Outstanding Advising Award

NACADA 2018

Appendices

Contents:

Letters of Support

Advising Materials designed by
  Advising Snapshot
  Academic Recovery Program form
  Examples of Advising Worksheets
  Advising Awards Manual
LEARNING TO A GREATER DEGREE

February 23, 2018

Dear NACADA Outstanding Advising Award Committee Members:

It is my pleasure to write a letter of recommendation for [Name] for the NACADA Outstanding Academic Advisor Award. I have known and worked with Natalie for over seven years as a faculty member and now as her supervisor.

[Name] is currently responsible for advising a third of our school of professional students with a caseload of over 350 and covering seven different and diverse programs. Her caseload includes new freshman through seniors and transfer students. Prior to moving into the position, she served as a transfer student advisor only. Her advising experience at Central is vast and her loyalty is Central-red deep.

It is difficult to estimate how many students [Name] has advised over her many years at Central as an academic advisor, but the impact is immense. She takes a keen interest in the academic and overall well-being of her advisees. As an observer of her work with students, she is kind yet direct; considerate, knowledgeable and detail oriented.

In working with students, [Name] attempts to know the students in order to assess the totality of a student’s situation. She believes in relationship building and holistic advising. Due to a successful and intrusive approach, advising the persistence and retention rate of students tends to be greater than the average. She believes in building the tools and services that are necessary to provide equitable access for all her students. She works on key university committees in order to remove as many barriers as possible so that her students can academically succeed and prosper.

It is common for students to provide feedback to us praising [Name]’s helpfulness, friendliness, and genuine interest in their success. When students work with [Name], they have a strong sense, and rightly so, that she wants nothing more than for them to succeed while studying and beyond. In casual observations, (our offices are near each other) I have witnessed her interactions in advising appointments and have noted her keen desire to ensure students are on track while also holding them accountable for proper planning. [Name] is a firm believer in teaching our students “to fish”, providing them with the skills to make good choices which leads to higher levels of retention and completion. I have also observed a similar approach to her mentorship of new advisors—she desires for her colleagues to succeed through the advising role and in personal, professional development.
Professional development is something she seeks and utilizes fully. She is a member of \( \text{-------} \) and NACADA. She regularly attends their conferences in order to stay abreast of the advising profession. She also participates in the \( \text{-------} \) Transfer and Articulation each spring to remain informed of higher education transfer issues and changes. \( \text{-------} \) is readily willing to share her knowledge learned at these meetings in order to help our advising center be as progressive as possible.

\( \text{-------} \) embodies the concept of "Outstanding Advising", and I recommend her for this award without reservation. She is most deserving.

Sincerely,
Dear Selection Committee,

It is my pleasure to recommend [Name] for the NACADA Outstanding Advising - Primary Role Award. She deserves this award based upon her superior performance as an Academic Advisor at the [University]. For the past six years I’ve had the pleasure of working with [Name] on a regular basis. During this time, I have witnessed firsthand her ability to execute the duties of her job at a high level impacting student success.

Following NACADA’s Core Values, [Name] is able to use her knowledge of campus information and resources to help her students be successful. She is fully informed of all requirements and policies outlined in the University catalog, in addition to policies used by other offices on campus. With her strong interpersonal skills she is able to create a positive relationship with her students by making the student’s success a priority. A strong student-centered mindset is the basis for her support and caring of her students.

[Name] is a member of the Enrollment Management team and regularly attends professional development conferences. She has improved her advising techniques, and improved the entire office, by implementing the best practices she has learned from these training activities. Her students can rest assured that [Name] is putting forth all her effort and ability to help them complete their degree.

Students benefit from [Name] professional practice, which includes proactive communication and advising, maintaining the advising center's social media, and creating presentations for various student orientations and class visits. In addition, [Name] regularly assists academic departments with curriculum and class scheduling conflicts, runs reports to disseminate student data, and coordinates the viewing of training webinars for advisors in her office. During her frequent contact with advisees, [Name] is not afraid to participate in intrusive advising, pushing students towards their academic and career goals.

[Name] has researched several topics in order to improve her knowledge of student success. She was integral in the development and implementation of a college-wide academic probation program. At the 2016 conference her presentation on the Academic Recovery Program, which was designed to work intensively with students placed on probation, was voted Best of Conference and was presented again at the 2017 conference. She serves as the advising representative, and active member of a campus-wide committee who successfully implemented a themed-learning community program on campus. She has also taken a leadership role on a campus-wide committee working to develop a common definition of effective advising, creating an advising mission statement, and developing student learning outcomes.

