

ACADEMIC AND CAREER ADVISING

SYLLABUS

ROLE OF AN EDWARDS ADVISOR

UNDERGRADUATE PROGRAMS

- Provide a safe place for students to discuss academic goals and personal challenges.
- Support students to develop decision-making skills required to make informed academic decisions.
- Assist students in relating personal aptitudes and passions to relevant majors.
- Assist students in developing a plan for successful program completion.
- Show students where to find information related to specific university procedures, policies and regulations, and provide referrals to campus services.

INTERNATIONAL STUDENT SUPPORTS & STUDY INITIATIVES

- Facilitate and promote study abroad opportunities for students.
- Advise students considering or currently enrolled in the Global Business Stream or Advanced Global Business Stream.
- Discuss funding available for students interested in attending international conferences, study abroad placements, and summer school opportunities.
- Be the first point of contact for all international students within Edwards.

EDWARDS CAREER SERVICES

- Guide students to identify personal aptitudes and passions, to select a major that supports future career aspirations.
- Guide and support students through the co-op admission process, professional development workshops, and work placements.
- Assist and advise students through the personal job search process and identify strategies to find employment.
- Inform and develop opportunities for students to engage with the local business community.
- Promote students and alumni to local, national, and international employers.

ROLE OF A STUDENT

- Familiarize yourself with the University Course Calendar, important dates, policies and procedures.
- Meet regularly with an undergraduate programs advisor for advice and support.
- Take responsibility for your academic decisions and the outcomes.
- Define academic and career goals that align with prior learning experiences, personal aspirations and aptitudes.
- Build a personal path to degree completion, review your academic progress regularly, and understand the impact of your grades in terms of promotion standards, choosing a major, and graduation.



YEAR ONE

ACADEMIC SUCCESS

- ❑ Maintain a minimum yearly average of 60% to advance to the next year of the program.
- ❑ First year marks matter – major acceptance is based on your cumulative average to the end of Term 1, Year 2.
- ❑ Utilize Student Learning Services.
 - > library.usask.ca/studentlearning
 - Math & Stats Help
 - Writing Help
 - Study Skills Help
 - Tutoring
- ❑ Select 100-Level Non-Commerce Electives that support your professional goals. At least 4 of the 6 must be social sciences or humanities.
- ❑ Apply for Edwards scholarships, awards and busaries in September and March.

CAREER GOALS

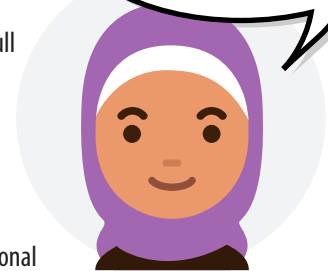
- ❑ Take the CliftonStrengths assessment to recognize your natural talents, so you can focus on building them into strengths.
 - > students.usask.ca/jobs/careers.php#TakeACareerAssesment
- ❑ Access career resources to build an amazing resume and prepare for upcoming interviews. > edwards.optimalresume.ca

- ❑ Access the School of Business tab within CareerLink to review resources and as well as part-time summer job postings
 - > careerlink.usask.ca/home
- ❑ Review the calendar of career events.
 - > careerlink.usask.ca

GET INVOLVED

- ❑ Familiarize yourself with the university's new student website.
 - > students.usask.ca/new/transition
- ❑ Build a support network within the campus community. Introduce yourself to professors, classmates, and an academic advisor.
- ❑ Consider joining a club; visit the Edwards Business Students' Society (EBSS) website for a full list.

SEEK OUT LEADERSHIP AND VOLUNTEER OPPORTUNITIES TO BUILD YOUR SKILLS AND INCREASE YOUR NETWORK.



GLOBAL MINDSET

- ❑ Attend a Global Business Stream Information Session if you are interested in international business.

