

# Department of Physics

## Advising Syllabus

### The Department of Physics

(309) 438-8756

Moulton Hall 311

Mon-Fri; 8:00 am-4:30 pm

[Physics@ilstu.edu](mailto:Physics@ilstu.edu)

<http://Physics.illinoisstate.edu/>

### Ms. Mandy Webster

[MAKE AN APPOINTMENT WITH MANDY ONLINE](#)

[alwebs1@ilstu.edu](mailto:alwebs1@ilstu.edu)

Academic Science Advisor

Departments of Physics & Chemistry

Julian Hall 214

### Mr. Ken Wester

Schedule an appointment with Ken via email at:

[kwester@ilstu.edu](mailto:kwester@ilstu.edu)

Physics Teacher Education Coordinator

Department of Physics

Moulton Hall 322

### The Department of Physics

The Department of Physics is an academic department within the College of Arts and Sciences at Illinois State. Within the Physics major, there are four sub-plans: General Physics, Engineering Physics, Computational Physics, and Physics Teacher Education (PTE). Ms. Mandy Webster is the academic advisor for undergraduate General, Engineering, and Computational Physics, while Mr. Ken Wester advises PTE students.

### Advising Mission Statement

Academic Advising at Illinois State University is an integral part of the educational process. Working in partnership with advisors, students learn about academic policies, procedures, and University resources to develop strategies to pursue their individual educational goals.

### Advising Objectives

Through the Department of Physics advisement, students will be able to:

1. Access their assigned academic advisor when needed
2. Acquire and demonstrate awareness of student services on campus
3. Create short-term and long-term goals
4. Register for classes on their enrollment date
5. Assess causes and identify solutions to academic problems
6. Understand and articulate Department and University policies and procedures
7. Explain how their major curriculum helps achieve their goals
8. Schedule courses based on their educational plan so they can graduate in a timely manner
9. Connect their educational plan to their career goals
10. Complete all necessary requirements to obtain an Illinois Professional Educators License (if applicable)

## Advising Appointments

The Department of Physics advisors serve undergraduate students who have earned a minimum of 24 credit hours and have declared a Physics major or a Physics minor. Advisors will also serve students who have an interest in adding the above-mentioned major or minor.

### Appointment Scheduling

Advisors meet with students regularly throughout the year through scheduled appointments.

While Mandy does not have designated walk-in hours, she's happy to see students if she is available. Mandy uses *Achieve Appointment Manager* to schedule appointments with students. *Achieve Appointment Manager* is an online scheduling system that students can use to sign-up for appointments, receive reminder emails about appointments, or cancel appointments. To sign-up for an appointment, [please use this link](#). Note: Mandy does not add appointment blocks to this system during the summer. Please schedule a summer appointment with her [via email](#).

PTE students may schedule advising appointments with Ken by email at [kwester@ilstu.edu](mailto:kwester@ilstu.edu).

### Cancellation and No-Show Policy

Students should cancel their appointment in a timely manner through Appointment Manager or by sending their advisor an email. It is encouraged that students cancel their appointment at least 24 hours in advance. A no-show is when a student fails to notify their advisor that they will not be able to make it to their scheduled appointment. Frequent cancellations and no-shows are unprofessional and therefore unacceptable. Students are only permitted three no-shows in an academic year. Students in excess of this standard will not be permitted to make appointments through Appointment Manager and will be required to come in as a walk-in.

## **Registration & Class Permission (Override) Request Policy and Procedures**

Your registration date/time can be found by logging into [My.IllinoisState.edu](http://My.IllinoisState.edu), clicking on “Academics” at the top of the page, and then scrolling down to “Registration Times.” To register for courses, you will also log in to My.IllinoisState.edu and click on “Course Registration” in your “Academics” tab. Prior to registration, ensure that all holds and items on the To-Do list have been cleared. These holds and items may block you from registering. [Click here to learn how to register for courses.](#)

### **Requesting permission into a closed Physics course**

Students are expected to register on time for classes. If a student is interested in being enrolled in a Physics course that is already closed, a student can ask to be put on the waitlist by completing an online override request form. The Course Permit (Override) Request form can be accessed through My.IllinoisState.edu under your “Academics” tab in the “Registration” section. Be prepared to give your name, ULID, UID, major, year, and all sections of the closed course that will fit into your schedule in the order of your preference. If a seat becomes available in a course, you will receive an email informing you that an override has been granted and to register for the course before a given expiration date. Failure to register by the given deadline may result in a loss of the seat. Questions about the course permit/override process may be directed to Mandy Webster at [alwebs1@ilstu.edu](mailto:alwebs1@ilstu.edu).

