 713-500-4125
Orthodontics Dr. Jeryl English 713-500-4119
Pediatric Dentistry Dr. Susan Seybold 713-500-4178
Prosthodontics Dr. Thomas Huff 713-500-4347
Restorative Dentistry and Biomaterials Dr. Peter T. Triolo 713-500-4263
Endodontics and Periodontics Dr. John Ludington 713-500-4227

Financial Aid

Director, Office of Financial Aid Mr. Carl Gordon 713-500-3860

Patient Care

Associate Dean for Patient Care Dr. John Valenza 713-500-4111

Student Counseling

Dr. Camille Lloyd 713-500-3113

Student Affairs – Dental Branch

Associate Dean for Student Affairs Dr. H. Philip Pierpont 713-500-4151
Academic Tutoring Ms. Sherree White 713-500-4151

STUDENT BIOGRAPHICAL DATA

NAME _____ STUDENT NUMBER _____

HOUSTON ADDRESS _____

HOUSTON PHONE NUMBER _____

PERMANENT ADDRESS _____

IF MARRIED, SPOUSE'S NAME _____

OCCUPATION _____

WORK PHONE NUMBER _____

CHILDREN (NAMES & AGES) _____

PERSONAL HISTORY

DATE OF BIRTH _____ PLACE OF BIRTH _____

PARENTS NAMES _____ (Mother)
_____ (Father)

ADDRESS _____

OCCUPATION (Mother) _____ OCCUPATION (Father) _____

	NAME	YEAR	MAJOR	DEGREE
HIGH SCHOOL	_____	_____	_____	_____
COLLEGES	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

EMPLOYMENT HISTORY _____

AWARDS AND HONORS _____

HOBBIES _____