One specific task which deserves special recognition is [Name]’s work with the Outstanding Academic Advisor Award. [Name] helped to create this award in the spring of 2015 to recognize the efforts of advisors on the campus, and since that time she has been an integral part in coordinating the award process. In addition, Natalie has helped coordinate the award winner’s nomination for the University and NACADA academic advising awards. She went well above and beyond the duties of her job to recognize advising.

Please do not hesitate to contact me if you would like to further discuss this recommendation.

Sincerely,
July 7, 2017

To whom it may concern,

My name is [Name] and I am a student here at the [University Name]. I am majoring in aviation management and minoring in business administration. I came to [Name] in the fall of 2015 and have been scheduling an appointment with [Name] once or twice a semester since for varying reasons. I was so glad I got the opportunity to nominate [Name] for the Outstanding Academic Advisor Award (OAAA) through [Nomination Source], and I am happy to write her this recommendation letter for the Outstanding Advising Award - Primary Advising Role through the Global Community for Academic Advising (NACADA).

Every time I have met with [Name], it has been an extremely beneficial experience. [Name] is so friendly and outgoing and does a good job of making me feel comfortable. She has always been able to answer any question I might have whether it be about changing majors, what classes I should be taking the next semester, or finding internships applicable to me. For example, last time I met with [Name] she brought up internships. She suggested that I check out some resources in Dockery and that I reach out to people in my academic department to find out what could work best for me. Without her knowledge of this information, I doubt I would have ever found out about it on my own.

[Name] has done a great job of teaching me how to use resources on MyCentral such as the schedule planner and how to look up classes. In our visits, she really helps to lay things out for me so I can understand what my best options are. I would honestly be lost on picking classes each semester if I didn’t have her to make suggestions.

Not only is [Name] helpful, but she is also conscientious of other’s busy schedules. I have always felt that she values my time and makes the best use out of our 30 minute visits together. Something I really like about her is how easy it is schedule an appointment quickly. When I need her guidance, I know I can get in with her within the next one or two days. Sometimes if it’s just a question or two, I can e-mail her and receive a reply in the same day. This is something I really appreciate.

I am very pleased with the idea that [Name] could receive the Outstanding Advising Award - Primary Advising Role. It is obvious she has worked extremely hard to be an outstanding academic advisor and I think she really deserves this award. If you have any questions, feel free to e-mail me at [Email Address].

Sincerely,
Dear National Advising Award Selection Committee,

My name is [Redacted], I am a junior at the [Redacted] and I am writing this letter on behalf of my incredible advisor, [Redacted]. Arriving at [Redacted], I was a confused student seeking guidance on my classes, my career possibilities, and nearly every other aspect of my academic career. [Redacted] did not hesitate to nurture me, educating me on the logistical side of college and the opportunistic side. Her passion for providing students with confidence in their academic plan and her ability to relate to each of her students on a professional and personal level are what make [Redacted] so vital to academic advising at [Redacted].

Advisors such as [Redacted] come few and far between. She does not simply end her academic advising when an appointment concludes, or when she sends the final email of the day. Instead, she takes the initiative to reach out to struggling students, and to coordinate with other advisors on possible improvements that could be made. It is this dedication that [Redacted] holds which encourages her students not only in the classroom, but in their career as a whole. I distinctly remember during our first meeting together, and [Redacted] stated, "I am here to help you be successful, you tell me what you want to do, and I will do everything I can to help get you there." That statement informed me that with [Redacted], I did not have just another resource in my academic career, not in the slightest. Instead, I had an individual that would mold my collegiate experience, and would be one of the most vital pieces to the puzzle that is my academic career.

In the student community, we talk about faculty often. Inherently, there is bound to be some level of complaints directed towards one faculty member from time to time. However, I have yet to hear anything except excellent remarks about [Redacted], as she has and will continue to completely fulfill and exceed the expectations that students hold for their academic advisor. Her in-depth knowledge about the [Redacted] academia as a whole is astonishing, and the implementation of this knowledge into her advising abilities is a quality that can be overlooked by none. Very seldom does an advisor with the caring and interpersonal skills that [Redacted] holds accompany such precise and distinct intellectual abilities which she displays consistently and confidently.

[Redacted] is compassionate, dedicated, and diligent in her work as an academic advisor, and there is no other individual I could see better fit for this award than her. I recommend [Redacted] without hesitation. If you have any further questions regarding [Redacted] and her abilities as an academic advisor, please reach out to me at [Redacted].

Sincerely,

[Redacted]
March 12, 2018

To the Outstanding Advising Awards selection committee,

It is my pleasure to write this letter on behalf of [Name] for the Outstanding Advisor Award. Natalie is an academic advisor in the [Department] of Business and Professional Studies at the [Institution]. She has worked at Central as an advisor for six years and has a wealth of knowledge.

