



# RESOURCES FOR GATOR ENGINEERS

## **Center for Student Excellence**

204 Weil Hall, Monday - Friday 8:00am - 5:00pm

Peer Advisors: Monday through Friday, 9:30am - 3:45pm

Email for quick questions: [advising@eng.ufl.edu](mailto:advising@eng.ufl.edu) (include your UFID#)  
Individual advising appointments: Call 352-392-0944 or schedule online via your advisor's TimeTrade link. Schedule at least 24 hours in advance.

# Center for Student Excellence

## First year engineering canvas site

<https://elearning.ufl.edu/>

### Advisor Communications

Quick questions can be addressed by email at [advising@eng.ufl.edu](mailto:advising@eng.ufl.edu), or can be submitted to the First Year Engineering Canvas course. Allow at least one business day for a response. During peak periods, response time may be longer.

Urgent or complex questions are best addressed in an advising meeting. Walk-in hours will be posted weekly on the Canvas page. You can also schedule a meeting through our TimeTrade online scheduling system. Each advisor has a unique scheduling link, which is included in messages from your Academic Advisor.

### Who is my first year advisor?

You will be assigned to an Academic Advisor who will support you in developing an academic plan and reaching your personal and professional development goals. Advisor assignments are made before the start of the fall term. You will receive a welcome message from your Academic Advisor via email.

You can have quick access to email and scheduling links through the First Year Engineering Advising course on Canvas or the [HWCOE website](#).

### Student learning objectives

1. Students will understand the academic planning and advising process in the College of Engineering.
2. Students will learn to develop and execute an academic and professional development plan including curricular and co-curricular elements.
3. Students will be aware of and utilize resources that promote personal, professional and academic development.

### Required materials

1. A Gatorlink email account that is checked frequently. Important information is sent to students by email. This is the official means of communication between the university and you. You are accountable for reading all official email messages and being familiar with their content.
2. Access to the First Year Engineering Canvas site. Important announcements, dates and deadlines are posted here. If you do not have access, please come to the Center so that we can add you.
3. Access to the online University of Florida catalog which contains all academic policies and major requirements. [www.catalog.ufl.edu](http://www.catalog.ufl.edu) Students are responsible for becoming familiar with the catalog; Advisors serve as a resource for clarifying these policies.
4. Familiarity with your Degree Audit, which you can access through One.UF. You should review your Degree Audit before meeting with your Advisor.

# Academic Advising

Academic Advising is a process in which advisor and advisee enter a dynamic relationship respectful of the student's concerns. Ideally, the advisor serves as teacher and guide in an interactive partnership aimed at enhancing the student's self-awareness and fulfillment.

-Terry O'Banion

Academic Advising is a partnership that requires both the student and advisor to be actively engaged in the process. Student and Advisor expectations and responsibilities are outlined below. Students are required to meet with their Academic Advisors at least once each semester, and to complete the assignments on the First Year Engineering Advising course prior to their academic planning meetings.

## **First Year Engineering students will be able to -**

- Understand the academic planning and advising process in the College of Engineering.
- Learn to develop and execute an academic and professional development plan including curricular and co-curricular elements.
- Locate and utilize resources that promote personal, professional and academic development.

Your academic advisor/career coach will assist you in developing a plan to help you achieve your academic, personal and professional goals.

## **What you can expect from your advisor/career coach:**

- Knowledge of academic programs and policies
- Informed recommendations for the development of an academic plan that leads to degree completion
- Thoughtful feedback regarding progress, and recommendations for alternate plans when appropriate
- Referrals to other campus resources when needed
- Motivate students to take responsibility for their own academic, professional and personal goals
- Respect

## **What we expect from our students:**

- Be actively engaged in your success
- Be prepared for advising meetings
- Develop and follow an academic plan constructed in consultation with your Advisor/Coach
- Be aware of critical dates and deadlines for each semester
- Be familiar with and utilize university resources
- Become familiar with program requirements and the use of the degree audit to monitor progress
- Review academic progress regularly, and seek Advisor assistance when necessary
- Attend and participate in classes
- Take responsibility for and own your decisions

# College of Engineering Advising Policies

1. All students must meet with their Academic Advisor at least once per semester.
2. Registration holds are placed on all students records prior to advance registration.
3. Students are responsible for knowing when the student registration will open for them, and for meeting with their Advisor in advance of their assigned registration time.
4. Students are responsible for information posted on the First Year Engineering Canvas site and email messages sent by their advisor.

## UF Policies

**FERPA and the Protection of Student Records:** All student records including but not limited to academic records, counseling records, and disciplinary records are confidential and cannot be released without the student's consent except directory information that may be released without the consent of the student. FERPA Guidelines can be found on the [Registrar's Office website](#).

**University Policy on Accommodating Students with Disabilities:** Students requesting accommodation for disabilities must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this Advising Syllabus 2021-2022 documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking quizzes or exams. Accommodations are not retroactive, therefore students should contact the office as soon as possible in the term for which they are seeking accommodations.