YEAR TWO

ACADEMIC SUCCESS

- ❑ Major acceptance target averages to aim for:
 - Accounting – 76%
 - Finance, Operations Management, Marketing, and Human Resources – 70%
 - Management – 60%
- ❑ Attend a Second Year Advising Session to learn more about program planning. Program options:
 - Co-op
 - Honours
 - Study Abroad
 - (Advanced) Global Business Stream
 - B.Comm./JD Combined Program
- ❑ Attend a Pick-A-Major info session to learn about the B.Comm. majors.
- ❑ Access the Program Planning Guide to familiarize yourself with the process.
- ❑ After being accepted into a major, begin requesting permission for 300/400 level classes through Program Planning.
 - > edwards.usask.ca/planner

CAREER GOALS

- ❑ Take the CareerLeader assessment through Edwards Career Services to recognize how your interests, motivators and skills

relate to your future career success and satisfaction.

- ❑ Engage with business professionals at the Edwards Networking Event in January.
- ❑ Make a career advising appointment at Edwards Career Services to identify career options related to majors you are considering.
- ❑ Apply to the Co-op Program and gain 8 months of paid work experience in your area of study. Attend a co-op info session for more details.

GET INVOLVED

- ❑ Volunteer for Open House to tell prospective students all about Edwards.
- ❑ Consider becoming a peer mentor.
 - > library.usask.ca/studentlearning/pal-peer-mentors
- ❑ Consider joining a club; visit the Edwards Business Students' Society (EBSS) website for a full list.

GLOBAL MINDSET

- ❑ Consider study abroad - deadline to apply for January is October 1, and for September is February 1. Visit the International Initiatives in Room 187 for details.

YEAR THREE

ACADEMIC SUCCESS

- ❑ Complete program planning for your final year.
- ❑ Register in an experiential learning class (manage a stock portfolio, complete a consulting project, participate in a not-for-profit internship, etc.).
- ❑ If you are interested in completing a research project alongside a faculty member, apply for the Honours Program by April 30th.

CAREER GOALS

- ❑ Research careers and related professional associations – consider signing up for a student membership to access additional resources.

GET INVOLVED

- ❑ Apply for a case competition or a conference coordinated by EBSS.
- ❑ Apply for funding for a competition or conference through the Edwards Co-Curricular Fund (in September or January).
- ❑ Become a Mentee in the Edwards Mentorship Program.
- ❑ Tryout for a JDC West Business Case Competition Academic Team.
- ❑ Consider joining a club; visit the Edwards Business Students' Society (EBSS) website for a full list.
- ❑ Attend the Edwards Formal hosted by the Edwards Business Students' Society.

LOOKING AHEAD

If you are interested in the combined B.Comm/JD program take your LSAT by December for September admission - deadline to apply is February 1st. Information is available on Careerlink under School of Business tab.

> careerlink.usask.ca

- ❑ Attend a Masters of Professional Accounting (MPAcc) Info Session –deadline to apply is November 30th to start in September after your 4th year.

GLOBAL MINDSET

- ❑ It's still not too late to study abroad! Contact International Initiatives in Room 187 for details.
- ❑ Consider attending a conference abroad – funding opportunities may be available.

MAKE SURE TO MEET WITH AN ADVISOR IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT YOUR AVERAGE.



YEAR FOUR

ACADEMIC SUCCESS

- ❑ Meet required averages to graduate:
 - 60% (major, yearly, and cumulative)
 - With Distinction – 75%
 - With Great Distinction – 80%
- ❑ Apply to graduate by March 31st for Spring Convocation, or August 31st for Fall Convocation.

CAREER GOALS

- ❑ Request a cover letter and resume review from Edwards Career Services.
- ❑ Edwards Career Services provides resume books to interested employers. For more information, including how to participate, email: careers@edwards.usask.ca
- ❑ Ensure your LinkedIn profile is up-to-date and reflective of your career goals.

GET INVOLVED

- ❑ Tryout for a JDC West Business Case Competition Academic Team.
- ❑ Attend the EBSS Graduation Banquet.
- ❑ Participate in the Edwards Mentorship Program.