[Name] is an individual I find myself going to often for advice, clarity and support. Her depth of knowledge of our campus policies and procedures is invaluable, making her a key asset to our advising team.

[Name] has an outstanding reputation on campus with her colleagues. She is often the advisor our departments call when they are working on curriculum and scheduling issues. She has incredible attention to detail and problem solving skills and her advice can be trusted. She takes pride in her work and is very deserving of the Outstanding Advisor Award.

[Name] character shines as she works with her students. She is eager to get to know them and makes an admirable effort in doing so. She is continuously willing to run appointment campaigns to get more students in her office. She has great listening skills and I believe students enjoy talking to her as she is quick to find a topic to connect with them on.

[Name] has always been an advisor I respect and enjoy working with. She is easy to work with because of her fun loving personality and I am honored to write a letter on her behalf. She deserves to win this Award due to her love for her job and the students.

Thank you for giving me the opportunity to write this letter. If you would like to further discuss [Name]'s qualifications I would be happy to speak to you. I can be reached by emailing

Sincerely
Outstanding Academic Advisor Award Selection Committee:

I am writing to you on the behalf of my academic advisor, Natalie. I was honored when she asked me to write this letter of recommendation. When starting at the University of Central Missouri Fall 2014, I had the privilege meeting Natalie. As a Freshman and new to the college lifestyle, Natalie helped set my path here at UCM.

Natalie has always been readily available to meet with me and her other students in our time of need. I remember my Freshman Orientation when Natalie spent two hours with me individually to ensure all of my AP and Dual Credit classes transferred correctly. She helped set my plan of study, and with her encouragement, I am now graduating with a Bachelor of Science Degree in just three years. Natalie's knowledge and expertise ensure not only my timely graduation, but the timely graduation of all of her students.

Natalie has always been a source of information for me. Her dedication to her students shows. Whenever I had a question about campus, whether it was academic or not, she pointed me to the on-campus resource that could help answer my questions. She helped me find a job through Mules 4 Hire, wrote letters of recommendation for me, as well as helped with finding specific scholarships that fit my needs. Natalie is always willing to provide information to those who request her help.

Through my years at UCM, I have been very active with Freshman Orientation as well as various activities with the Harmon College of Business and Professional Studies advisors. Every time I am with these advisors, it is evident they truly care about their students and Natalie is no exception to this. She is involved with providing information to her students, but also informs her colleagues if they require guidance. Natalie always has fun ideas like shaking a Kleenex box full of ping pong balls with someone's behind as an ice breaker for Freshman Orientation. She loves to interact with her students and colleagues in a new creative manner. I have not seen other professionals approach their job in that manner.

One of my favorite things about Natalie is the time she takes to get to know her students. After the first time I met Natalie, she knew my name, major, class status, and the sequence of classes I was taking. Besides the academic knowledge she knew about me, she also knew my parents, what I enjoyed doing, how I chose my major, along with various other aspects of my life. I am sure she tries to do the same with all of her students, which is a lot to remember for one academic advisor. Natalie has always made me feel special and worthy of her time when I come to see her. She makes all of her students a priority.

So, to the Outstanding Academic Award Selection Committee, I have not met a more deserving academic advisor to receive this award than Natalie. Her commitment, determination, friendliness, initiative techniques, and knowledge surpass the other candidates. I ask you to look at not only my recommendation letter, because I am not always good articulating thoughts in a letter, but to also look at her students' achievements because Natalie has guided them throughout their college career. I am very fortunate to have her as my outstanding academic advisor.

Thank You,

Speech-Language Pathology Undergraduate
Mo the Mule

CREDIT DETAILS

- 37 Earned
- 14 In Progress
- 18 General Education Remaining
- 36 Major Requirements Remaining
- 6 Minor Requirements Remaining
- 9 Free Choice Still Needed
- 120 TOTAL

DATE: 3/13/18

Criminal Justice

700# MAJOR

CHECKLIST

Please be sure to sign up for the Gen Ed Assessment no later than April 1st.

Consider meeting with your faculty mentor before Spring break.