**University Policy on Academic Misconduct:** Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the [UF Student Honor Code](#).

**Netiquette: Communication Courtesy:** All members of the First Year Engineering Advising course are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Refer to the Netiquette Guidelines for guidance.

# Developing a 4 Year Plan

Drafting a 4 year plan allows you to take full advantage of the academic, personal and professional development opportunities offered during your undergraduate years. It also helps you to identify and shape your goals. As you build your plan, remember that it extends beyond knowing which classes to take. Your academic advisor can assist you in creating your 4 year plan. Below are some suggestions for tasks to include in your plan.

## Choosing a major

- Exploratory classes
- Career Resource Center

## Understand your degree audit (ISIS)

## Semester by semester plan

## Build your resume

- Leadership/involvement
- Undergraduate research
- Co-ops and internships
- Student organizations
- Volunteer service: community, state, nation

## Pursuing a minor

### Study abroad

### Attend Career Showcase

### Considering graduate school

- Combined bachelor/master's degrees
  - Entrance exams
  - Applications, letters of intent, references
- Graduating with honors  
Applying for graduation  
Order of the Engineer

## 2nd Year & Upper Division Students

Students who have successfully completed their first year of engineering study will be transitioned to departmental advising in the fall of their 2nd academic year (spring for Innovation Academy students).

Major	Location
Aerospace Engineering	218 & 219 MAE-A
Biological Engineering	115 & 116 Rogers
Biomedical Engineering	JG56 Biomedical Sciences
Chemical Engineering	CHE Student Services
Civil Engineering	370 Weil Hall
Computer Engineering	230 Larsen Hall
Computer Science	405 Computer Science Building
Digital Arts & Sciences	
Electrical Engineering	230 Larsen Hall
Environmental Engineering	322 Black Hall
Industrial & Systems Engineering	373 Weil Hall
Materials Science & Engineering	108 Rhines Hall
Mechanical Engineering	218 & 219 MAE-A
Nuclear Engineering	108 Rhines Hall

# Resources for Gator Engineers

In addition to academic advising, HWCOE students have access to a great many other resources and support systems.

They include:

## **Student Transition and Retention (STAR) Office**

The STAR Office is located in 212 Weil Hall. This office provides the foundation for all multicultural and diversity, transition, and retention programs in the HWCOE. General support for underrepresented students includes academic and career advice, leadership development, engineering success skill development, coaching, financial assistance, and free tutoring.

EFTP, EFTP+, and STEP-UP are multifaceted bridge programs designed to promote academic and personal success among entering engineering students throughout their first year (Summer B, fall, and spring). These programs combine faculty and peer mentoring with team-building, industry involvement, and academic enhancement classes in engineering foundation courses. An engineering design component provides the opportunity to apply foundational concepts in problem-solving, team-building, and interpersonal communications. STEP-UP serves primarily underrepresented populations while EFTP and EFTP+ serves all entering engineering students.

For incoming transfer students, the Transfer Student Transition Program (TSTP) highlights college expectations and eases the transition from community or state college to university life. Incoming students are matched with peer mentors and provided with networking resources and support.

## **Professional Development Certificate**

Undergraduates are encouraged to ask their first year advisor about earning a Professional Development Certificate. This certificate will be awarded by the HWCOE to students who have completed a specific number of designated Success Workshops. Students who earn this distinction should make note of it on their resumes and in their E-Portfolios, to communicate to future employers that they have made an extra effort to grow academically, professionally, and personally.

## **Student Organizations and Design Teams**

The HWCOE provides support to professional student groups via faculty and staff mentoring, travel and other fiscal assistance, and dedicated office space. For more information about current design competitions, meetings, opportunities, or leadership contacts, start here: <http://ufbec.org/index.php/about/involvement/>. If you are already involved with student organizations and have questions about budgeting and/or travel, you may contact Ms. Yolanda Hankerson in 312 Weil Hall.

# Resources for Gator Engineers

## Success Workshops

The Center for Engineering Excellence offers a variety of workshops to engineering undergraduates. Topics may include:

- Advance Registration Prep
- Study Skills & Time Management
- Choosing a Major
- Differences in Computer-Related Majors
- Critical Tracking
- 5 Semester Plan
- E-Portfolios
- Study Habits: Prep for Exams
- Mid-term Reality Check – Planning for the Rest of the Term
- Catching up When You've Fallen Behind
- End of Semester Stress
- Resilience
- Academic Power Tools
- Research
- Study Abroad
- Internships and the Summer Waiver
- Crafting a Professional Email
- Resumes
- What to Expect from Career Showcase
- Graduating with Honors
- Everything You Need to Know About Graduate School
- Everything You Always Wanted to Know About Med School but Were Afraid to Ask

## Engineering Leadership Institute

The Institute's mission is to provide a centralized source of education and training in technological leadership for everyone in Gator Engineering, including undergraduates, with the goal of helping HWCOE become preeminent in the development of the engineering leaders of tomorrow. For more information and to find out how you can get involved, visit their website: <https://www.eng.ufl.edu/leadership/>.

