Academic Advisor Fundamentals

Supervisor Guide

About the Academic Advisor Fundamentals course

(Course link – https://virginiatech.pageuppeople.com/learning/6799)

What advisors can expect from this course: This course was developed to provide a foundational understanding of academic advising at Virginia Tech. The course was developed with newly-hired academic advisors in mind, but the course has value to experienced advisors, as well as other campus faculty and staff who may have an advising aspect to their role.

The course is broken into three modules, each module covering topics in policies and procedures at Virginia Tech, understanding degree requirements, technology used by advisors, and campus offices and resources. Each module ends with a scenario and opportunity for reflection on that module's content. Because the course is self-paced, we have suggested using the end-of-module reflections as an opportunity to pause the training before moving onto the next module. The course concludes with a 20-question multiple choice quiz covering the topics in all three modules. Advisors will need to earn at least an 80% on the quiz to complete the course.

As this course is open to all Virginia Tech faculty and staff, the information is focused at university-level topics. Policies, procedures, and forms which are specific to the colleges and departments will not be covered in this course. You will need to work with your new academic advisor to discuss how your specific college and departments interpret and enforce some of these policies.

In this supervisor guide: This guide will provide the outline of topics covered throughout each module and the reflection questions advisors will answer with each module. This should help with understanding what topics the advisor is covering and at what point they are covering those topics, to assist with planning any role-specific supplemental training needed.

At the end of the guide, the step-by-step guide for how to assign this training in PageUp is included.

List of Topics by Module

Module 1 Topics

1. Virginia Tech Advising Mission and Pillars of Advising
2. Policies & Procedures
    a. Add/Drop Deadline
    b. Course Withdrawal
    c. Full Semester Withdrawal/Resignation
    d. FERPA
    e. Force-Add
    f. Policy 91
    g. Title IX
3. Degree Requirements
    a. Reviewing Checksheets
    b. Pathways to General Education
4. Technology
    a. Navigate
    b. Banner and BDM
    c. HokieSPA
    d. DARS & HokieGPS
    e. Course Registration
    f. Getting Access
5. Campus Offices/Resources
    a. Cook Counseling Center
    b. Cranwell International Center
    c. Dean of Students Office
    d. Office of the Registrar
    e. Services for Students with Disabilities Office
    f. Student Success Center
6. End of Module Practice Scenario & Reflection

List of Topics by Module

Module 2 Topics

1. Advising as Teaching article (Marc Lowenstein)
2. Policies & Procedures
    a. Academic Calendar
    b. Course Attempt/3 Attempt policy
    c. Course Repeat policy
    d. Grades and P/F Grading
    e. Timetable, Course Request, and Registration
    f. Authorization to Take Courses Elsewhere/Abroad
    g. Transfer Credit policies (including AP, IB, and Advanced Standing)
3. Degree Requirements
    a. Change of Major, Restricted vs Unrestricted majors
    b. Reading, reviewing, updating DARS reports
    c. Substitutions and course waivers
4. Technology
    a. Canvas
    b. Google Drive
    c. Data Warehouse
    d. Institutional Data
    e. GPA Calculators
5. Campus Offices/Resources
    a. Career & Professional Development
    b. Corps of Cadets
    c. First Generation Office
    d. Honors College
    e. Housing & Residential Life
    f. SAASS
    g. Student Opportunities & Achievement Resources (SOAR)
    h. Transitional Advising
6. End of Module Practice Scenario & Reflection

List of Topics by Module

Module 3 Topics

1. Policies & Procedures
    a. Field Study/Internships
    b. Independent Study
    c. UG Research
    d. Academic Relief
    e. Satisfactory Academic Progress (Financial Aid)
    f. 125% Rule for In-State Tuition
    g. VT Honor Code and Violations
2. Degree Requirements
    a. Minors & Pathways Minors
3. Technology
    a. Microsoft Teams
    b. Microsoft Word (Mail Merge for emails)
    c. Microsoft Outlook (Quick Parts)
4. Campus Offices/Resources
    a. Global Education Office
    b. Office of University Scholarships & Financial Aid
    c. Office of Undergraduate Academic Integrity
    d. Office of Undergraduate Research
    e. Student Conduct
    f. Student Engagement & Campus Life
5. End of Module Practice Scenario & Reflection

6. End of Training Quiz - 20 questions on topics covered through all 3 modules

7. Feedback Survey

List of Reflection Questions by Module

Module 1 Reflections:

1) Think about the NACADA Advising Pillars. Which Advising Pillar resonates the most with you? Why?
2) Which adjective would you prefer your students to know you as? This could be reliable, dependable, easy to talk to, etc.

Module 2 Reflections:

1) How do you see yourself incorporating advising as teaching in your role?
2) When would you use a prescriptive model for advising? When would you use a developmental model for advising?

Module 3 Reflections:

1) What tools, resources, and offices that have been shared do you feel more comfortable utilizing to assist students in advising?
2) How would you approach sharing bad news with your advisees?
3) What are the specific resources you use in your area to assist students in advising?
4) What areas do you feel you need to know more about in order to use these resources as an advisor?