BUSINESS

700# MINOR

FORECAST FUTURE SEMESTER

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>ENGL 1030</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1030</td>
<td>3</td>
</tr>
<tr>
<td>LIS 1600</td>
<td>2</td>
</tr>
<tr>
<td>CTE 3016</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
</tr>
</tbody>
</table>

Requirements and prerequisites are subject to change and thus do not constitute an agreement or contract.
<table>
<thead>
<tr>
<th>Mo the Mule</th>
<th>700123456</th>
<th>Criminal Justice</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT NAME</td>
<td>700#</td>
<td>MAJOR</td>
<td>MINOR</td>
</tr>
<tr>
<td>SEMESTER</td>
<td>SEMESTER HOURS</td>
<td>SEMESTER</td>
<td>SEMESTER HOURS</td>
</tr>
<tr>
<td>SEMESTER</td>
<td>SEMESTER HOURS</td>
<td>SEMESTER</td>
<td>SEMESTER HOURS</td>
</tr>
<tr>
<td>SEMESTER</td>
<td>SEMESTER HOURS</td>
<td>SEMESTER</td>
<td>SEMESTER HOURS</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>TOTAL</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>TOTAL</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>TOTAL</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>TOTAL</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>TOTAL</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>TOTAL</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>TOTAL</td>
<td>0</td>
</tr>
</tbody>
</table>
Academic Recovery Plan Assessment

Please reflect carefully upon your previous semester(s) performance and honestly answer the following questions. This will help you and your Academic Advisor identify ways to help you succeed academically in the future.

This form is automatically collecting email addresses for University of Central Missouri users. Change settings

What is your 700#?

Short answer text

Are you the first person in your immediate family to go to college? *

- Yes
- No

During the school year, where do you live? *

- Residence Halls/Campus Housing
- Off-Campus Housing within 30 miles
- Off campus further than 30 miles

How many semesters have you attended UCM? *

1. 1
2. 2
3. 3
4. 4
5. 5
6. 6
7. 7 or more

Have you met with a UCM Academic Advisor before? *

- Yes
- No
If yes, how many hours per week did you work?

1. 1-10
2. 11-15
3. 16-20
4. 21-29
5. 30-40
6. 40+

After section 1  Continue to next section

Section 2 of 5

Please Answer these statements using the following scale

- 1 - Disagree
- 2 - Neither Agree nor Disagree
- 3 - Agree
- 4 - Strongly Agree

I understand why I am on academic probation. *

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

I know how to manage my time well. *

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

I can adapt to any professor’s teaching style. *

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

I feel comfortable seeking campus resources (e.g. Learning Commons, Counseling Services, Academic Advising, professors’ office hours).
1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree

I am able to manage my stress(ors).

1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree

I feel confident that I have chosen the right major for my strengths and interests.

1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree

I feel confident that I will graduate.

1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree

I feel connected to the UCM campus community.

1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree

I take complete and useful notes from lectures.

1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree

I know how to study effectively.

1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree

I study material from textbooks and readings by underlining, outlining, or summarizing important content.

1 2 3 4 5
Strongly Disagree ○ ○ ○ ○ ○ Strongly Agree
Identify issues that you faced

Check any of the following issues that may have contributed to your not doing well academically as you would like last semester. Identify as many as apply to you, with a minimum of three.

**Study Skills**

- [ ] Not enough studying
- [ ] Concentration
- [ ] Difficulty managing time
- [ ] Too heavy a course load
- [ ] Test anxiety
- [ ] Poor test preparation
- [ ] Managing reading load
- [ ] Trouble writing papers
- [ ] Did not take good notes
- [ ] Difficulty with math courses
- [ ] Procrastination
- [ ] Missed a lot of classes
- [ ] Difficult transition from high school or community college to UCM
- [ ] Difficulty adapting to different teaching styles
- [ ] Technology issues
- [ ] Possible learning disability
- [ ] Difficulty understanding material
- [ ] None of these apply to me

**Personal Issues**

- [ ] Difficulty saying "no" to others
- [ ] Financial difficulties
- [ ] Medical or health-related problems
- [ ] Lack of motivation
☐ Sleep difficulties
☐ Family issues
☐ Roommate issues
☐ Other involvement in outside activities
☐ Homesickness
☐ Trouble juggling family vs. school responsibilities
☐ Lacking family support or encouragement
☐ Issues with alcohol and/or drugs
☐ Difficulty talking to professors
☐ Too much time on gaming, Internet, TV, devices, social media
☐ None of these apply to me

Career or Major issues *

Check all that apply
☐ Unsure of major
☐ Working too many hours
☐ Unsure of interests, skills, and abilities
☐ Found I wasn’t enjoying the courses for my major
☐ Unsure of how to talk to family/others of a desire to change major
☐ Unsure if UCM is the best fit
☐ None of these apply to me

After section 3  Continue to next section

Section 4 of 5

Section title (optional)

Description (optional)