### **Requesting permission into an open Physics course but receiving error**

There are many reasons that a student will be unable to register for a course that is open. If you believe that you have met the prerequisites for a course, but you are still receiving an error message, please contact the Department of Physics or complete an online override request form. Again, the Course Permit (Override) Request form can be accessed through My.IllinoisState.edu under your “Academics” tab in the “Registration” section. Once an override has been approved, you will receive an email instructing you to register by a given expiration date. Failure to register by the given deadline may result in a loss of the seat.

### **Requesting permission into PHY 290 and PHY 299**

In order to enroll in PHY 290, you will need to first obtain permission from the faculty member with whom you wish to work. Once you have obtained permission to do research in the faculty member’s lab for the semester, send an email to Mandy Webster ([alwebs1@ilstu.edu](mailto:alwebs1@ilstu.edu)) to request a course permit (override). Once the permit has been approved, you will receive an email instructing you to register for a specific section of PHY 290 by a given expiration date.

PHY 299 forms are available online through the Honors website:

[http://honors.illinoisstate.edu/academics/honors\\_learning/research/independent\\_study/](http://honors.illinoisstate.edu/academics/honors_learning/research/independent_study/).

Once this form has been submitted and approved, you will receive an email instructing you to register for a specific section of PHY 299 by a given expiration date.

### **Requesting permission into a course other than Physics**

If you are requesting permission into a course other than Physics, please use the online override form or contact the departmental office that is offering the course.

## Advising Resources

### My.IllinoisState

My.IllinoisState is the web portal for Illinois State students. You can access your degree requirements, student account information, course registration, and email through <https://my.illinoisstate.edu/>

### Academic Calendar

The registration schedule, deadlines to add/drop or withdraw from classes, and University closures are posted online at <http://registrar.illinoisstate.edu/calendar/>. It is encouraged to speak with your academic advisor and financial aid advisor before making changes to your schedule.

### Course Catalog

Course sequencing is an important part of academic planning, and ISU's catalog is an excellent resource for general education requirements, IAI courses, and course prerequisites. The course catalog is available online at <http://illinoisstate.edu/catalog/>. Be sure to confirm your catalog year with your advisor. Students follow the catalog for the year in which they started the program, but there is an option to change to the catalog for the year the student graduates. Discuss which is best with your advisor. Course descriptions can be found at <https://coursefinder.illinoisstate.edu/>.

### Julia N. Visor Center

Tutoring, workshops, and support programs are available through University College.

Tutoring: <https://universitycollege.illinoisstate.edu/help/tutoring/>

Workshops: <https://universitycollege.illinoisstate.edu/help/workshops/>

Student Communities: <https://universitycollege.illinoisstate.edu/communities/>

### Math Tutoring Center

The Math Tutoring Center is located in Stevenson 330.

<https://math.illinoisstate.edu/resources/tutoring/>

### Student Access and Accommodation Services

Any student needing to arrange a reasonable accommodation for a disability and/or medical/mental health condition should contact Student Access and Accommodation Services at Fell Hall 350, (309) 438-5853 (voice) or (309) 438-8620 (TTY). Their website is <https://studentaccess.illinoisstate.edu/>

### ALEKS Math Placement Test

The ALEKS Math Placement Exam is a web-based test that determines which math courses you are eligible to take at Illinois State University and does not need to be taken in a proctored environment.