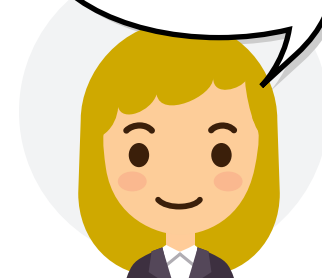
LOOKING AHEAD

- ❑ If you are interested in Graduate Programs, plan when you will take your GMAT.
- ❑ Attend M. Sc. Finance, MSc. Marketing, or MBA Info Sessions.

KEEP IN TOUCH

- ❑ Make sure to update your PAWS account with your contact information upon graduation.
- ❑ Join the Edwards Alumni Network.

APPLY FOR EDWARDS SCHOLARSHIPS, AWARDS AND BURSARIES IN SEPTEMBER AND MARCH.





EDWARDS RESOURCES

INTERNATIONAL STUDENT SUPPORTS & STUDY INITIATIVES

Room 187
(306) 966-1837
USUNIER@EDWARDS.USASK.CA
EDWARDS.USASK.CA/CENTRES/HANLON

STUDENT AND FACULTY SERVICES OFFICE

Room 185
(306) 966-4785
undergrad@edwards.usask.ca
EDWARDS.USASK.CA/UNDERGRAD

CAREER SERVICES

Room 141
(306) 966-2586
careers@edwards.usask.ca
STUDENTS.EDWARDS.USASK.CA/CAREERS

HOURS

MONDAY TO FRIDAY

8:30 AM - 4:30 PM

(CLOSED BETWEEN 12:00-12:30PM)

CAMPUS RESOURCES

ACADEMIC ASSISTANCE

EDWARDS ACADEMIC ADVISING
Edwards, Room 185
(306) 966-4785
EDWARDS.USASK.CA/APPS/ADVISORBOOKING

RAWLINSON CENTRE FOR ABORIGINAL BUSINESS STUDENTS

Edwards, Room 91
EDWARDS.USASK.CA/CENTRES/RAWLINSON

STUDENT LEARNING SERVICES

3 Campus Drive, Murray, Room 106
(306) 966-2886
LIBRARY.USASK.CA/STUDENTLEARNING

REGISTRATION & FINANCES

STUDENT CENTRAL
Admin. Building, 105 Administration Place
(306) 966-1212
ASKUS@USASK.CA
STUDENTS.USASK.CA/STUDENT-CENTRAL.PHP

CLASSES AND REGISTRATION
STUDENTS.USASK.CA/ACADEMICS/CLASSES.PHP

INTERNATIONAL STUDENTS & STUDY ABROAD

INTERNATIONAL STUDENT & STUDY ABROAD CENTER (ISSAC)
Lower Level Place Riel, Room 80
(306) 966-4925
INTERNATIONAL.STUDENTS@USASK.CA
STUDENTS.USASK.CA/INTERNATIONAL/ISSAC.PHP

Drop-in advising for international students
Monday to Friday, 9:00 am - 12:00 pm.

HEALTH & WELLNESS

STUDENTS.USASK.CA/HEALTH/CENTRES
STUDENT WELLNESS
4th floor Place Riel Room 41.1
(306) 966-5768
STUDENT.WELLNESS@USASK.CA

COUNSELLING SERVICES

3rd floor Place Riel
(306) 966-4920

ACCESS AND EQUITY SERVICES

E1 Admin. Building
306.966.7273
AES@USASK.CA

WHAT'S HAPPENING AT EDWARDS

WEBSITE

Visit our website for more information on programs, careers, research, faculty and alumni
EDWARDS.USASK.CA

NEWSLETTERS

Monday: Student & Faculty Services, The Latest
Wednesday: EBSS
Friday: Edwards Career Services

EDWARDS APP

Available on Android and Apple, access all of our services in one place and ensure you don't miss out on important events or deadlines.