What went well last semester? What's working for you? *

Long answer text
If yes, please check all factors that apply to you

☐ Put in more time and effort that others but get similar or poorer grades
☐ Have particular trouble with essay test formats
☐ Have particular trouble with multiple-choice test formats
☐ Know material but have difficulty showing it on tests
☐ Become anxious when facing an exam
☐ Have been led to question or doubt potential for success in college work
☐ Could do better on tests if allowed more time

After section 4  Continue to next section

Section 5 of 5

Section title (optional)

Description (optional)

In which of the following study skills do you need improvement? *

Check all that apply

☐ Adapting to different teaching styles
☐ Organization
☐ Effective study techniques
☐ Time management
☐ Math Skills
☐ Accessing campus resources
☐ None of these

Please provide any additional feedback you may have

Long answer text

Next Steps
# Professional Pilot (43-554) Bachelor of Science

<table>
<thead>
<tr>
<th>General Education</th>
<th>Prerequisites/Periodicity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATION SKILLS</strong></td>
<td></td>
</tr>
<tr>
<td>Writing I</td>
<td>3</td>
</tr>
<tr>
<td>Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Managing Info</td>
<td>2-3</td>
</tr>
<tr>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>KNOWLEDGE AREA I</strong></td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Additional Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>KNOWLEDGE AREA II</strong></td>
<td></td>
</tr>
<tr>
<td>PHYS 1104-Intro to Sciences: Physics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1131-Applied Calculus</td>
<td>3</td>
</tr>
<tr>
<td>Additional Course- (MATH 1111-Algebra)</td>
<td>3</td>
</tr>
<tr>
<td><strong>KNOWLEDGE AREA III</strong></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1010-Princ. of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Additional Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENGAGEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>FIN 1820-Personal Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 42-43**

<table>
<thead>
<tr>
<th>FLYING - Additional flight fees apply to each flight class</th>
<th>Prerequisites/Periodicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 1310-FAA Private Requirements</td>
<td>4</td>
</tr>
<tr>
<td>FLYA 1320-Private A</td>
<td>1</td>
</tr>
<tr>
<td>FLYA 1321-Private B</td>
<td>1</td>
</tr>
<tr>
<td>AVIA 2325-Instrument Rating Ground School</td>
<td>4</td>
</tr>
<tr>
<td>FLYA 2313-Instrument A</td>
<td>1</td>
</tr>
<tr>
<td>FLYA 2314-Instrument B</td>
<td>1</td>
</tr>
<tr>
<td>FLYA 3310-Commercial A</td>
<td>1</td>
</tr>
<tr>
<td>FLYA 3311-Commercial B</td>
<td>1</td>
</tr>
<tr>
<td>FLYA 3312-Commercial C</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL 46**

<table>
<thead>
<tr>
<th><strong>FREE ELECTIVES</strong></th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum to Graduate</strong></td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chair:</th>
<th>TRG 212, 66</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry J. Huang</td>
<td>Professor</td>
</tr>
<tr>
<td>Academic Advisors:</td>
<td>WDE 1600,</td>
</tr>
<tr>
<td>Alex Kent</td>
<td></td>
</tr>
</tbody>
</table>
Professional Pilot (43-554)
Bachelor of Science

Additional Notes from the Undergraduate Catalog

The mission of the Professional Pilot B.S. program is to prepare students for ready advance airplane pilot professions by developing sound and advanced student skills including critical thinking and teamwork, attainment of aviation knowledge and awareness of current aviation major issues in airplane flying, infused with safety practices and practical applications in real world environments.

Only courses with a grade of C or better (including transfer courses) may be used to fulfill minor requirement in any program offered by the Department of Aviation.

Students pursuing flight training in their program must hold at least a Second (2\textsuperscript{nd}) Class Certificate before any flight operations may commence.

The number of flight slots varies each semester as they are based on the number of avionics instructors - as a result, there may be delays in degree progress.

Students pursuing flight training may request immediate enrollment in subsequent flight time during a published term if the prerequisite has been satisfactorily completed.
Outstanding Advisor Awards

at the

The purpose of the awards are to recognize excellence in advising for both the college academic advisors as well as faculty advisors who play an integral part in the retention of our students.

Primary Academic Advisor Role - To recognize individuals who have demonstrated effective advising qualities and practices that distinguish the nominee as an outstanding academic advisor.

Faculty Advisor Role - To recognize individuals who have demonstrated effective advising qualities and practices that distinguish the nominee as an outstanding faculty advisor.

Qualifications for Nomination:
- Nominee must have a minimum of two years of service with the college as a full-time academic advisor or faculty advisor by the nomination deadline.
- Nominee must not have received the award in the previous three years.

