Academic Advising Syllabus  
Virginia Tech Department of Statistics

**Advisors**

**Dr. Leanna House**  
(for students with last names A-K)  
416-A Hutcheson  
540-231-2256  
lhouse@vt.edu  
Make appointment by website

**Dr. Jane Robertson**  
(for students with last names L-Z)  
416-C Hutcheson  
540-231-1131  
robj@vt.edu  
Make appointment by email

Both advisors hold office hours by appointment. To schedule appointments, Dr. Robertson prefers email and Dr. House prefers that students select a time from the website, http://www.stat.vt.edu/facstaff/lhouse/advising.html.

**Administrative Staff**

Christina Dillon, 405A Hutcheson, 540-231-5630, ugradstat@vt.edu

**Online University Resources**

- Department of Statistics website  
- Pathways Planner  
  [http://www.uaac.vt.edu/planner/](http://www.uaac.vt.edu/planner/)
  [http://www.uaac.vt.edu/planner/COSPresources.html](http://www.uaac.vt.edu/planner/COSPresources.html)
- University Catalog  
- Services for Students with Disabilities (SSD)  
  [http://www.ssd.vt.edu/students.htm](http://www.ssd.vt.edu/students.htm)
- Hokie Handbook  
  [www.hokiehandbook.vt.edu/](http://www.hokiehandbook.vt.edu/)
- University Advising at Virginia Tech  
  [www.advising.vt.edu](http://www.advising.vt.edu/)
- The Student Success Center  
  [http://www.studentsuccess.vt.edu/](http://www.studentsuccess.vt.edu/)
- Study Skills Help  
  [http://www.ucc.vt.edu/academic_support_students/study_skills_information/index.html](http://www.ucc.vt.edu/academic_support_students/study_skills_information/index.html)
- Cook Counseling Center  
  [http://www.ucc.vt.edu/](http://www.ucc.vt.edu/)
- Honor System  
  [http://www.honorsystem.vt.edu/](http://www.honorsystem.vt.edu/)
- Career Services  
  [http://www.career.vt.edu/](http://www.career.vt.edu/)
- Education Abroad  
  [http://www.educationabroad.vt.edu/](http://www.educationabroad.vt.edu/)
Online Statistics Resources

- American Statistical Association
  http://www.amstat.org/
- Information about Actuarial Sciences
  http://beanactuary.com/

Academic Advising Description/Definition

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

*In our words as advisors, we want your experience at Virginia Tech to be the best it can be for you and your needs.*

Advising Philosophy at Virginia Tech (www.advising.vt.edu)

Virginia Tech demonstrates a commitment to advising through recognizing and supporting the needs of students and advisors. Each undergraduate student at the University is provided information and assistance, which aids the individual student in making responsible academic and career decisions. Each advisor is provided the necessary tools to respond to student needs and the opportunity to be recognized and rewarded for exemplary advising. Virginia Tech, in support of this philosophy will provide student focused advising and assist students in developing skills that lead them to take active responsibility for the advising process.

*In our words as advisors, we are here to help you.*

Statement of University Responsibility (www.advising.vt.edu)

Senior administrators (e.g., the COS Deans) will provide leadership by:

- Reviewing the advising process to assess the impact of the recommendations implemented;
- *Providing information for students, advisors, parents, and other constituents that clearly explain responsibilities and expectations related to advising;*
- Making information available about advising for all new faculty and appropriate staff;
- Collecting and disseminating information that contributes to effective advising;
- Assisting students in clarification of academic and long term goals;
- Supporting initiatives to enhance the use of technology in advising;
- Providing support for a web based interactive advising support system for students, advisors, parents, and other constituents; and
- Supporting a Virginia Tech plan that would effectively assess, recognize, and reward advising in the annual professional evaluation.
**Statement of Student Responsibility** ([www.advising.vt.edu](http://www.advising.vt.edu))

The student shares the responsibility for developing an advising partnership with the advisor. Over time, the partnership results in increased responsibility for the student. The student will:

- Communicating goals, needs, wants, and concerns to the advisor in a respectful and sincere manner;
- Keeping abreast of their own academic progress and requirements related to their academic program;
- Making, keeping, and being prepared for appointments with advisor;
- Informing the advisor of changes in plans and/or circumstances that might impact academic performance;
- Knowing departmental procedures for changing advisors; and
- Bringing concerns regarding quality of advising to the attention of the advisor.