## Engineering Innovation Institute

This Institute is dedicated to fostering a culture of innovation across the HWCOE, using innovation education and experiential programs. These programs focus on creativity (i.e., development of innovative thinking) and entrepreneurship (i.e., bringing together technology and education with the purpose of promoting commercial success). Student programs include a freshman design experience, an entrepreneurship internship, the Integrated Product and Process Design Program, Young Entrepreneur Seminars, and more. For more information, visit: <https://www.eng.ufl.edu/innovation/about/ippd-director/>.

# Resources for Gator Engineers

## International Engineering Programs

All engineering undergraduates are encouraged to pursue some sort of international experience. Study abroad opportunities may include academic, research, and/or work experiences; are available in 24 different countries; and vary by length and semester. For more information, visit: <https://www.eng.ufl.edu/students/programs/international/>.

## Undergraduate Research

Gator Engineers are also strongly encouraged to participate in some sort of research experience. Opportunities are available within each major department (see your departmental advisor for more information), and students who are accepted into the University Scholars Program will receive some financial assistance for their projects. USA provides several workshops to assist students who are interested in research. Review this site for more information on University Scholars and research workshop schedules:

<https://www.eng.ufl.edu/students/programs/undergraduate-research/>.

## EGS1006 Intro to Engineering

This one credit course introduces students to all the different engineering majors offered at UF, including academic and career information. It serves to help undecided students in the selection of a major, but it is also valuable to any student, since most fields of engineering are at least in part interdisciplinary.

# Resources for Gator Engineers

## UF Resources, Support Services, and Opportunities

- AIM Program: [www.advising.ufl.edu/aim](http://www.advising.ufl.edu/aim)
- Arts and Crafts Center: <https://www.union.ufl.edu/acc>
- Center for Leadership and Service: <http://www.leadershipandservice.ufl.edu/>
- Center for Student Activities and Involvement: <https://www.union.ufl.edu/csai>
- Computing Help Desk: <http://helpdesk.ufl.edu/>
- Counseling and Wellness Center: [www.counseling.ufl.edu/cwc/Default.aspx](http://www.counseling.ufl.edu/cwc/Default.aspx)
- Disability Resource Center: [www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc)
- Field and Fork Pantry: <http://fieldandfork.ufl.edu/the-pantry/>
- Game Room: <https://www.union.ufl.edu/ProgramsArtsLeisure/GameRoom>
- Gator 1 Central: <https://www.bsd.ufl.edu/G1C/index.asp>
- Gator Dining: <http://www.gatordining.com/mealplans/where-to-eat-map>
- Gator Nights: <https://www.union.ufl.edu/ProgramsArtsLeisure/GatorNights>
- Gator Sports: <http://floridagators.com/>
- Housing and Residence Education: <http://www.housing.ufl.edu/>
- Innovation Academy: <http://innovationacademy.ufl.edu/>
- Innovation Hub: <http://floridainnovationhub.ufl.edu/>
- International Center: <http://www.ufic.ufl.edu/index.htm>
- Leisure Courses: <https://leisure.union.ufl.edu/#/>
- LGBTQ Affairs: <http://lgbt.multicultural.ufl.edu/>
- Multicultural and Diversity Affairs: <http://www.multicultural.ufl.edu/>
- New Student and Family Programs: <https://www.dso.ufl.edu/nsfp>
- Off Campus Life: <http://www.offcampus.ufl.edu/>
- Office of Academic Support: <http://oas.aa.ufl.edu/index.html>
- Office of the Ombuds: <http://www.ombuds.ufl.edu/>
- Writing Studio: <http://writing.ufl.edu/writing-studio/>
- Recreational Sports: <http://www.recsports.ufl.edu/>
- Student Conduct and Conflict Resolution: <https://www.dso.ufl.edu/sccr/>
- Student Financial Affairs: <http://www.sfa.ufl.edu/>
- Student Government: <http://www.sg.ufl.edu/>
- Student Health Care Center: <http://www.shcc.ufl.edu/>
- Student Legal Services: <https://www.studentlegalservices.ufl.edu/>
- Teaching Center: <https://teachingcenter.ufl.edu/index.html>
- Transportation and Parking Services: <http://parking.ufl.edu/>
- U Matter We Care: <http://www.umatter.ufl.edu/students>
- UF Bookstore/Welcome Center: <http://www.bsd.ufl.edu/g1c/bookstore/bookstore.asp>
- Veterans Success Center: <https://www.dso.ufl.edu/veteran>

Note that: 1) Although every effort has been made to maintain the web links, it is possible that some may be broken; and 2) this list does not include every possible resource or opportunity on the UF campus.