

Advice

from Advisors to Advisors*

* Offered by SPAHP academic advisors on 7/22/08

- Make an impressionable first contact with your advisee. This first impression is often what makes the student open to talking with you or, on the other hand, feel uncomfortable coming to you with issues.
- Communicate with your advisees on a regular basis
- Communicate to the student your desire to help them progress in their ongoing personal and professional development – stress the importance of regular contact for this to happen – at least once per semester and more p.r.n.
- Keep an open mind and listen attentively to advisees. It's actually easier to disagree (when needed) with a student if you have honestly listened to them.
- Know the resources the academic success counselors can provide.
- Be open-minded. Serve as a sounding board.
- Periodically "touch base" with your advisees. It's too easy to make initial contact and then let communication fade.
- Learn who your advisees are by name, class (year), face... Connect with them on at least one non-professional basis (e.g. same hometown, favorite sport, political views, etc.)
- Spend time with your advisees.
- Keep an open door policy – be open, supportive and positive.
- Hold PIN numbers hostage until advisees come to see you or discuss with you what / how they are doing and/or why they are doing it.
- Let advisees know what the best way is to communicate with you – e-mail, phone, other?
- Listen, listen, listen and then listen some more.
- Keep good notes on meetings and situation. It's amazing what you forget and how students "blend together." You can't be as helpful if you have to "re-orient" yourself each time you meet.
- Take the time to contact your advisees. Get to know them as "people." Let your advisees know you genuinely care.
- Help students learn to balance – study, life, exercise, family, work, self-time, diet – but not necessarily in that order.
- Show interest in advisees' personal life in addition to their academic / professional development.
- Communicate: with advisees, with members of OASA, and with other faculty members regarding policies and procedures for handling the needs of advisees.
- A student must feel welcomed and non-hesitant while discussing anything (even personal) with the advisor because so many problems can be solved or at least mitigated just by people talking.
- Try to know the student as a whole person – there are often many things going on in the background that significantly impact the student's performance in the classroom.
- Keep an open door. Let advisees know you are aware of their successes.
- I think face-to-face meetings are so valuable! Often I'll send a blanket e-mail asking students to meet with me if they'd like to. But it's when I "require" a brief 15 minute face-to-face check-in that I really find out how the student is doing. Also, send inspirational e-mails!
- Turn off the computer and do not answer the phone... the advisee should feel like he/she is the focus of the conversation.
- Be fully present to the student when you meet with him/her and convey through words and actions that you are not in a hurry and that you are interested in him/her as a person.
- Listen – it's at the top of the list.
- Have the ability to motivate students in their profession or reassure students' reasoning of why they decided to pursue the chosen profession.
- Be truly concerned about your advisees; be personal. Let them know you care. They are important and their success through our School is important to us. Be available (e.g. e-mail, drop-in, etc.).
- Use the OASA web site to get all the information you need regarding schedules, policies, and course information.
- Be personable to each student individually. Get to know them and stay in contact with them. Have a relationship with the student before issues come up.
- Know the resources the academic success counselors can provide.