Nominations:
- Any faculty, staff, or student can nominate someone by submitting their name and brief reason as to why they think the person is deserving of the award. Information on nominations will be posted on the Daily and Weekly as well as sent out on the various student, staff and faculty listservs.

Criteria for Selection:
- Knowledge of campus information and resources, as well as use of that knowledge in helping students.
- Demonstration of advising as a priority activity.
- Use of innovative advising techniques and/or development of advising materials or systems.
- Reasonable accessibility to advisees and effective use of available time with advisees.
- Efforts to create positive relationships with students.
- Support of advisor training and professional development programs available to improve advising techniques and services to students.

Nominees will be asked to provide a personal statement on advising, resume or vitae, a statement on why they think they are deserving based on the criteria for selection, and three letters of recommendation from either students or fellow colleagues.
Selection Committee: The Committee will be comprised of the last two years’ award recipients and one student representative from SGA to total 5 recipients. The Chair will be the recipient of the Professional award from two years ago; who will find a time and meeting place. To avoid bias, if two or more members are from the same College then a 2nd student will be brought into the committee.

Award to be a $500 cash (net, after taxes) for each recipient or $500 towards professional development to be funded by the Provost Office.

Award and plaque to be presented at a reception hosted by the Provost.

Recipients will be nominated for National, Regional and State awards

AWARD TIMELINE

January
Nomination publicity - first week of January
Nominations due January 30th
Confirm award plans with Provost's office

February
Nominees notified and request for acceptance by February 2nd
Send those who accept nomination the packet directions
Send survey to a sample of advisees for each candidate by February 6th
Nominate last year's recipients for NACADA National Awards, due in early March
Schedule committee meeting for mid March (Selection chair responsible)
Reserve food/cake for Reception
Reserve future years event date and time

March
Packets due back from candidates by first week of March
Packets sent to committee members for review
Committee meets and reaches decision by Mid March
Order Plaques and Certificates for Recipients and Candidates

April
Reception to be held in late April to recognize recipients

June
Nominate recipients to $$\text{Awards Committee}$$ (deadline typically July)

July
Nominate recipients to $$\text{Awards Committee}$$ (deadline typically Nov 1)

December
Nominate recipients to $$\text{Awards Committee}$$ National Awards (deadline typically March 1)
NOMINATION FORMS and PUBLICITY

The Nomination form is to be sent out the first week of January and due at the end of the month. This timeline can be moved if needed.

Form is stored and shared using Google Forms “Outstanding Advisor Awards Nomination”. The form is attached to a Google Sheet called “Outstanding Advisor Awards Nomination (Responses).

Before sending the nomination form out, be sure to update it by copying the previous years responses to it’s own sheet (see 2015 Nominees sheet for example). Once these are copied and deleted from the Form Responses sheet, then go back into the form and be sure to delete all responses and start at 0.

Advertise the nomination form

- Daily to Staff and Faculty - once a week through January
- Weekly to Students - every Monday of January
- Facebook/Twitter through Registrar’s site (if they let us)

Advertisement for UCM Daily and UCM Weekly

Possible future advertising: Union’s electronic signage:
https://docs.google.com/document/d/187u8v9Xmk-_JPXWlXnRITuO5L8SrCm-Tk4PgJeGlclw/edit

Nominate an Academic Advisor for the Outstanding Academic Advisor Award.

Please take a moment and nominate one of our professional and/or faculty academic advisors for the Outstanding Academic Advisor Award. The nomination is easy—just the advisor’s name and a short paragraph why you think this person is deserving.
Nomination Form: http://goo.gl/forms/dOs0Kjs1m9

The deadline to submit nominations is February 20. The award will be presented later this spring.
Any questions, please contact
Outstanding Advisor Awards Nomination

The purpose of the awards are to recognize excellence in advising for both the college academic advisors as well as faculty advisors who play an integral part in the retention of students.

Please note that this award is specific to academic advisors and not organization advisors.

Your username will be recorded when you submit this form. Need help? Sign out
* Required

Selection Criteria

Nominees will be judged on the following criteria:
- Knowledge of campus information and resources and use of that knowledge in helping students.
- Demonstration of advising as a priority activity.
- Use of innovative advising techniques and/or development of advising materials or systems.
- Reasonable accessibility to advisees and effective use of available time with advisees.
- Efforts to create positive relationships with students.
- Support of advisor training programs available to improve advising techniques and services to students.

*Nominee must have a minimum of two years of service with UCM as a full-time academic advisor or faculty advisor.