ASSIGN LEARNING ACTIVITY

FIGURE 1

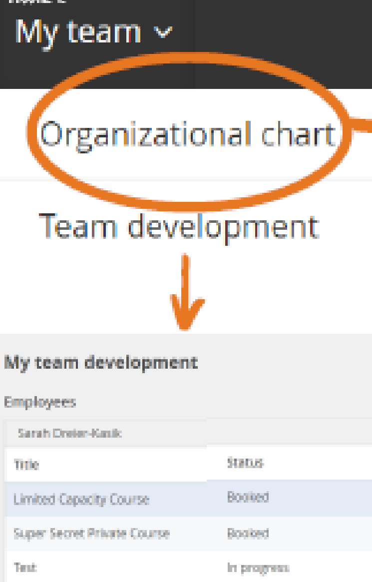
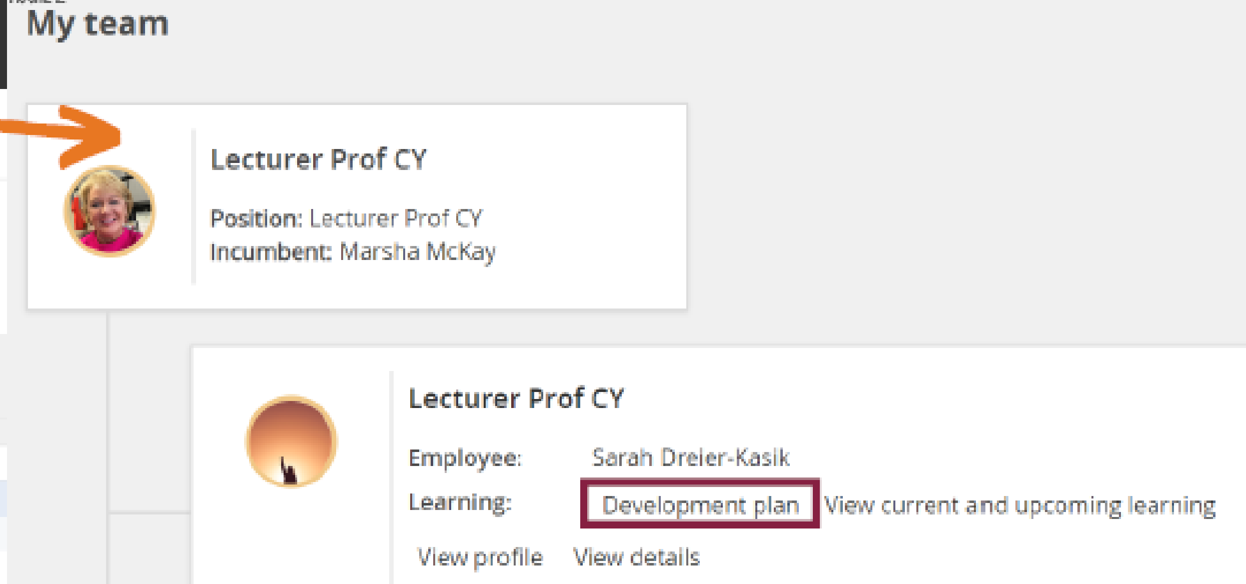


FIGURE 2



Selecting "Team Development" in the drop-down menu provides a list of your employees and the status of their learning activities. You can also do this by selecting "View current and upcoming learning" on the "Organizational chart".

1. Locate the navigation bar at the top of the screen and select "My team" then select "Organizational chart" as shown in Figure 1. This chart will display the hierarchy of your team, as shown in Figure 2. If reviewing as a second-level supervisor, there will be several levels.

2. To add a learning activity to an employee's development plan, navigate to the employee.

3. Select "Development plan" in the employee box. This will open their development plan where you can view their "In process / Upcoming", "Completed", "Pending approval", and "Shared with me" information.

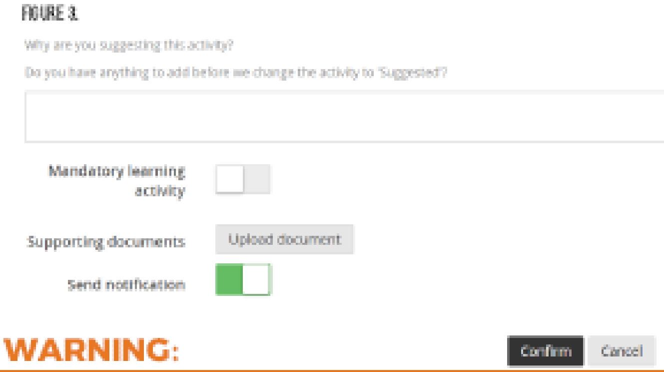
4. Select "Explore Library" to use the Learning Library or "Explore Events" to add by the Learning Calendar. Their Learning Library will include their private learning activities.

5. Once in the Learning Library or Learning Calendar, select the learning activity by the title to add it to your employee's development plan by selecting one of the following at the bottom of the learning activity:
   - "Book"
   - "Add to plan" then choose one of the following: "Book", "Mark as in progress", or "Mark as done"
   - "Select a time slot" if there is a specific event time associated with the learning activity then choose the date and time you'd like them to participate in the learning activity then select "Book"
   - Another option is to "Suggest" the learning activity to your employee. This will prompt a text box so you can share why you are suggesting this particular learning activity to your employee. Then select "Confirm".

6. Once the option of how you'd like to add the learning activity to your employee's development plan is selected, as shown in Figure 3, you can opt to:
   - Make the learning activity mandatory (required) by selecting the bar and switching it to green. Then assign a due date as needed.
   - Add supporting documents to the activity such as a previously discussed goal or action plan.
   - Choose to send a notification by checking the box to indicate yes or leaving blank to indicate no.

7. Select "Confirm". A green bar at the top of the Learning Library will confirm the action.

FIGURE 3



WARNING:

Supervisors cannot add an employee to a wait list. Supervisors cannot remove learning activities from their employee's development plan.