**Statement of Advisor Responsibility** ([www.advising.vt.edu](http://www.advising.vt.edu))

The advisor shares the responsibility for developing an advising partnership with undergraduate students. This is achieved through the advisor:

- Communicating with students and delivering individualized and accurate information in professional sincere manner;
- Being informed of, and providing accurate information about current academic policies and procedures;
- Keeping appointments and being available for assistance;
- Providing appropriate referrals, contacts, and information;
- Doing appropriate follow-up with students; and
- Seeking out and taking advantage of opportunities for professional development.

**Assistance With Issues Involving Disabilities** ([http://www.ssd.vt.edu](http://www.ssd.vt.edu))

A service for Students with Disabilities exists to assist the university with its mission of creating an inclusive and welcoming community for all students. Services for Students with Disabilities work to ensure that students with disabilities receive equal access to education and opportunities in this academic community.

Service for Students with Disabilities (SSD) Goals:

- Assist students with disabilities in becoming fully integrated into the university community.
- Promote greater awareness and understanding of disabilities and the needs of students with disabilities at Virginia Tech.
- Facilitate the transition of students with disabilities from high school to college to the workplace.
**Virginia Tech Principles of Community**

- *We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.*
- We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.
- We affirm the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.
- We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.
- We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of *Ut Prosim* (That I May Serve).

**University Libraries**

On July 26th, we will have a new librarian who serves the Department of Statistics (and other departments). We will keep you posted of his/her contact information. In the mean time, the main library website is [http://www.lib.vt.edu/](http://www.lib.vt.edu/)

**Department of Statistics Scholarships and Awards**

- The Department of Statistics typically awards three scholarships each year. Each spring, students will receive an email soliciting applications for these scholarships. Scholarship amounts vary by year.
- Each May graduation, the Department of Statistics presents awards for service, scholarship, and research.
- Information will soon be available at the website, [http://www.stat.vt.edu/students/undergrad.html](http://www.stat.vt.edu/students/undergrad.html)

**Statistics Internships**

The Department of Statistics encourages our students to complete a summer internship, or field study, during the summer between their Junior and Senior years. The department has relationships with various private companies and governmental agencies and may be able to help with student placement. We also encourage students to pursue their own placements. In return for completing a 12-week summer internship, writing a short paper, and presenting about their internship experience, students will receive 3 credit hours to be awarded the semester following their internship. These three credits count toward the 9 statistics elective credits required for the degree.

If you are interested in completing a summer internship, please talk with your advisor to get approval and fill out the appropriate paperwork.
Statistics Degree Curriculum and Recommendations

The courses required to obtain a degree in Statistics can be found here: http://www.stat.vt.edu/students/ugcurriculum.html

We recommend that our majors take STAT 3014 in the spring of their Sophomore year and STAT 4015 and 4016 in their Junior year. We also recommend that all Statistics majors, regardless of AP credit, take MATH 1205 and 1206 at Virginia Tech. Example schedules are available upon request from Dr. House or Dr. Robertson.

Statistics Club

Our majors have formed the Statistics Club, a service and social club for students. For more information about becoming a member, please contact Jonathan Amirrati at jpa11@vt.edu.

Colloquia Series

The Department of Statistics offers a weekly colloquium at which invited speakers share information about their research and work in the field of statistics. Please feel free to join us on Thursdays in Seitz 300 from 3:30pm until 4:45pm. The list of speakers can be found at:

http://www.stat.vt.edu/Colloquium/colloquia.html