Academic Advisor that you would like to nominate: *

Choose the type of advisor
○ Professional Advisor
○ Faculty Advisor
○ Unsure

Please explain why you think this advisor deserves this award: *

Nominated by (your name) *

Nominations must be received by January 30th.
You may nominate more than one advisor

☐ Send me a copy of my responses

Submit

Never submit passwords through Google Forms.
EMAIL TO NOMINEES

Subject: Congratulations on Your Nomination for an Outstanding Academic Advisor Award!

Congratulations!! [Name] has nominated you for the Outstanding Academic Advisor Award!

If you wish to be considered for the award, you will need to do two things.

First, complete this Nomination Acceptance form to notify the committee that you are interested in being considered for this award no later than Thursday, February 11, 2016. This notification authorizes the release of a survey to a sampling of your advisees. A sample survey is attached.

Second, please deliver six copies of the completed application packet to HCBPS Advisement Center, 1600 Ward Edwards. To be considered, applications must be received no later than 10:00 a.m. on Friday, March 4th. Application packets will not be returned.

Follow these instructions to complete your application packet.

1. Complete the Nominee Information Form and use as Title Page to application
2. Describe and show evidence of how you meet each of the criteria for selection:
   a. Knowledge of campus information and resources, as well as use of that knowledge in helping students.
   b. Demonstration of advising as a priority activity.
   c. Use of innovative advising techniques and/or development of advising materials or systems.
   d. Reasonable accessibility to advisees and effective use of available time with advisees.
   e. Efforts to create positive relationships with students.
   f. Support of advisor training and professional development programs available to improve advising techniques and services to students.
3. Attach supporting materials, such as advising materials you have developed (recommended but not required)
4. Include a statement of your personal philosophy of advising
5. Attach three letters of recommendation. One letter must be from a current student.

The application and statement should not exceed ten pages. Please limit your letters of recommendation to no more than two pages each.

Completed application packets will be reviewed by the Advisor Recognition Committee comprised of members from the faculty, staff, and a student selected by SGA. The committee will decide the award recipients. One faculty advisor and one professional staff advisor will be
selected and presented with a choice of either a $500 cash award OR $500 towards professional development. Awards will be presented at a reception to honor all advisors on April 21, 2016 and a plaque containing the recipients names will be placed on campus. The recipients will be nominated to both the national and state advising associations, NACADA and [insert], for a corresponding advising award (additional information will be requested, such as a resume or vitae will be required of the recipients).

If you are selected as recipient of the Outstanding Academic Advisor Award, you will be asked to serve on the selection committee for two years, and you will not be eligible for selection again for three years.

Again, congratulations on your nomination. It truly is an honor to be recognized as being nominated for an outstanding advisor award. If you have any questions about the award or selection process, please contact me at 8577.

Sincerely,

Addendum: Below you will find the information about your nomination.

[INSERT nomination paragraph from nominator]
Nominee Information Form
Student Surveys
Nominee Letter to those who did not qualify.

Subject: Congratulations on Your Nomination for the 2016 Outstanding Academic Advisor Award!

Congratulations!! You have been nominated for the Outstanding Academic Advisor Award!

[INSERT issue here]
However, the award requires a minimum of two years of service with a full-time academic advisor or faculty advisor.
However, since you have won in the last three years, you are ineligible for the 2016 award. You are not currently an assigned Academic Advisor

It is still an honor to be nominated. I wanted to share with you your nomination.

[INSERT nominator's name and nomination paragraph]
Nominee Information Form

Name:

Department:

Office Address:

Work Phone:

Advising Area:
(For example, Biology majors or College of Ed)

Estimated number of assigned advisees:

Number of years in advising:

Percentage of load devoted to advising:

Use this form as a header page to your Application Packet
Outstanding Academic Advisor - Student Surveys

The following is the survey that will be sent to your students by Google Forms.

Approximately how many times have you met with this advisor?
*never - the survey ends here

If the student reports that they have met with you, then they will get the following questions on a scale of 1-5, 1 Strongly Disagree and 5 Strongly Agree

My advisor seems genuinely interested in me.

My advisor uses our time together effectively.

My advisor helps me to understand my specific degree requirements.

My advisor is knowledgeable of campus resources and uses that information to assist me.

My advisor is helpful in discussing my academic plans and goals.

My advisor makes an effort to create a positive relationship with me.

My advisor seems to view advising as a high priority

My advisor is reasonably accessible to me

My advisor treats me with respect.

My advisor uses technology or other innovative advising techniques to assist me.

Overall I am satisfied with my advisor.

The final question is open ended: Do you believe your advisor should be honored with the Outstanding Academic Advisor award? Why or Why not?
Student Survey email:

If advisor has more than 200, then use =RAND() to create a random number and sort the list and email the first 200 in the list, sorted randomly.