More information about the exam can be found here:

<https://registrar.illinoisstate.edu/testing-services/aleks-math-placement/>

### Transfer Transcripts

If you complete coursework at another institution, please send your final transcripts to ISU:

<https://registrar.illinoisstate.edu/transcripts/submit-transcript/>

### Career Center

The mission of the Career Center is to assist student with developing, evaluating, and/or implementing career, education, and employment decisions. Career advisors are available to help students create a resume, prepare for an interview, explore other majors, and find internship/job opportunities.

## Physics Teacher Education

As a Physics Teacher Education (PTE) major, students must follow the coursework outlined in the plan of study and also complete a series of requirements established by the College of Education and the State of Illinois. In addition to advising communications and methods courses, two websites will help students identify and complete these additional requirements to complete the program and attain licensure in Illinois.

1. <https://education.illinoisstate.edu/teacher/gateways/>  
*The Gateway system at ISU articulates requirements for students to achieve specific milestones as they progress through their teacher education program.*
2. <https://education.illinoisstate.edu/teacher/gateways/elis.php>  
*Teacher candidates seeking licensure in Illinois must register for an Educator Licensure System (ELIS) Account for the Illinois State Board of Education to acknowledge and record personal information, test scores, degree(s), and endorsements.*

PTE students will take methods courses from the Department of Physics and the School of Teaching and Learning. Most of these courses require clinical experience hours to give students first-hand instructional experiences in the classroom. The student teaching semester provides an intensive, culminating practicum experience to help pre-service teachers transition into in-service professionals. Candidates apply to student teaching in the fall semester one year prior to student teaching. Secondary programs prefer an earlier deadline to secure a placement. Timely information and reminders will be provided to candidates, but student should be aware of the early application process.

- ✓ Visit <https://education.illinoisstate.edu/teacher/stt/> for important application details.
- ✓ For a longer experience that could give you a competitive edge in the job search, consider the full-year student teaching experience offered through the PDS program.  
PDS Brochure: <https://education.illinoisstate.edu/downloads/teacher/brochure.pdf>

### Additional Tips to Consider...

1. Carefully monitor your Gateway/Milestone status. If you are seeking Departmental Approval to exit a Gateway, you must make an appointment with an advisor.
2. A grade of "C" or better is required for teacher certification in Illinois in all science, TCH, SED, and PSY coursework.
3. If you plan to register for TCH 216, you will also need to register for the lab section, TCH 216A10. You must meet the following pre-requisites to register: 2.5 Cumulative and Major GPA, C or better in TCH 212. Avoid scheduling your U-High clinical immediately before or after another class on campus. Ten minutes does not allow for enough travel time between the school and campus.
4. If you have taken a course at a different institution to meet a PTE plan of study requirement, be sure to have your transcript sent to ISU and send an advisor a request to complete a petition for a substitution.

# Standards for Behavior

## Roles and Responsibilities

### *Illinois State advisors*

- Provide an encouraging and supportive environment for students to share their goals, concerns, and interests
- Understand and effectively communicate Illinois State University degree requirements
- Assist students in making informed course decisions and finding majors
- Refer students to appropriate resources
- Maintain confidentiality of student records as outlined in the University Catalog
- Uphold the values, policies, and procedures of their schools, departments, and Illinois State University

### *Illinois State students*

- Schedule regular and timely appointments with their advisors
- **Regularly review their academic progress and assume responsibility for meeting academic requirements**
- Craft coherent educational plans based on assessment of abilities, aspirations, interests, and values
- Read both print and electronic university communication and respond when required
- Assume responsibility for all decisions and actions which may impact academic and career options

## Professionalism

Professional behavior includes being responsible, prepared, and engaged. Students are expected to present themselves professionally at all time (i.e. dress and language), including while attending advising appointments.

## Email Etiquette

When writing an email to your academic advisor, please use your Illinois State University account. This is considered an official form of communication by the University. Make sure you include your full name, proofread your email, and practice professional email etiquette (clear subject line, salutation, be polite, don't forget an appropriate sign off).