Subject: Outstanding Academic Advisor Award - your help is needed!

Dear Student,

Advisor has been nominated for the Outstanding Academic Advisor Award. Please complete the following survey to help the selection committee determine a recipient.

Your honest responses about this specific academic advisor is very much appreciated and your responses will be kept completely confidential. The survey will take less than 5 minutes to complete.

Deadline: March 13th, 2016

The Outstanding Advisor award will be given to both a professional academic advisor and a faculty academic advisor, so you may even receive two surveys. The awards will be presented at a reception in April.

The award will be based on the following criteria.

- Knowledge of campus information and resources, as well as use of that knowledge in helping students.
- Demonstration of advising as a priority activity.
- Use of innovative advising techniques and/or development of advising materials or systems.
- Reasonable accessibility to advisees and effective use of available time with advisees.
- Efforts to create positive relationships with students.
- Support of advisor training and professional development programs available to improve advising techniques and services to students.

If you have any questions, please contact [insert email].

Sincerely,

ORIGINAL SURVEY FORM (Create a copy for each individual): http://goo.gl/forms/3ljw81xoQG
Your academic advisor, INSERT, has been nominated for the Outstanding Advisor Award. The results of this survey will help the selection committee decide on the Award Recipient.

Approximately how many times have you met with INSERT?
Selection Committee Instructions

Committee Meeting: March 17th, 2015 3-4 p.m. North Morrow 103
Please choose one applicant from each category to be the 2016 Outstanding Academic Advisor

Attached you will find the following:

a. The proposal for outstanding advisor awards

b. Emailed instructions to the nominees

c. Example survey sent to the nominee’s students

d. Application packets for each nominee
   i. Cover Page
   ii. Personal Philosophy of Advising
   iii. Three Recommendation Letters, including two current students
   iv. Description and evidence of how the advisor meets the criteria laid out in their nomination letter
   v. Student Survey Results

Professional Advisor Category - 7 applicants

Faculty Advisor Category - 5 applicants

Thank you for your help!
Email to Winners

Congratulations! You have been selected as the recipient for the 2016 Outstanding Academic Advising Award-Primary Role Advisor. We would like to thank you for your outstanding contributions to the University and your students. We have many excellent advisors working with students at the University and it was a difficult task for the committee to choose the recipients for this award.

The awards will be presented at an advisor appreciation reception on April 21st from 3:00 - 4:30 p.m. in Union, Room 240. The Provost will give a short presentation of the awards at 3:30 p.m. Please invite your family to share in this celebration of your accomplishment. There will be cake and refreshments.

The recipients are asked to serve on the award selection committee for the next two years. As the Outstanding Advisor, you will be nominated for the state and national academic advising awards. The Recognition Committee will work with you to get the information necessary for these nominations.

The Outstanding Academic Advising Award has an award of $500, either cash or towards professional development. Please respond with which award you prefer and confirm how you would like your name on the plaque. If you have a professional photo, please share it for the reception slideshow.

Attached is a summary of your student surveys.

Again, congratulations on your achievement!

Sincerely,

Recognition Committee

Letter to applicants:

Thank you for submitting an application for the Outstanding Academic Advising Award for 2016, but you were not selected as the award recipient. Being nominated by a student or colleague is a great honor. We know that submitting an application takes a tremendous commitment of time and effort, and we appreciate your participation in this year’s process. We have many excellent advisors working with students at the University and it was a difficult task for the committee to choose the recipients for this annual award. We would like to thank you for your outstanding contributions to the University and your students.

The awards will be presented at an advisor appreciation reception on April 21st from 3:00 - 4:30 p.m. in Union 240. All finalists will be recognized and the award recipients will be presented at 3:30 by Provost Curtis, so we hope you will be able to join us for the reception.

Attached is a summary of your student surveys, as well as the invitation to the advising reception.

Sincerely,

Recognition Committee
BUDGET

Two Award Plaques ($37 each) = $74
Award Plaque blanks for master award (Union) - Free as long as we order plaques
Certificates for applicants

Reception

Award Prizes - either $500 cash (net, not gross) OR travel compensation

Awards and Certificates

---

LEARNING TO A GREATER DEGREE

Outstanding Academic Advisor Award

Faculty Advisor

2015
Perpetual Plaque is hanging in a window booth in the union. It needs 2 individual plates, one for each winner. If buying big plates, Tecalaser said no charge for individual plates.

proudly recognizes

Outstanding Academic Advisor Finalist

for

her dedication to our students.

April 23, 2015