## Advising Timeline

**It is encouraged that you meet with your advisor  
at LEAST once a semester before registration.**

<b>First-Time College Student</b>
<p><i>First Year</i></p> <ul style="list-style-type: none"> <li>• Understand student advisor roles and responsibilities (see above)</li> <li>• Understand overall graduation requirements (including general education, major requirements, and, where appropriate, Teacher education requirements)</li> <li>• Learn how to use academic resources such as undergraduate catalog and learn how to register for classes in Campus Solutions</li> <li>• Discuss on-going academic performance with your instructor and advisors</li> <li>• Explore academic and non-academic support services such as University College, Student Access and Accommodation Services, Milner Library, Julia N. Visor Academic Center, Financial Aid, Student Counseling Services, and Student Health Services</li> <li>• Explore your major and sequence</li> <li>• Check out participation options in Registered Student Organizations (RSO)</li> <li>• Explore opportunities for Study Abroad and National Student Exchange and the Honors Program</li> <li>• Recognize how academic and personal choices and actions can impact your future, including ISU's Student Code of Conduct</li> </ul>
<p><i>Second Year</i></p> <ul style="list-style-type: none"> <li>• Understand your Departmental advising procedures and expectations and how it may differ from freshman year advisement</li> <li>• Develop and refine your plan of study and connect it to career goals</li> <li>• As needed, engage in methods for improving your academic performance, such as meeting with instructors, seeking tutoring, or attending workshops</li> <li>• Get involved with RSOs, volunteer in the community, and/or attend campus events</li> <li>• Visit and explore career planning resources and activities available through the Career Center</li> </ul>
<p><i>Third Year and Beyond</i></p> <ul style="list-style-type: none"> <li>• Regularly review your academic advisement report and meet with your advisor to refine your plan of study</li> <li>• Prepare for future goals by selecting and participating in appropriate outside of class experiences, including internships, research, leadership positions and involvement in RSOs</li> <li>• Relate academic coursework and experiences to your post-graduation plans by working with your advisor, instructors, and the Career Center to: 1) develop a resume/CV and 2) explore employment and/or graduate school options</li> <li>• If appropriate complete applications for Teacher education and Honors Program designations</li> <li>• Apply for graduation in a timely manner and plan in advance for graduation</li> </ul>

## **Transfer Student**

### *First Semester at Illinois State University*

- Utilize Illinois State's Transfer student resources such as the Transfer Redbirds RSO. The purpose of this organization is to provide students who transfer to ISU a place to feel welcome and become involved.
- Consider enrolling in IDS 109 Transfer Student Seminar
- Meet with your advisor during the first few weeks of class to discuss your transition to ISU
- Understand student and advisor roles and responsibilities (see above) and Departmental and academic policies and procedures
- Understand your overall graduation requirements (including Illinois Articulation Initiative/IAI and how to use iTransfer.org and transferology.com)
- Learn how to use academic resources such as undergraduate catalog and learn how to register for classes in Campus Solutions
- Discuss your on-going academic performance with your instructors and advisors
- Explore academic and non-academic support services such as University College, Student Access and Accommodation Services, Milner Library, Julia N. Visor Academic Center, Financial Aid, Student Counseling Services, and Student Health Services
- Explore your major and sequence
- Explore opportunities for Study Abroad and National Student Exchange and the Honors Program
- Recognize how academic and personal choices and actions can impact your future, including ISU's Student Code of Conduct

### *Second Semester or Additional First Semester Activities*

- Develop/refine your plan of study with regard to degree program continuance, general education, and other graduation requirements using available tools
- Review your academic performance and determine whether you are on track for achieving your major and career goals
- As needed, engage in methods for improving your academic performance, such as meeting with instructors, seeking tutoring, or attending workshops
- Get involved with RSOs, volunteer in the community, and/or attend campus events
- Visit and explore career planning resources and activities available through the Career Center

### *Third Semester and Beyond*

- Regularly review your academic advisement report and meet with your advisor to refine your plan of study
- Prepare for future goals by selecting and participating in appropriate outside of class experiences, including internships, research, leadership positions and involvement in RSOs
- Relate academic coursework and experiences to your post-graduation plans by working with your advisor, instructors, and the Career Center to: 1) develop a resume/CV and 2) explore employment and/or graduate school options
- If appropriate, complete applications for Teacher education and Honors Program designations
- Apply for graduation in a timely manner and plan in advance for graduation